Date: October 1, 2013
From: Audrey Rowe
To: Kevin Concannon

Subject: Food, Nutrition and Consumer Service (FNCS) Contingency and Reconstitution Plan

In the event FNCS executes a contingency plan due to a lapse in appropriations and eventual reconstitution of operations, the Agency has established an implementation plan for seven critical functions:

Function	Functional Owner
Agency Administration	Associate Administrator/Chief Operating Officer,
	Associate Administrator Supplemental Nutrition
	Assistance Program, Associate Administrator for
	Special Nutrition Programs, Associate
	Administrator Policy and Support, Chief of Staff,
	Chief Communications Officer, Center for
	Nutrition Policy and Promotion Executive Director
2. Regional Operations	Associate Administrator for Regional Operations
3. Human Resources	Deputy Administrator for Management
4. Information Technology	Chief Information Officer
5. Financial Management	Chief Financial Officer
6. Facilities	Deputy Administrator for Management
7. Contracts	Deputy Administrator for Management

Upon notification from the Department, the following events will occur:

Task	Owner	Estimate Time
Notify Chief Operating Officer (COO) to	Administrator	1 Hour
begin appropriate plan implementation		
Notify functional owners to begin plan	COO	1 Hour
implementation		
Oversee excepted personnel to ensure	Functional owners	As directed
completion of orderly shut down		
Monitor progress, communicate status	Functional owners	As directed
updates, and provide a final report to		
the COO (via telephone)		
Maintain operations for physical security	Excepted Personnel	As directed
of Government assets		
Submit a final report to FNS	coo	As directed
Administrator		

We have tentatively determined that no additional federal funds would be available to support several Food and Nutrition Consumer Service (FNCS) Programs beginning on October 1 if continuing appropriations are not provided. States may make the decision to continue operations for some period, but they will be doing so at their own risk with the understanding that Federal funds may not be forthcoming.

Specific program impacts of a lapse in funding are provided below. These impacts assume that the lapse is of short duration (i.e., less than one month). Should the funding lapse be longer, the FNCS contingency plan and these associated impacts will be re-visited and updated:

- The Supplemental Nutrition Assistance Program (SNAP) will continue operations and eligible households will still receive monthly benefits for October. The authority to make October benefit payments comes from the Recovery Act, through which Congress provided "such sums as are necessary" to finance the SNAP benefit provided for in the Recovery Act. In addition, about \$2 billion in contingency funding will be available and could be used to support State Administrative activities essential to continue the program and issue and process benefits. These contingency funds were provided in the FY 2013 appropriation and do not expire until the end of FY 2014.
- USDA is working with WIC State agencies to use all available funding resources to provide benefits to participants. FNS will be allocating both contingency and carryover funds to State agencies for use in operating their FY 2014 WIC Program, in addition to other available funds. Should a lapse extend through late October, federal WIC funding may not be sufficient to cover benefits.

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- The Child Nutrition (CN) Programs, including School Lunch, School Breakfast, Child and Adult Care Feeding, Summer Food Service and Special Milk will continue operations into October. Meal providers are paid on a reimbursement basis 30 days after the end of the service month. Limited carryover funding will be available during a lapse to support FY 2014 meal service. Once an appropriation is enacted, we expect additional resources will be available to reimburse October performance. In addition, most State agencies will continue to have fiscal year 2013 funds available for State Administrative Expenses (SAE). SAE funds are awarded to States for a two year grant period and they are permitted to carryover up to 20 percent of their allocation into the second year of the grant period.
- No additional federal funds would be available to support the Commodity Assistance Programs
 (CAP) including the Commodity Supplemental Food Program (CSFP), The Emergency Food
 Assistance Program (TEFAP) administrative funding, and the WIC Farmers' Markets Nutrition
 Program (FMNP). Similarly, no new funds will be available to support the Food Distribution
 Program on Indian Reservations (FDPIR). While there would be some inventory available for use
 in food packages, no carryover, contingency or other funds would be available to support
 continued operations.

In discussion with USDA Officials, this plan is based on the following assumptions:

- 1. All employees will report to their regular duty station in accordance to their normal work schedule on DDAY.
- 2. Appropriate notification will be provided to employees to properly shutdown and secure assets.
- 3. Internal systems will remain operational. A subsequent decision will be made by the Department determining partial or full system shutdown. As a result, the list of excepted personnel may need to be adjusted.
- 4. Human Resource, Facilities and Financial Management as well as Disaster Assistance personnel may be called in pending subsequent decisions made by the Department.

Plan details are included in the following categories:

Category A—Agency Summary

Category B—Agency Administration Critical Tasks

Category C—Regional Administration Critical Tasks

Category D—Human Resources Critical Tasks

Category E—Information Technology Critical Tasks

Category F—Financial Management Critical Tasks

Category G—Facilities Management Critical Tasks

Category H—Contracts Management Critical Tasks

Category I—List of Excepted Personnel (Orderly Shutdown and Maintain Critical Operations)

Category J—Information Technology Reconstitution Critical Tasks

Category K—Estimated Employment by Category

Footnote:

Definitions for Categories

DDAY – Date the Continuing Resolution expires – Midnight, Monday, September 30, 2013.

RDAY – Reconstitute Day

Category A - Agency Summary

Function	Task	Owner	% Complete	Status
	Employee Notification/Shutdown	Administrator, AAMTF,		
		AASNAP, AASNP,		
		AAPOS, CNPP Executive		
Agency Adminisration		Director	0%	
	Confirm Employees have received and			
	successfully completed shutdown as directed			
Regional Operations	State/Partner Notifications	AAROS	0%	
	Human Resources			
	Facilities			
	Retailer Operations Division			
	Information Technology			
Human Resources	Content Finalized	DAM	0%	
	Prepare			
	Communicate			
	Time and Attendance			
Information Technology	Remote Access	CIO	0%	
	Internal Systems			
	External Systems			
	Telecommunications			
Financial Management	Administrative Operations	CFO	0%	
	Accounting			
	Grants			
	SNAP			
	SNP			
	CAP			
Facilities	Fleet Management Transportation	DAM	0%	
	Mail Management			
	Logistics and Facilities Management			
	Security Management			
	Personal Property Management			
Contracts	Notify Vendors, Issue Letters	DAM	0%	

Category B - Agency Administration - Critical Tasks

			D	ate	#			Responsible Personnel	%	
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	
										Status
1 Submit for Clearance/Action	AA	Notification from Administrator, COO	DDAY-4	DDAY-2				AAMTF	0%	
Letters to States/Partners			DDAY-4	DDAY-2		2		AASNP, AASNAP		
Website Contingency Plan			DDAY-4	DDAY-2		1		AAMTF		
Contingency Plan Communique for OC			DDAY-1	DDAY-1		1		AAMTF		
2 Communicate Information to Program Operators/Partners	AAROS		DDAY-1	DDAY-1		9		AASNP, AASNAP, RASERO, RAMPRO, RAWRO, RAMARO, RAMWRO, RANERO, RASWRO, DIRECTOR ROD	0%	
Letters regarding SNP and SNAP Programs sent to States, Partners			DDAY-1	DDAY-1		9		AASNP, AASNAP, RASERO, RAMPRO, RAWRO, RAMARO, RAMWRO, RANERO, RASWRO		
SNAP Recipient Hotline @ POC is complete - English/Spanish Message on the Hotline Telephone	AA		DDAY-1	DDAY-1		1		AASNAP	0%	
3 Confirm Critical Contact List is current	AA		DDAY-1	DDAY-1		1		AAMTF	0%	
Food Recall - FDA, FSIS	AA					1			0%	
4 Confirm Employees have received and successfully completed shutdown as directed	AA	Notification from Administrator, COO	DDAY	DDAY+3		8		AO(Chief of Staff), AAMTF/COO, AASNP (CN/SNAS), AASNAP, AAPOS, AAROS (RA/ROD), DAM (includes IT), CIO, CFO, CNPP Executive Director	0%	

Category C - Regional Operations - Critical Tasks

			D	ate	#			Responsible Personnel	%	1
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
Communicate to Program Operators	AAROS	Notification from COO	DDAY-1	DDAY-1		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
SNAP										
SNP										
Human Resource Management 2	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
Confirm Employee Notification										
Acknowledge Supervisor Notification										
Oversee excepted personnel										
Confirm Orderly Shutdown complete										
Confirm T&A completed										
Facilities Management 3	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
Close out all Mail Activities										
Notify USPS, UPS, FED-EX										
Notify employees to clean appliances,										
clear food from offices and common areas.										
Notify all vendors- deliveries- service										
contractors of shut down										
Notify all employees to execute maximum										
Physical Security measures – lock and										
secure personal items – safeguard office										
equipment										
Unplug all small appliances including										
communal areas										
Close out Personal Property Actions										
Notify all requestors and vendors of										
credit card holder's account status.										
Reconcile all expense Credit Card										
purchases and pending orders										

Category C - Regional Operations - Critical Tasks

				D	ate	#			Responsible Personnel	%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	Shut down building Logistics and Facility operational support										
	Top off all vehicles – PMCS - Parked Locked and all equipment removed - Secure Keys										
	Validate Bldg Security Monitoring										
4	Information Technology Management	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Confirm all critical tasks performed by OIT staff are complete										
	Confirm Field Office/Retailer Hotline Message is recorded on the voicemail informing retailers about SNAP benefits										
5	Final Report	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Contact AAROS (via telephone) to confirm all actions are complete										

Category D - Human Resource Management Critical Tasks

			Da	ate			Responsible Personnel		%	<u> </u>
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1 Prepare	DAM	Notification from COO	DDAY-3	DDAY-1				HR Director, CFO	0%	
Identify employees who are excepted from Furlough (by										
name) (by category: Appointed by President; Non-Career										
SES; Schedule C political appointees)										
Identify organizational structure changes including										
abolished positions										
Identify Orderly Shutdown Personnel (by name)										
Identify employees on temporary quarters (by name)										
2 Union Briefing on Contingency Plan	DAM	Union Request	DDAY-3	DDAY-1	4	1		HR Director, TBD	0%	
3 Communicate	DAM	Notification from COO	DDAY-3	DDAY-1	4	1		HR Director, TBD	0%	
Employee Notification										
Supervisor Notification										
Email from Administrator to All Supervisors - Shutdown										
Procedures, Q&A, etc.										
Email from Administrator to All Employeees										
Email from Administrator to Regional Administrators										
Notify personnel on travel or preparing to travel										
Orderly Shutdown Personnel Notification										
Excepted Personnel Notification										
Update MIR3 Employee contact information										
4 Communicate	DAM	Notification from COO	DDAY-1	DDAY	1	1		HR Director, HR Specialist	0%	
Notify Supervisors to give verbal notification to excepted										
personnel, include shutdown instructions										
Notify Unions - List of Excepted personnel										
Notify Excepted Personnel										
Notify All Non-Excepted Personnel, Shutdown Package										
								HR Director, Master		
5 Time & Attendance	DAM	Notification from COO	DDAY-1	DDAY+1	8	1		Timekeeper	0%	
Coordinate with ARC, NFC										
Notify timekeepers (reminder regarding closing out										
previous pay period)										
Process Non-Excepted personnel T&A							ļ			
Process Essential Orderly Shutdown personnel T&A										

Assumptions:

1 Excepted Employee Definition--

Employees who are excepted from furlough by law because they are (1) performing emergency work involving safety of human life or protection of property, (2) involved in the orderly suspension of agency operations, or (3) performing other functions exempted from the furlough.

Excepted activities include:

- law enforcement
- those that protect health and safety
- those financed from available funds such as trust funds or carry-over funds
- those that protect life and property
- those necessary to begin shutdown of other activities.
- 2 All employees not needed for an orderly suspension of operations or to perform identified excepted activities must be placed in a furlough status.

_					Date			Ess	%			
										Names		
	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr		Complete	Status
	Disable Remote Access	CIO		Notification from COO							0%	
	Place guidance on Public website		POC		DDAY	DDAY+1	2	1	0	Web Master		
-					22711			-		Technology Division		
	Disable VPN		POC		Remains Operational			2		Director, Network Engineer (2), CNSI		
-										Technology Division		
	Disable Citrix		POC		Remains Operational			2		Director, Network Engineer (2), CNSI		
2	Internal Systems	CIO									0%	
	Gateway Servers		POC		Remains Operational			2		Technology Division Director, Network Engineer (2), CNSI		
					Remains					Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (4), Destop Services Deputy Branch Chief, Telecom Specialist, Desktop Services Specailist (2), CNSI		
ŀ	File Servers		POC/Regions/FO		Operational			12	4	Technology Division		
-	Citrix		POC		Remains Operational			2	3	Director, Network Engineer (2), CNSI		
-	Office Communicator		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	Live Meeting		POC		Remains Operational			2	3	Network Engineers (2), CNSI		
	Servers											
	Alloy				Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	Solar Winds		POC		Remains Operational			2		Technology Division Director, Network Engineer (2), CNSI		

				Date				Ess	%		
									Names		
Task	Owner	Location	Dependencies	Start	End	Hours	Empl			Complete	Status
									Technology Division		
				Remains					Director, Network Engineer		
Symantic Anti Virus		POC		Operational			2	3	(2), CNSI		
									Technology Division		
				Remains			_	_	Director, Network Engineer		
Print Servers		POC		Operational			2	3	(2), CNSI		
									Technology Division		
\ \(\) \(\		DO0		Remains					Director, Network Engineer		
Virtual File Manager		POC		Operational			2	3	(2), CNSI		
									Technology Division		
Intornat/Intranat Comicara		DOC		Remains			2	2	Director, Network Engineer (2), CNSI		
Internet/Intranet Servers	j	POC		Operational			2	3	(2), CINSI Technology Division		
									Director, Network Engineer		
Big Fix		POC		Remains			2	2	(2), CNSI		
Big Fix		FOC		Operational				3	Technology Division		
									Director, Network Engineer		
Linc Pass		POC		Remains Operational			2		(2), CNSI		
Line i ass		100		Operational				3	Technology Division		
				D i					Director, Network Engineer		
Virtual Manager		POC		Remains Operational			2		(2), CNSI		
viitaai iviariagoi		1 00		Орогалона					Technology Division		
				Remains					Director, Network Engineer		
Active Roles Server		POC		Operational			2		(2), CNSI		
7 1011 10 1101 00 1101							_		Technology Division		
				Remains					Director, Network Engineer		
DHCP		POC		Operational			2		(2), CNSI		
								_	Technology Division		
				Remains					Director, Network Engineer		
DNS		POC		Operational			2		(2), CNSI		
									Technology Division		
				Remains					Director, Network Engineer		
Child Domain Controllers	S	POC		Operational			2	3	(2), CNSI		
									Technology Division		
				Remains					Director, Network Engineer		
Root Domain Controllers	3	POC		Operational			2	3	(2), CNSI		
									Technology Division		
				Remains					Director, Network Engineer		
NetApp		POC		Operational			2	3	(2), CNSI		
									Technology Division		
				Remains					Director, Network Engineer		
VMware Appliance		POC		Operational			2	3	(2), CNSI		

				Da	ate		Essential Personnel			%	
									Names		
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr		Complete	Status
									Technology Division		
				Remains					Director, Network Engineer		
Security Servers		POC		Operational			2	3	(2), CNSI		
									Telecom Branch Chief,		
				Remains					Telecom Specialist, CNSI		
VPN		POC		Operational			1	2	·		
									Technology Division		
									Director, Network		
									Engineering and		
									Operations Branch Chief,		
									Network Engineering and		
									Operations Deputy Branch		
									Chief, Network Engineer		
									(2), Destop Services		
									Deputy Branch Chief,		
									Telecom Specialist (2),		
									Desktop Services		
				Remains					Specailist (2), CNSI		
Net Scout		POC		Operational			1	2			
									Technology Division		
									Director, Network		
									Engineering and		
									Operations Branch Chief,		
									Network Engineering and		
									Operations Deputy Branch		
									Chief, Network Engineer		
									(2), Destop Services		
									Deputy Branch Chief,		
									Telecom Specialist (2),		
									Desktop Services		
				Remains					Specailist (2), CNSI		
VoIP Phone Systems		POC/Regions		Operational			8	2			
									Telecom Branch Chief,		
				Remains			_	_	Telecom Specialist, CNSI		
Remote Desktop		POC		Operational			1	2			

				Da	ite			Ess	sential Personnel	%	
									Names		
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr		Complete	Status
									Technology Division		
									Director, Network		
									Engineering and		
									Operations Branch Chief,		
									Network Engineering and		
									Operations Deputy Branch		
									Chief, Network Engineer		
									(4), Destop Services		
									Deputy Branch Chief,		
									Telecom Specialist,		
									Desktop Services		
				Remains				_	Specailist (2), CNSI		
Routers		POC/Regions		Operational			11	3	Tarabara Isana Districa		
									Technology Division		
									Director, Network		
									Engineering and		
									Operations Branch Chief,		
									Network Engineering and		
									Operations Deputy Branch		
									Chief, Network Engineer		
									(4), Destop Services		
									Deputy Branch Chief,		
									Telecom Specialist,		
									Desktop Services		
Switches		POC/Regions		Remains Operational			11	3	Specailist (2), CNSI		
SWILCHES		r OC/Regions		Operational					Telecom Branch Chief,		
									Telecom Specialist, CNSI		
Core Router		POC		Remains Operational			1	2	releasin opecialist, orver		
COIC ITCUIO		1 00		Operational					Network Engineering and		
				Demeine					Operations Branch Chief,		
Backup File Share		SWRO		Remains Operational			2	0	Network Engineer		
Zuonap i no onaro				- p			_		Network Engineering and		
				Remains					Operations Branch Chief,		
Backup VoIP		SWRO		Operational			2	0	Network Engineer		
,									Network Engineering and		
				Remains					Operations Branch Chief,		
Backup IPAS		SWRO		Operational			2	0	Network Engineer		
·									Network Engineering and		
				Remains					Operations Branch Chief,		
Backup NDB		SWRO		Operational			2	0	Network Engineer		

				Da	ate			%			
									Names		
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr		Complete	Statu
									Network Engineering and		
				Remains					Operations Branch Chief,		
Backup Cirix		SWRO		Operational			2	0	Network Engineer		
									Network Engineering and		
				Remains					Operations Branch Chief,		
Backup NetApp		SWRO		Operational			2	0	Network Engineer		
External Systems	CIO									0%	
				Remains					Financial Systems Director,		
NDB		POC		Operational			1	1	AcuSys		
									Portfolio Management		
									Division Director,		
									Application Development		
				Remains					Branch Chief, Application		
Intranet		POC		Operational			2	0	Developer		
			ASAP and						Financial Systems Director,		
			Treasury EFT						Deloitte		
			must work for	Remains							
IPAS		POC	IPAS to work	Operational			1	2			
				D					Portfolio Management		
				Batch processing					Division Director, Sr.		
				remains					Program Manager, Network		
ALERT		POC		Operational			2	1	Engineer, SRA		
									Portfolio Management		
									Division Director, Program		
				Remains					Management Branch Chief,		
FPRS		POC		Operational			1	2	ASC		
									Portfolio Management		
									Division Director, Program		
								_	Management Branch Chief,		
eDRS		NITC		DDAY	DDAY+5	2	1	2	ASC		
									Portfolio Management		
									Division Director, Program		
D 1 11 1 1 1 1		LUTO		Remains					Management Branch Chief,		
Public Web		NITC		Operational			1	2	ASC		
									Portfolio Management		
									Division Director, Program		
D (W)		NUTO		Remains				_	Management Branch Chief,		
Partner Web		NITC		Operational			1	2	ASC		
				DD AV	DD 4)/ -				Sr. Program Manager,		
SNAP Retailer Locator		Amazon		DDAY	DDAY+5	2	0	1	ESRI		

				D	ate			Ess	sential Personnel	%	
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
									Portfolio Management		
				Batch					Division Director, Sr.		
				processing					Program Manager, Network		
07150		200		remains					Engineer, Ventera, NITC		
STARS		POC		Operational			2	1	Double lie Management		
									Portfolio Management Division Director, Sr.		
									Program Manager, Network		
									Engineer, Ventera, NITC		
WIC TIP		NITC		DDAY	DDAY+5	2	2	1	Engineer, ventera, NTC		
VVIO 111		14110		DD/(I	BBITTIO				Portfolio Management		
									Division Director, Sr.		
									Program Manager, Network		
									Engineer, Ventera, NITC		
WIC UPC		NITC		DDAY	DDAY+5	2	2	1			
									Portfolio Management		
									Division Director, Sr.		
									Program Manager, Network		
									Engineer, Ventera, NITC		
SNAP Pre-Screening		NITC		DDAY	DDAY+5	2	3	0			
									Portfolio Management		
									Division Director, Sr.		
NAE T 1		NUTO		DD AV	DDAY 5				Program Manager, Network		
ME Tool		NITC		DDAY	DDAY+5	2	2	1	Engineer, NITC		
									Portfolio Management Division Director, Sr.		
									Program Manager, Network		
									Engineer, Ventera, NITC		
FAST Framework		NITC		DDAY	DDAY+5	2	2	1	Engineer, ventera, wire		
1710111amowork		1110		55711	BBITTIO				Portfolio Management		
									Division Director, Sr.		
									Program Manager, Network		
SNAPQCS		NITC		DDAY	DDAY+5	2	2	1	Engineer, NITC		
									Portfolio Management		
									Division Director, Sr.		
									Program Manager, Network		
									Engineer, Ventera, NITC		
CN Database		NITC		DDAY	DDAY+5	2	2	1			
FSQCS		NITC		DDAY	DDAY+5	2	0		NITC		
e-COS		NITC/POC	<u> </u>	DDAY	DDAY+5	2	1		Network Engineer, NITC		
MyPlate		NITC		DDAY	DDAY+5	2	0		NITC		
Supertracker		NITC		DDAY	DDAY+5	2	0	1	NITC		

Category E - Information Technology - Critical Tasks

					Da	ate		Essential Personnel		sential Personnel	%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	ROAP		MARO/NITC		Remains Operational			1		Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Application Developer		
	AIS		MPRO		DDAY	DDAY+3	4	1		Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Application Developer		
4	Telecommunications	CIO									0%	
	Cellphones/Droids/Ipho nes/Ipads		POC		DDAY	DDAY+5	4	2		Technology Division Director, Telecom Branch Chief		
	AT&T Circuits		POC		Remains Operational			2		Technology Division Director, Telecom Branch Chief		

NOTE: Email & Office Communicator is soley operated by the Departement and expected to remain operational

Summary List of Systems to remain operational: Intranet, IPAS, ROAP

- 1. Remote Access Will be needed for Excepted personnel; CNSI contract will be needed on call status to support
- 2. Internal Systems Will needed for excepted personnel; CNSI & Deloitte contracts will be needed on call status to support
- 3. External systems Will be needed for excepted personnel;
 - -- IPAS: Deloitte personnel will be on call
 - -- Intranet: ADB personnel will be on call
 - -- ROAP: ADB personnel will be on call
 - -- ALERT & STARS: SRA & VENTERA personnel will be on call

October 1, 2013 Category F - Financial Management Critical Tasks

				Date # Responsible Personnel %		Date # Responsible Personnel					%	
Task		Dependenc						Names				
	Owner	ies	Start	End	Hours	Empl	Contr		Complete	Status		
Administrative Operations	CFO	Notification from COO	DDAY-3	DDAY-1		2		Chief Accounting Officer	0%			
Notify Dept - Purchase card												
holder/purchase card #												
Clear vendor payments												
Clear other payments												
Submit TDY guidance through												
clearance process												
Identify travel exposures												
Distribute cleared TDY												
guidance to Supervisors												
Approve TDY Vouchers												
Accounting	CFO		DDAY-2	DDAY		2		Accounting Operations and & Fiscal Services Branch, Accountant	0%			
Support Payments (ASAP,												
EBT, ROAP-SPS)												
Debt collection												
	CFO											
SNAP - Benefits			DDAY	DDAY +31		1		Branch Chief Program Budget	0%			

		 ! 				
SNAP - SAE					Branch Chief	
					Program Budget	
		DDAY	DDAY +31	1	1 rogram Baaget	
TEFAP - Food		DD/(I	DD/(1 131	<u>'</u>	Branch Chief	
TEFAP - FOOd						
					Program Budget	
		DDAY	DDAY	1		0%
FDPIR - Admin					Branch Chief	
					Program Budget	
		DDAY	DDAY	1	1 Togram Baagot	0%
EDDID Food		DDAT	DDAT	<u>'</u>	Duranah Ohiaf	070
FDPIR - Food					Branch Chief	
					Program Budget	
		DDAY	DDAY	1		0%
WIC	CFO					
WIC Grants to States					Branch Chief	
					Program Budget	
		DDAY	DDAY	1	i Togram Budget	0%
Child Nestrition Drawsons	CFO	DUAT	DDAT	I		0 78
Child Nutrition Programs	CFO					
National School Lunch					Branch Chief	
Program					Program Budget	
		DDAY	DDAY	1		0%
School Breakfast Program					Branch Chief	
Concor Breakfast i Togram						
			DDAY	١,	Program Budget	00/
		DDAY	DDAY	1		0%
Child and Adult Care Food					Branch Chief	
Program					Program Budget	
		DDAY	DDAY	1		0%
Summer Food Service					Branch Chief	
Program					Program Budget	
Togram		DDAY	DDAY	1		0%
Chariel Milk Dragger		DDAI	ואטט	 '	Drongh Chief	0 /0
Special Milk Program					Branch Chief	
					Program Budget	
		DDAY	DDAY	1		0%

State Admin. Expenses			•		Branch Chief		
		DDAY	DDAY	1	Program Budget	0%	
Fresh Fruit and Vegetable Program		DDAY	DDAY	1	Branch Chief Program Budget	0%	
CAP	CFO						
Farmers Market Nutrition Program		DDAY	DDAY	1	Branch Chief Program Budget	0%	
Senior Farmers Market Nutrition Program		DDAY	DDAY	1	Branch Chief Program Budget	0%	
TEFAP Admin		DDAY	DDAY	1	Branch Chief Program Budget	0%	
Commodity Supplemental Food Program - Admin		DDAY	DDAY	1	Branch Chief Program Budget	0%	
Commodity Supplemental Food Program - Food		DDAY	DDAY	1	Branch Chief Program Budget	0%	

Specific program impacts of a lapse in funding are provided below. These impacts assume that the lapse is of short duration (i.e., less than one month). Should the funding lapse be longer, the FNCS contingency plan and these associated impacts will be re-visited and updated:

- The Supplemental Nutrition Assistance Program (SNAP) will continue operations and eligible households will still receive monthly benefits for October. The authority to make October benefit payments comes from the Recovery Act, through which Congress provided "such sums as are necessary" to finance the SNAP benefit provided for in the Recovery Act. In addition, about \$2 billion in contingency funding will be available and could be used to support State Administrative activities essential to continue the program and issue and process benefits. These contingency funds were provided in the FY 2013 appropriation and do not expire until the end of FY 2014.
- USDA is working with WIC State agencies to use all available funding resources to provide benefits to participants. FNS will be allocating both contingency and carryover funds to State agencies for use in operating their FY 2014 WIC Program, in addition to other available funds. Should a lapse extend through late October, federal WIC funding may not be sufficient to cover benefits.
- The Child Nutrition (CN) Programs, including School Lunch, School Breakfast, Child and Adult Care Feeding, Summer Food Service and Special Milk will continue operations into October. Meal providers are paid on a reimbursement basis 30 days after the end of the service month. Limited carryover funding will be available during a lapse to support FY 2014 meal service. Once an appropriation is enacted, we expect additional resources will be available to reimburse October performance. In addition, most State agencies will continue to have fiscal year 2013 funds available for State Administrative Expenses (SAE). SAE funds are awarded to States for a two year grant period and they are permitted to carryover up to 20 percent of their allocation into the second year of the grant period.
- No additional federal funds would be available to support the Commodity Assistance Programs (CAP) including the Commodity Supplemental Food Program (CSFP), The Emergency Food Assistance Program (TEFAP) administrative funding, and the WIC Farmers' Markets Nutrition Program (FMNP). Similarly, no new funds will be available to support the Food Distribution Program on Indian Reservations (FDPIR). While there would be some inventory available for use in food packages, no carryover, contingency or other funds would be available to support continued operations.

Category G - Facility Management Critical Tasks

				Date	#		Responsible Personnel		%	
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Stat
1 Fleet Management Transportation	DAM	Notification from COO							0%	
Shuttle and Executive Vehicles - Stage for Reactivation			DDAY	DDAY+3	4	2		Logistics Director		
Notify employees of impending end of shuttle run services										
Top off all vehicles – PMCS - Parked Locked and all equipment removed										
Complete and sign trip report for close out										
Turn in keys and close out Driver's log										
Check with Security to validate key lock system is secure										
Ensure any transported customers are returned										
Mail Management	DAM	Notification from COO							0%	
Close out All Mail Activities			DDAY	DDAY+3	4	2		Space and Real Property		
					·	_		Specialist, Mailroom Manager		
Notify Department mail of pending shut down of CMU										
Notify all employees and regions of pending shut down and close out of CMU										
Notify USPS, FED-EX, UPS, all account holders and Fund managers of CMU shut										
down										
No new mail postured or processed, only what is received.										
All customers cease mail distribution until further notice										
Deliver all existing mail in CMU										
No new mail accepted unless emergency										
Record all meter readings, postage, and expenditure data										
Close out all register and control mail including courier										
Release employees from activity										
Logistics and Facilities Management	DAM	Notification from COO							0%	
Shut down building Logistics and Facility operational support			DDAY	DDAY+3	4	2		Logistics Director, TBD		
LMFD sends our notice of impending shutdown of building logistics support								,		
operations										
LFMD sends message to Regions, GSA, DM, of pending shut down										
LFMD notifies Cambridge of pending shut down as of COB, and determines level of										
HVAC & support needed during the shut down										
LFMD notifies Security to shut down key passes as of COB										
LFMD notifies Cambridge that cleaning service – no access after 24 hrs										
LFMD notifies MAPs to turn off garage access as of COB										
LFMD notifies employees to clean appliances, clear food from offices and common										
areas.										
Visually check Supply room inventory and close out operations.										
LFMD request security to check all office doors at COB										
LFMD notifies all vendors- deliveries- service contractors of shut down										
Notify all employees – Regions – to execute maximum Physical Security measures –										
lock and secure personal items – safeguard office equipment									1	
Unplug all small appliances including communal areas										
Notify Union Representative of employee release pending shut down			1				1			1
Validate all records, keys, sensitive items locked in key control safe and file.									1	\vdash
Notify Regions, GSA, Department of pending shut down – potential impact of									1	\vdash
construction projects progress									1	
Security Management	DAM	Notification from COO							0%	H
Shut down building Logistics and Facility operational support	D/ (W		DDAY	DDAY+3	4	2		Physical Security Team	370	
Torrat down building Logistics and Lability operational support			ואטט	סדו אטט	-	2		Leader, Security Officer		
LFMD sends message of pending office shut down and security checks		1	+	+	+	<u> </u>		Leader, Security Officer	+	1-
Shut down all key access cards and garage passes as of COB			-	+	 	1			1	
Establish two person team one monitor camera other roving guard		+	+	+	 	1	1		+	+
Lotabilon two person team one monitor camera other roving guard			_1	1	1	<u> </u>	1	1	<u> </u>	1

Category G - Facility Management Critical Tasks

				ate	#		Resp	onsible Personnel	%	
Task		Dependencies	Start	End	Hours	Empl	Contr	Names		
	Owner								Complete	Status
Security check all internal and external doors, vehicles, entrances and exits.										
Security check all offices the following day										
Notify FPS of FNS building status and establish and validate a plan of action with										
POCs if emergency outside of normal.										
Validate protocol rosters, Director, DAM and AA										
Validate emergency contact list of building management										
Initiate security watch using two person team										
Maintain security for excepted employees						1		Security Lead		
5 Personal Property Management	DAM	Notification from COO							0%	
Close out Personal Property Actions			DDAY	DDAY+3	3	1		Property Management Officer		
Issue property passes to all employees desiring to take Government property home										
Clear all pending employees permanently departing FNS, temps, contractors, FTEs										
Notify vendors to stop deliveries scheduled- rescheduled TBD										
Reconcile all expense Credit Card purchases and pending orders										
Notify all requestors and vendors of LFMD credit card holder's account status.										

Category H - Contracts Management Critical Tasks

			Date		#	# Res		sponsible Personnel	%	
Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
Prepare Notifications	DAM								0%	
Gather information from COR's for all contracts		Notification from COO	DDAY-5	DDAY-1	32-40	4		Contracts Director, (4) Contracting Officers		
Determine contractors that are Complete Stop Work Order, Partial Stop Work Order, No Stop Work Order								,		
Finalize Notifications to contractors										
Distribute Notifications	DAM	Notification from COO	DDAY	DDAY	1	1		Contracts Director	0%	
Notify Contractors - Complete Stop Work Orders										
Notify Contractors - Partial Stop Work Orders										
Notify Contractors - No Stop Work Orders	·									

Questions to determine contract suspension:

Identify mission critical agency projects

A. Why is the project mission critical?

B. Will there be COR for oversight virtual or in person?

Questions for Program Contracts ongoing or upcoming:

A. Why is the work mission critical?

B. What is the contractor currently working on?

C. What percentage of the work remains to be completed?

A spreadsheet will be provided by CMD

NOTE: COR's may be recalled during shutdown to perform critical duties

	Excepted (Essential for Orderly	Excepted Personnel (Mair	ntain Critical Functions)	
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated
Agency Administration	Administrator, Chief of Staff, Senior Policy Advisor, CNPP Executive Director		Administrator	
Supplemental Nutrition Assistance Program	Associate Administrator, Deputy Associate Administrator, Program Development Division Director, Retail Policy Division Director, Program Accountability Division Director, Senior Policy Advisor		NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Special Nutrition Programs	Associate Administrator, Food Safety Division Director, Food Distribution Division Director, Child Nutrition Division Director, Supplemental Food Program Division Director, Senior Policy Advisors (2), SNP Administrative Officer		Food Safety Division Director, CN Director, 34 Personnel associated with pre-appropriated funds. NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Office of Policy and Support	Associate Administrator, Director Special Nutrition Research & Analysis, Director SNAP Resserach and Analysis		NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	

	Excepted (Essential for Orderly	Shutdown)	Excepted Personnel (Main	ntain Critical Functions)
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non
				Appropriated
Office of	Communications Director, External &		Communications Director,	
Communications	Governmental Affairs Director		NOTE: Based on	
			subsequent events and the	
			duration of shutdown may	
			generate a potential need	
			to recall staff to perform	
			critical functions	
Civil Rights	Director Civil Rights			
Division				

	Excepted (Essential for Orderly	Shutdown)	Excepted Personnel (Mair	ntain Critical Functions)
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non
				Appropriated
Regional Operations	AAROS, DAAROS, Director, Office of Emergency Management, Northeast Regional Administrator, Northeast Deputy Regional Administrator, NERO SNAP Director, NERO SNP Director, NERO FM Director, FM Staff (2), MidAtlantic Regional Administrator, MidAtlantic Deputy Regional Administrator, MARO SNAP Director, MARO SNP Director, MARO FM Director, FM Staff (2), Southeast Regional Administrator, Southeast Deputy Regional Administrator, SERO SNAP Director, SERO SNP Director, SERO FM Director, FM Staff (2), Southwest Regional Administrator, Southwest Deputy Regional Administrator, SWRO SNAP Director, SWRO SNP Director, SWRO FM Director, FM Staff (2), Midwest Regional Administrator, Midwest Deputy Regional Administrator, Director, MWRO SNP Director, MWRO FM Director, FM Staff (2), Mountain Plains Regional Administrator, Mountain Plains Deputy Regional Administrator, MPRO SNAP Director, MPRO SNAP Director, FM Staff (2), MPRO SNAP Operations Branch Chief (DSNAP), Western Regional Administrator, WRO SNP Director, WRO FM Director, WRO SNP Director, WRO FM Director, FM Staff (2), Director of ROD, Deputy Director of ROD, Regional Union Representatives (7),		Director, Office of Emergency Management, Northeast Regional Administrator, Southeast Regional Administrator, Midwest Regional Administrator, Southwest Regional Administrator, Mountain Plains Regional Administrator, Mid-Atlantic Regional Administrator, Western Regional Administrator, NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	

	Excepted (Essential for Orderly	y Shutdown)	Excepted Personnel (Maintain Critical Functions)				
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non			
				Appropriated			
Management,	Associate Administrator/Chief Operating		Associate				
Technology &	Officer, Chief Staff Officer, Enterprise		Administrator/Chief				
Finance	Performance Improvement Manager		Operating Officer, Chief				
			Staff Officer				
Management	Deputy Administrator for Management		Deputy Administrator for				
			Management				
Human	Director of Human Resources, Human	NFC	Director of Human				
Resources	Resources Specialist (2), Master		Resources				
	Timekeeper						

	Excepted (Essential for Orderly	Excepted Personnel (Maintain Critical Functions)					
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non Appropriated			
Information Technology	Deputy Chief Information Officer, Portfolio Management Division Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (6) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (2) Network Engineers, Desktop Services Deputy Branch Chief, Telecom Branch Chief, (1) Telecom Specialist, Director Information Security Office, Deputy Information Security Officer	CNSI, AcuSys, Deloitte, SRA, Ventera, ESRI, NITC, Ambit, Blackstone VENDOR SUPPORT: Telecom Specialist, CNSI, Desktop Services Specialist (2), CNSI Network Engineer (2), CNSI Financial Systems PM, Panum AcuSys Contractor, Deloitte Contractor, ESRI Contractor, IT Con Contractor, Blackstone Contractor, CounterPointe Contractor, AceInfo Contractor, Ventera Contractor, Ambit Contractor (5) Desktop Services Specialists, Deloitte ISO Support	Chief Information Officer, Portfolio Division Director, Network Engineers (2), Information Security Specialists (2)				
Financial Management	Chief Financial Officer, Chief Accounting Officer, Chief Budget Officer, Program Budget Chief, FM (SNAP), FM (WIC), FM (CN), FM Specialists (3), Accounting Division Certifying Officer, Accounting Systems BC		Chief Financial Officer, Chief Budget Officer, Accounting Division Certifying Officer NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions				

	Excepted (Essential for Orderly	Excepted Personnel (Maintain Critical Functions)					
FUNCTION	Federal	Contractor	Federal - Appropriated	Federal - Non			
				Appropriated			
Facilities	Logistics and Facility Management		Logistics and Facility				
Management	Director, Space and Real Property		Management Director,				
	Specialist/Mail Manager, Security Team		Security Team Lead,				
	Leader, Property Management Officer		NOTE: Based on				
			subsequent events and the				
			duration of shutdown may				
			generate a potential need				
			to recall staff to perform				
			critical functions				
Contracts	Contracts Director, (4) Contract Officers		Contracts Director,				
Management			Operations Branch Chief,				
			NOTE: Based on				
			subsequent events and the				
			duration of shutdown may				
			generate a potential need				
			to recall staff to perform				
			critical functions				
HQ Union Office	HQ Union Officer						

Category J - Reconstitution - Critical Tasks

				Date			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Complete	Statu
Internal Systems	Rory Schultz						0%	
Core Router		POC		RDAY	RDAY	4		
Switches		POC/Regions		RDAY	RDAY	4		
Routers		POC/Regions		RDAY	RDAY	4		
Remote Desktop		POC		RDAY	RDAY	4		
VoIP Phone Systems		POC/Regions		RDAY	RDAY	4		
Net Scout		POC		RDAY	RDAY	4		
VPN		POC		RDAY	RDAY	4		
Security Servers		POC		RDAY	RDAY	4		
VMware Appliance		POC		RDAY+1	RDAY+1	4		
NetApp		POC		RDAY+1	RDAY+1	4		
Root Domain Controllers				RDAY+1	RDAY+1	4		
Child Domain Controllers		POC		RDAY+1	RDAY+1	4		
DNS		POC		RDAY+1	RDAY+1	4		
			Must be on before					
			POC apps can be					
DHCP		POC	brought up	RDAY+1	RDAY+1	4		
Email		POC		RDAY+1		4		
Gateway Servers		POC		RDAY+1		4		
Active Roles Server		POC		RDAY+1		4		
Virtual Manager		POC		RDAY+1		4		
Linc Pass		POC			RDAY+2	4		
Big Fix		POC			RDAY+2	4		
Internet/Intranet Servers		POC			RDAY+2	4		
Virtual File Manager		POC			RDAY+2	4		
Print Servers		POC			RDAY+2	4		
Symantic Anti Virus		POC			RDAY+2	4		
Solar Winds		POC			RDAY+2	4		
Alloy		POC			RDAY+2	4		
Live Meeting		POC			RDAY+2	4		
Office Communicator		POC			RDAY+2	4		
Citrix		POC			RDAY+2	4		
File Servers		POC/Regions/FO			RDAY+2	4		
Backup NetApp		SWRO		RDAY	RDAY	4		
Backup Cirix		SWRO		RDAY	RDAY	4		
Backup NDB		SWRO		RDAY	RDAY	4		
Backup IPAS		SWRO		RDAY+1	RDAY+1	4		
Backup VoIP		SWRO		RDAY+1	RDAY+1	4		
Backup File Share		SWRO		RDAY+1	RDAY+1	4		

Category J - Reconstitution - Critical Tasks

				Date			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Complete	Status
2 External Systems	Jacquie Butler						0%	
NDB		POC		RDAY+1	RDAY+1	4		
Intranet		POC		RDAY+1	RDAY+1	4		
			ASAP and Treasury					
			EFT must work for					
IPAS		POC	IPAS to work	RDAY+1	RDAY+2	16		
ALERT		POC		RDAY+1	RDAY+2	4		
FPRS		POC		RDAY	RDAY+1	4		
eDRS		NITC		RDAY	RDAY+1	4		
Public Web		NITC		RDAY	RDAY+1	4		
Partner Web		NITC		RDAY	RDAY+1	4		
SNAP Retailer Locator		Amazon		RDAY	RDAY	4		
FAST Framework		NITC		RDAY+1	RDAY+1	4		
STARS		Poc		RDAY+1	RDAY+2	12		
WIC TIP		NITC		RDAY+3	RDAY+3	4		
WIC UPC		NITC		RDAY+3	RDAY+3	4		
SNAP Pre-Screening		NITC		RDAY+3	RDAY+3	4		
ME Tool		NITC		RDAY+3	RDAY+3	4		
SNAPQCS		NITC		RDAY+3	RDAY+3	4		
CN Database		NITC		RDAY+3	RDAY+3	4		
FSQCS		NITC		RDAY	RDAY+1	4		
e-COS		NITC/POC		RDAY	RDAY+1	4		
MyPlate		NITC		RDAY	RDAY+1	4		
SuperTracker		NITC		RDAY	RDAY+1	4		
ROAP		MARO/NITC		RDAY	RDAY	8		
AIS		MPRO		RDAY	RDAY	8		
3 Telecommunications	Rory Schultz						0%	
Wireless Internet		POC		RDAY	RDAY+2	24		
Cellphones/Droids/Iphones/Ipads	Cellphones/Droids/Iphones/Ipads			RDAY	RDAY+2	24		
AT&T Circuits		POC		RDAY	RDAY+2	24		

Category K - SUMMARY OF ACTIVITIES IN THE EVENT OF A GOVERNMENT SHUTDOWN

							Total	
		Estimated Employment by Category						
	Current	I II	III	III	III	Total	Staff	
	On-Board		2nd Half	Day	Day	After	After	
<u>Agency</u>	Staff		Day One	2	5	Day 5	<u>Day 5</u>	
Food and Nutrition Service.	1,363	0 34	137	110	30	64	5%	

KEY:

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

Category II: Financed from Available Funds Category III: Protect Life and Property

Current On-Board Staff:

Most current data as of July 27, 2013. Includes summer hires.

Summary of Category I Activities:

N/A

Summary of Category II Activities:

FNS has 47 staff years associated with Child Nutrition and WIC pre-appropriated funding. (Staff time is charged as follows: a total of 26 staff at 100%, 8 at 50-75%, 5 at 30-49%, 6 at 25%, and 2 at less than 25%). A total of 34 staff will continue to work and 13 staff will be placed on administrative leave/furlough.

Summary of Category III Activities:

30 Excepted Personnel to maintain critical operations. For specific functions/position titles refer to Attachment 9. List includes potential contractors that may be required for safe and orderly shutdown of critical systems, COR's that may need to perform critical contract functions.