

U.S. Forest Service

Template August 2015

Start-up Procedures for Employee Recall and Resumption of Services Following Restoration of Appropriations

Overview

As a result of a “lapse in appropriations” the Federal Government has experienced a shutdown in operations and employee furloughs since _____. Passage and approval of legislation _____, _____, provided funding to immediately resume agency operations beginning the next business day, _____, _____. In accordance with guidance from the Office of Personnel Management and Office of Management and Budget, employees were directed to begin returning to work Thursday, while managers were directed to resume operations and service delivery at Administrative Units.

This document aims to provide general instructions for the orderly resumption of operations and duties for the Forest Service. We prepared subsequent general guidance for employees and agency leaders on procedures we will follow to orderly reopen administrative units after appropriations have been restored. While it guides activities for recall and rapid start-up for all employees it also offers general direction for restart activities to manage and deliver services for the 193 million acres of National Forests and Grasslands, administrative units and related operations. This general guidance may be tailored to meet needs for individual subunits and changing circumstances. It will also be updated to respond to issues that may also require attention as the agency resumes full operations.

Recalling Employees to Duty:

- Immediately following restoration of funding, employees will be recalled to duty using negotiated agreements between Regions, Stations and Area and their local Union Officials. Each Region, Station and Area unit consulted with Union Officials to outline terms for employee recall to duty when funding was restored; they codified terms in a Memorandum of Agreement at each sub unit. These agreements ensured each Bargaining Unit employee, as well as non-bargaining unit employee, would receive timely notification and instructions for resuming their duties. It also included guidance for schedules to report back to units, procedures to follow, resources for notification and expectations for employee compliance. Further, each agreement relied on a number of resources for guidance and direction predicated on official direction from the Office of Management and Budget, Office of Personnel Management and USDA Office of Human Resources Management. For notification to employees, we primarily activated

telephone-tree directories, which immediate supervisors contacted each employee within their unit. This notification was supplemented by the OPM website and media notifications.

- Supervisors should utilize accrued annual leave, compensatory time off, credit hours and available technology to allow employees the maximum flexibility in returning to work.

Employee Guidance to Resume Work

- When Employees return to work, they will each receive a quick-start guide that will be distributed to each employee's email address and placed on the internal website. The guide, provided below, will be updated regularly and offers the latest information needed to resume operations. It includes guidance for safety, time and attendance, computer and building access, travel, bill payments.

Employee Quick Start Guide:

Work place Safety: As you return to the office please be mindful of safety. Employees are encouraged to check their workspaces and workstations to ensure they are safe and secure for resuming work. This includes checking for loose wires, ensuring security of equipment and trash pickup.

Human Resources Management: Questions& Information: Contact: 1-877-372-7248, Option 2. Employees can also submit questions through CRM in Dashboard (<https://usdafs.connecthr.com>). Contact center will be fully operational on _____.

Time and Attendance (T&A)

- USDA intends to ensure all employees are paid during the week of _____ for both pay period (PP) ____ which covers _____ through _____, and the furloughed/excepted portion of ____ which covered _____ through _____.
- Paycheck 8 is currently unavailable pending further guidance on time and attendance submissions. HRM will provide specific instructions by Friday on submitting T&A corrections for pay period ____ and regular time for pay period ____.
- To maintain stability in the Paycheck 8 system and minimize disruptions, we will assign specific windows for each Region, Station, etc. to submit time and attendance over the next several workdays.

No Paycheck from Last Pay Period

- If you were entirely unpaid for pay period ____ for time worked through _____, please contact _____ at _____ or _____. You are asked to first review your leave and earnings statement and check with your financial institution to ensure a deposit is not reflected.

Performance Appraisal Deadline Extended to _____

- The deadline for submitting _____ performance ratings and establishing new _____ performance plans will be extended from _____ to _____. However, supervisors are encouraged to complete and enter performance ratings in the database as soon as possible.

Personnel Actions

- There are many pending staffing and personnel actions that were on hold during the furlough, plus many actions coming due in the next few weeks. Please be patient as HRM works through the backlog of pending and retroactive actions and ensures that upcoming actions are on track. Managers and employees will be contacted in the next 3-5 workdays regarding pending actions and priority will be given to actions that impact employee pay.

Frequently Asked Questions and Answers are available on the HRM website and will be updated as we receive additional guidance related to the furlough and recall:

(http://fsweb.asc.fs.fed.us/HRM/workforce_transitions/furlough.php).

Chief Information Office: CIO Helpdesk: Contact: 1-866-945-1354 (TTY: 1-800-877-8339) or visit <http://fsweb.chd.fs.fed.us>

✓ Passwords

- If you have forgotten your password to VPN, Windows Login, eAuthentication, voicemail, please contact the Customer Help Desk. Password resets are quick and can be completed while you're on the phone.

✓ Voicemail

- Update your out of office reminder on your telephone and/or cell phone voicemail.

✓ Starting Your Computer

- Please ensure to reboot your computer once a day for the next two weeks as several security updates will be installed on your computer.

✓ Logging Into Your Computer

- If you experience a problem with your LincPass, access your computer using your Windows login username and password. You should then contact the Customer Helpdesk to get your LincPass problem resolved.

✓ Microsoft Outlook

- Turn off your email auto-reply.
 - Click on the file tab and click Automatic Replies (out of office).
 - A pop up window opens. Click "Do not send automatic replies" then OK.
 - Click Home to return to your inbox.

✓ Suspicious Emails

- Do not open email or attachments from unknown sources, especially from non-FS senders to avoid recently announced security vulnerabilities.

✓ Windows 7 Migration

- The Windows 7 migration team is re-evaluating the migration schedule. Information regarding a new schedule will be forthcoming. Employees that were scheduled during the furlough period will be contacted to reschedule their migration.

Budget & Finance: Contact: 1-877-372-7248, Option 1 or visit <http://fsweb.asc.fs.fed.us/bfm/programs/customer-support/index.php>. Note: The contact center will be fully operational on _____.

- ✓ **Temporary Duty Travel**
 - ETS2 is open and job codes are loaded so you can resume operations as normal.
 - ✓ **Transfer of Station Travel**
 - Contact your Transfer of Station Counselor to resume your transfer.
 - ✓ **Expedited contract payments**
 - Call contact center (1-877-372-7248 Option #1) to request a payment to expedited. Please ensure that you receipt for goods and services in Integrated Acquisition System and the information into Natural Resource Manager to process.
 - ✓ **Employee reimbursements**
 - Please submit your request for reimbursement as usual.
-

Resumption of Forest Service Operations and Services on National Forests and Grasslands

- The enclosed guide ensures the safe and orderly resumption of services and operations at Administrative Units and Activities, subsequent direction has been enclosed. The aim is to ensure the safety of the public, employees, volunteers, concessionaires, permittees, and contractors during resumption of agency operations. Priority should be given to resuming operation of concessioner-operated Forester Service recreation facilities and timber sale and stewardship (IRTC) contracts. This should be followed by resumption of other suspended contracts, agreements and permits and opening of agency-operated recreation facilities. Prior to opening any facilities and/or resuming operations, ensure that areas are inspected as needed and are safe for operations to resume.

Management of Forest Service Operated Recreation Facilities, Concessionaire Sites, Outfitter and Guide Permits, Recreation Special Use Permits

1. Any special uses that were suspended pursuant to the Chief's closure order of _____ should be allowed to resume as soon as possible.
 - a. Concessioner-operated Forest Service recreation facilities should by be inspected by the holder as soon as possible. Concessioners should document any damage that occurred to the facilities during the closure in writing to the authorized officer promptly. The authorized officer should make staff available for on-site review of damages identified by the holder promptly. Facilities that are safe for

public occupancy may resume operations. Closure notices should be removed. Update any websites or other public notices if applicable. Follow up with written notice to affected Concessioners (see template) that the closure order has been lifted.

- b. Other permitted activities that were suspended during the shutdown due to lack of agency personnel for administration or lack of access through a closed Forest Service facility may resume as soon as practicable. Deliver written notices to affected permit holders (see template). Remove any closure notices that were posted and update any websites or other public notices.
 - c. Field units should ensure cross-agency consistency in resuming operations for special use permits that cross federal agency jurisdictions.
2. Resume processing applications for new permits, re-issuance of permits, or modifications of permits as soon as practicable.
 3. All Agency-operated recreation sites may be reopened as soon as practicable. Inspect facilities as needed to ensure that conditions are safe to resume operations. Remove closure notices and unlock gates, restrooms or other buildings. Operation of water systems may resume as soon as safe to do so.
 4. Resume sales of recreation permits and passes by third party vendors, websites and agency offices as soon as practicable.

National Recreation Reservation System (NRRS)

- The NRRS will resume operations as soon as possible. New obligations for service can be accepted as soon as the appropriate agency personnel are available to support these activities. Notices will be sent to affected concessioners and placed on the web site. Refunds for reservations that were cancelled during the shutdown will be available through normal NRRS processes.

Interpretive Associations

- As soon as Forest Service offices and visitor centers are safe to operate and are re-opened, Interpretive Associations that required access to these facilities can re-enter and resume operations. Association activity not dependent on Forest Service facilities or presence were approved to continue operations during the funding lapse.

Volunteers

- Volunteer activities can resume as soon as the appropriate agency personnel are in place to support the volunteers and agreements and/or the facilities/areas where they serve are safe to open and operations have resumed. Volunteers should not expect any reimbursement of expenses for the period during the funding lapse.

Management of Timber Sale and Stewardship (IRTC) Contracts, and Special Forest Product Permits

Timber Sales and Stewardship Contracts

- Timber sale contracts and stewardship contracts (IRTC) can resume operations within contract requirements. Contracting Officers should notify purchasers verbally and will send a letter (see template) to purchasers specifying the requirements that must be met for resuming operations. An orderly startup of operations should occur in a manner that protects public, employee, and contractor health and safety, and federal resource assets. Timber contracting officers, contracting officer's representatives, and sale administrators of active contracts should be brought back on duty as soon as feasible so that an orderly startup of operations can occur. Each contracting officer should assess what site specific measures are necessary to resume operations in an orderly manner that meets contract requirements. For stewardship agreements, timber sale administration personnel should coordinate with the agreement administrator to carry out a similar orderly resumption of operations and activities.

Special Forest Product permits

- The two most common forest products permits are for firewood and special forest products.
- Sale of these permits can resume as soon as practicable.
- The Natural Resource Manager (NRM) system, which includes applications under Infra, TIM, FACTS and NRIS, supports the sale of forest products permits through the TIM application and is down for normal year-end reporting processes. Due to the funding lapse, year-end reporting processes were terminated and these must be completed before NRM can open systems for FY _____. Completion should occur sometime during the week of _____, no later than _____. For information on NRM's status, please check <http://fsweb.nrm.fs.fed.us/>.
- In the meantime, when the TIM program was taken down for year-end reporting as described above, guidance was provided for the ability to print firewood/special forest products permits for sales during the time the system was down for year-end reporting. Due to the funding lapse, that guidance still applies until the TIM program is operating again. Firewood/forest product permits can be printed from the WO Forest Management website. More specific guidance will be sent out by the WO Forest Management Staff regarding the sale of permits until TIM is operational.

Lands and Realty Management and Minerals Management

- Special use permits and minerals material permits that were discontinued and/or suspended during the lapse of funding can resume normal operations as long as permit requirements are being met and the appropriate agency personnel are available for required permit administration. Pending and new applications for special uses, minerals materials permits and mining notices of intent, operating plans or oil and gas lease operational requests can be accepted as soon as the appropriate agency personnel are available for

processing.

Grazing Permits

- Administration of grazing permits should focus on normal operations for this time of year. Letters (see template) to resume operations will be issued to grazing permittees who received official notification to suspend operations during the funding lapse.

NEPA and Land Management Planning Comment Periods; Administrative Appeals and Objections

1. NEPA and Land Management Planning Comment Periods. Comment periods were at various stages when the funding lapse occurred. Generally, NEPA and Land Management Planning comment periods should be extended or additional comment periods initiated for the amount of time remaining in the comment period. Generally, extensions and additions will be commensurate with the amount of time affected by the funding lapse. Guidance is provided below.
 - a. *Comment periods initiated prior to the funding lapse that ended during the funding lapse.* Responsible officials should extend or establish an additional comment period if the collection of comments was impacted due to websites or other collections processes being interrupted. Comment periods should generally be extended for the amount of time remaining in the comment period or a minimum of seven days if the amount of time remaining is less than seven days.
 - b. *Comment periods that began during the funding lapse.* Responsible officials should provide notice and extend or add an additional comment period commensurate with the amount the time of the funding lapse (up to 16 days) if the collection of comments was impacted due to websites or other collections processes being interrupted. This guidance considers interested commenters that were unable to have questions or verbal comments taken during the comment period.
2. Administrative Appeals and Objections.
 - a. All time periods should be extended if the processes associated with the appeal/objection resolution or collection of information were impacted by the funding lapse. After giving appropriate notice, the extension should be commensurate for the period of time remaining in the appeal or objection past _____ (up to 16 days) or a minimum of seven days if the period of time remaining is less than seven days.

UNITED STATES DEPARTMENT OF AGRICULTURE

Appendix B: Revised Agency Shutdown Plan

United States Forest Service

8/28/2015

US Forest Service

Contingency Plan for Agency Close Down Procedures

Revised August 2015

All agency activities will continue as provided in this plan. Agency activities are identified in three (3) categories as noted below. We have identified the estimated employment by category in Appendix A.

- Category I – Law Enforcement and Health and Safety
- Category II – Activities not included in Category I and III; financed from available funds, where applicable.
- Category III – Protect Life and Property

Category I and III are considered “excepted” activities pursuant to the Office of Management and Budget direction. These activities are considered essential to protect life and property and therefore are excluded from close down procedures, such as:

1. Fire Suppression including fire fighters and all necessary equipment costs to protect life and property.
2. Law Enforcement personnel and all necessary equipment costs to protect life and property.
3. Emergency and Natural Disasters Response or Preparation (e.g., floods)
4. Protection of Federal lands, buildings, waterways, equipment and other property and investments owned by the United States when the suspension of such activities would cause an imminent threat to human life and property. This includes nurseries, insectaries, tree seed labs, and the minimum level of staffing to administer permits and contracts needed for protection of National Forest System lands.
5. All contracts in support of cyber security and infrastructure operations to support key positions and essential personnel.
6. Protection of Research studies where lack of continuation measurements or maintenance would destroy or endanger validity of research findings. Includes green houses, growth chambers, etc.
7. Job Corps operations unless directed otherwise by Department of Labor.
8. Collection and Payment activities for previous legal obligations. This includes one person at the financial center to process bill and payment transactions resulting from previous legal actions such as judgments and settlements.
9. Emergency and Defense Preparedness.

Forest Service line officers will provide direct support to exempt or excepted activities. A limited

number of administrative, information technology, finance, and contracting employees may assist. Human resources staff will address employee concerns such as pay and unemployment compensation. Additionally, staff may be brought out of furlough status as needed for emergency preparation or response, and excepted activities may vary depending on the season in which a close down is necessary.

Category II activities are financed from available fund balances in prior year unobligated discretionary (carryover) and mandatory accounts. Category II activities include program staff to support the excepted activities of maintaining the Job Corps continuing operations and the functions necessary for orderly shutdown of program activities. If the outlook suggests an extended lapse in appropriations and agency funds near exhaustion, the close down plan outlined in **Appendix B** will be implemented, as applicable.

Start-up Procedures

The start-up plan is titled, “Start-up Procedures for Employee Recall and Resumption of Services Following Restoration of Appropriations”. Following guidance from the Office of Personnel Management and Office of Management and Budget, and passage and approval of legislation for funding, the Forest Service’s start-up plan will be used to provide general instructions for the orderly resumption of operations and duties within the agency. While the plan guides activities for recall and rapid start-up for all employees it also offers general direction for restart activities to manage and deliver services for the 193 million acres of National Forests and Grasslands, administrative units and related operations.

The general guidance may be tailored to meet needs for individual subunits and changing circumstances. It will be updated as needed to respond to issues that may require attention as the agency resumes full operations.

See sample template at *Attachment A*.

Appendix A

Summary of Activities in the Event of a Government Shutdown

Estimated Employment by Category

Current On- Board Staff	Category	Category	Category
	I	II	III

Forest Service	34,563	1,400	23,363	9,800
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As of FY 2015 pay period 9. Above numbers are subject to change

Key:

Category I: Military, Law Enforcement and Direct Provision of Health

Category II: Activities not included in Category I and III; Financed from Available Funds, where applicable.

Category III: Protect Life and Property

Summary of Category I Activities:

Includes Law Enforcement special agents, officers and support staff, safety officers and positions providing direct support to excepted activities including Forest Service line officers.

Summary of Category II Activities:

All agency activities not included in Category I and III will continue and be financed from available fund balances in prior year unobligated discretionary (carryover) and mandatory accounts. If the outlook suggests an extended lapse in appropriations and agency funds near exhaustion, the close down plan outlined in Appendix B will be implemented, as applicable.

Category II also includes 1,360 program staff to support the excepted activities of maintaining Job Corps continuing operations. The Job Corps program staff level needs and close down procedures are subject to additional guidance from the Department of Labor. We note that Job Corps funding is appropriated through June 2016 and the availability of operating the Job Corps Centers might vary depending on the timing of shutdown as well.

Summary of Category III Activities:

Category III includes firefighters and support positions to protect life and property at field locations including research facilities and managing timber sale contracts as identified in the excepted activities. This number may be increased based on changing conditions and require some furloughed employees to be recalled.

Appendix B – Close Down Plan

Category II activities are financed from fund balances in prior year unobligated discretionary (carryover) and mandatory accounts. When it is determined there will be an extended lapse in appropriations, the following procedures for activities not excluded from close down will occur:

We estimate that it will take the agency 5 days to complete orderly close down procedures.

Prior to Day 1, the following actions will be completed:

The Chief, Deputy Chiefs, Regional Foresters, Station and Area Directors and applicable Directors listed below will identify those functions that need to be performed that are solely associated with an orderly interruption of normal activities. Such functions may include but are not limited to:

- Identifying measures to secure records, personal property, real property, and facilities that will be maintained and protected until appropriate disposition is accomplished.
- Drafting communication strategy for communicating with Agency employees.
- Drafting communication strategy for making contacts outside the Agency that is necessary to communicate our status.
- Identify all potential meetings, hearings and other previously arranged Agency business that may need to be cancelled.
- Identify all excepted employees who will be performing work under the excepted activities identified on page 1. Include employee name, title and function the employee will perform.
- Identify what Chief Information Officer systems support is needed to maintain essential services and information technology infrastructure.
- Identify all employees in International travel status.
- Identify what instructions and procedures Human Resources Management will provide to employees for the close down period.
- Identify appropriate Department contacts for communications purposes and orderly close down of the agency.
- Initiate bargaining over furlough related topics.
- Identify programs that “may” continue operating if funds are available (unobligated balances of all no-year or multi-year appropriations and new funds in mandatory appropriations), and plan for an orderly shutdown of such programs if such funds are exhausted during the period of the close down. The existence of carryover or mandatory funding does not imply that employees “will” continue to work. This decision will be made on a case by case basis.
- Develop and issue field guidance for orderly shutdown of Forest Service activities.

- Coordinate shutdown activities with other Federal land management agencies through Department contacts.
- Identify all employees scheduled for training and provide instruction.
- Review and identify necessary actions outlined in Appendix C – Forest Service Direction for Operation of Recreation, Permits, and Timber Sale Contracts

Tasks to perform first on Day 1 (First Day funds are not available):

All employees will be directed to report to their supervisors to receive assignments of duties or other pertinent information for an orderly closedown. For those employees teleworking or in travel status, “report” may be done by telephone.

Managers and supervisors will coordinate the following activities intended to terminate Agency’s operations:

- Communicate close down instructions and procedures to all employees.
- Distribute furlough notices at headquarters and all field units to all employees who have not been determined to be necessary for the Agency’s termination activities
- Contact any employees on leave and communicate that their leave is cancelled.
- Contact any employee in travel status and direct them to return to their duty station, unless they are performing excepted activities while in travel status.
- Ensure all employees to be released complete timesheet entry and submit to approving official.
- Delay any employee transfer of station.
- Ensure all records; personal property and real property are secured.
- Cancel all meetings, hearings and previously arranged Forest Service business.
- Validate existing communication strategy and employee contact information for future communication need.

The Director of Human Resource Management will be responsible for:

- Providing instructions and procedures to managers and supervisors for all employees during the close down period. This will include provisions for call back of employees in the event it is determined they are needed to complete close down procedures.
- Providing specific instructions for employees to complete final time and attendance report.
- Ensuring individual furlough notices will be prepared, reviewed and approved.
- Ensure all employees timesheets are processed by the National Finance Center.
- Delay hiring of new employees.

The Director of Acquisition Management will be responsible for:

- Coordinating with all contracting officers and contracting officer technical representatives to notify all contractors and vendors that work is suspended unless contracts are in support of the excepted activities.
- Identify all contracts necessary to support the excepted activities.

Tasks for later on Day 1:

Managers and supervisors will coordinate the following activities intended to terminate Agency's operations:

- Document the status of cases and projects so that they can be resumed, transferred, or otherwise appropriately handled when the Forest Service's ultimate funding situation is determined.
- Prepare files for permanent storage, transfer to related agencies, or other disposition.
- Complete identification of employees whose presence at work will be required to perform functions associated with the orderly cessation of program activities. This includes:
 - Name of each employee required to continue closedown operations,
 - Title of each employee identified, and
 - The termination function that each identified employee is to perform.
- A finalized listing will be submitted through the Regional Forester, Station Director, Area Director or Washington Office Deputy Chiefs to Deputy Chief for Business Operations no later than the end of Day 2.
- Contracting Officers and contracting officer technical representatives will continue to contact all contractors and vendors to let them know work is suspended.

Day 2:

Employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

Employees leading, directing and performing work identified as "excepted" from close down procedures on page 1, will continue to work.

Employees will be directed to perform only those activities as enumerated earlier.

As each shutdown function is completed, the Line Officer must notify the Line Officer at the

next highest level or, at headquarters, the respective Deputy Chief, through channels, of completion and identify those employees who were responsible for the task.

Each employee whose shutdown function is completed will be furloughed immediately and formally notified by their supervisor or appropriate Line Officer if the supervisor is not available.

There will be daily communications by the Chief's Office on the status of the close down procedures with the Department contact and the field leadership. Agency leadership will communicate regularly with OSEC and NRE regarding Forest Service plans and status.

Day 3 and until completion of close down procedures:

Employees who were previously identified as required to perform functions necessary for orderly shutdown of program activities will report for work.

Employees leading, directing and performing work identified as "excepted" from close down procedures on page 1, will continue to work.

Employees will be directed to perform only those activities as enumerated earlier.

Employees completing close down functions, continue tasks as outlined under Day 2 for each succeeding day until the Chief determines the shutdown is complete.

There will be daily communications by the Chief's Office on the status of the close down procedures with the Department contact and the field leadership. Agency leadership will communicate regularly with OSEC and NRE regarding Forest Service plans and status.

Appendix C -Forest Service Direction for Operation of Recreation, Permits, and Timber Sale Contracts

Guidance for Recreation, Timber Sale Contracts, Special-use Permits and Grazing Permits follow. The common principle that applies is that no regular work may occur by Federal employees during a lapse in funding or “shutdown”. Public health and safety, protection of federal assets, and work involved with an orderly shutdown of agency operations will be excepted.

Recreation management

Principles to guide decisions regarding recreation operations and permit administration
& key messages

- Any operation requiring the presence of a Forest Service employee will be suspended, unless:
 - Presence is required to protect public health & safety that can't be done through closure of an area or facility
 - Presence is required to protect investment in assets
- Law enforcement will be excepted, and will perform the majority of the asset protection and public safety work. Minimal recreation staffing may be excepted if needed for those objectives.
- Field units will ensure cross-agency consistency for special use permits that cross jurisdictions, with the lead agency direction followed.
- The source of funds for personnel is not a consideration. For example, employees funded through fee retention and cost recovery funds will not be excepted differently from those funded through appropriations.
- Minimal personnel can be excepted during the 48 hour shutdown transition for campgrounds and other currently occupied sites to ensure orderly shutdown and protection of facilities (see below).

Recreation Special Use Authorizations:

Generally, these authorizations will be suspended during the shutdown. There may be exceptions when Forest Service presence is required for monitoring specific activities on a day-to-day basis, such as at marinas and resorts. However, permits will be suspended where access is through a Forest Service controlled facility that will be closed, or where public health & safety protection provided by Forest Service personnel is integral to the management of the area operated by the concessioner. For example, if a Forest Service employee is required for surface water safety patrols and a concessioner manages the boat ramp, that operation will be suspended. Such determinations should be made on a case-by-case basis and if it is determined that activities must cease, closure can be implemented through a temporary suspension of the permit.

The same principles apply to Outfitter & Guiding permits and Special Recreation Event permits. These authorizations will be suspended except when no Forest Service employee presence is required for safe operation in the short term, if permittees can meet permit stipulations without Forest Service employee presence, or if access for the normal operation is not through a Forest Service operated facility or permitted area that would be otherwise closed. For special recreation events, if protection of public health and safety such as crowd control or other actions is needed, and the permittee cannot provide that through private means, then the event will be shut down.

No processing associated with applications for new permits, re-issuance of permits, or modifications of permits beyond actions required to accomplish the above direction will occur.

Interpretive Associations

As these generally operate within Forest Service offices and visitors centers, they would be shut down. Association activity not dependent on Forest Service facilities or presence may continue.

National Recreation Reservation System (NRRS)

NRRS will be shut down. Concessioner operated facility reservations will be affected, along with those operated by the agencies. Notices will be sent to concessioners and placed on the web site. Refunds for previous reservations will be available through normal NRRS processes.

Volunteers

Volunteer activities would be discontinued during the shutdown. Volunteers that are housed in Forest Service housing will be allowed to remain there, but will not do any project work or be otherwise compensated. See note on campground hosts below.

Forest Service Campgrounds and Other Developed Recreation Sites that Require Forest Service Maintenance

All will be operationally shut down and posted accordingly, with gates locked where they exist, restrooms locked, and water systems shut down. Consistent with other Federal recreation providers, visitors in occupied sites would be given 48 hours to vacate, with the area shut down as the last visitor leaves, not to exceed 48 hours. Monday shutdown activities would include completing the shutdown of these sites. Campground hosts would be given the same 48-hour option, but should not expect any reimbursement for this period.

Forest Management

Timber Sale Contracts

The interests of the government cannot be protected if work performed under timber sale contracts is not overseen by agency officials. If timber contracting officers, contracting officer's representatives, and sale administrators are furloughed, then the agency will contact purchasers

and suspend operations. If operations are suspended, a letter will be sent to purchasers specifying that operations will be suspended due to lack of appropriations.

Each contracting officer will have to assess if site specific short term mitigation measures are necessary to protect critical resources as part of suspending operations.

Permits

The two most common forest products permits are for firewood and special forest products. Sale of these permits would be suspended with a furlough. However permits already sold to the public will still be in effect. Enforcement of the terms of these permits will only be by agency personnel considered essential (Law Enforcement), unless field units have agreements with local law enforcement agencies.

Lands and Realty Management

National Forest System land use authorizations

Special use permits that do not require day-to-day Forest Service employee administration and will continue without interruption. New applications for special uses authorization will not be accepted during the shutdown and pending applications will need to be deferred until the furlough ends.

Grazing Permits

On-going grazing:

In general, there is no need for daily oversight of those operations. Periodic compliance checks are supposed to occur on about 25% of all grazing allotments monthly. At this time of year, there are as many as 2,000 active permits.

Court mandated periodic oversight/monitoring would need to be “excepted” to be able to comply with court direction. This is a highly unlikely situation and if there are any, it probably would be less than five of these nationwide.

Permitted grazing, but not yet authorized through billing:

Employees who administer grazing permits would not be excepted (other than court-mandated activity as described above), and would be on furlough. New turnouts for grazing would not be authorized to begin during the shutdown.

Wild Horses and Burros

WH&B in FS facilities

If there are wild horses or burros in FS possession and care, their health and safety must be maintained and needs to be an “excepted” situation. This may be rare, but there may be a

potential on two forests.

WH&B legal considerations

Statutorily, the FS is required to protect wild horses and burros. There may be occasions that protection or law enforcement activities occur. Also, per statute, private landowners may call to have wild horses and burros removed from their lands and a response would be necessary. These are rare situations, but may occur, and someone may have to be available to address.

Note: The actions discussed above include a complete shutdown of all concession facilities and commercial visitor services. However, the Forest Service closure actions will be consistent with the Department of Interior to the extent possible and as authorized by the Department.

UNITED STATES DEPARTMENT OF AGRICULTURE

FY 2016

SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN

<u>Agency</u>	Current On-Board Staff	Estimated Employment for Category I							Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20	Day 20		
Agency Name: Forest Service	34,563	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	4%

KEY:

Category I: Military, Law Enforcement and Direct
Provision of Health

* Based on employees onboard as of FY 2015 Pay Period 9

**UNITED STATES DEPARTMENT OF AGRICULTURE
FY 2016**

SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN

<u>Agency</u>	Current On-Board Staff*	Estimated Employment for Category II						Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20		
Agency Name: Forest Service	34,563	2,060	2,060	2,060	2,060	2,060	2,060	2,060	6%

KEY:
 Category II: Financed from Available Funds
 * Based on employees onboard as of FY 2015 Pay Period 9

UNITED STATES DEPARTMENT OF AGRICULTURE

FY 2016

SUMMARY OF EMPLOYMENT TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN

<u>Agency</u>	Current On-Board Staff	Estimated Employment for Category III						Total After Day 20	Total as % of Staff
		2nd Half Day One	Day 2	Day 5	Day 10	Day 15	Day 20		
Agency Name: Forest Service	34,563	9,800	9,800	9,800	9,800	9,800	9,800	9,800	28%

KEY:
 Category III: Protect Life and Property; Authorized by Law; Implied by Law; or Constitutional Duties and Powers
 * Based on employees onboard as of FY 2015 Pay Period 9

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SUMMARY OF PROGRAMS/ACTIVITIES TO BE CONTINUED IN THE EVENT OF A GOVERNMENT SHUTDOWN

(Dollars in Thousands)

Program/Activity	Is the Program/ Activity Exempt	Funding Source	Amount Available	Number of Days Funds Support	Total Number of Staff Supported	Total Number of Excepted Supported	Program Impacts			
							<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Includes Law Enforcement special agents, officers and support staff, safety officers and positions providing direct support to excepted activities including Forest Service line officers.	Yes	Excepted. Funded through current year appropriations	---	---	1,400	1,400				
Includes all agency activities not included in Category I and III. Also includes 1,360 program staff to support the excepted activities of maintaining Job Corps continuing operations.	No	Prior year unobligated balances for discretionary and mandatory accounts	Discretionary: \$59,60* Mandatory: \$634,306	90**	2,060	0	Delay in implementation of agency programs; no public access to Forest Service facilities, roads, or developed recreational areas; limited access to National Forests and Grasslands; and no Outfitter and Guide operations.			
Includes firefighters and support positions to protect life and property at field locations including research facilities and managing timber sale contracts as identified in the excepted activities. This number may be increased based on changing conditions and require some furloughed employees to be recalled.	Yes	Excepted. Funded through current year appropriations	---	---	9,800	9,800				

Note:
 * Excludes Regional allocations and required reserve funds.
 ** Discretionary funds will cover approximately 90 days
 - Amounts are as of August 24, 2015 and prior to fire transfer.