

SHUTDOWN PLAN



**Committee for Purchase From People
Who Are Blind or Severely Disabled**

Approved: *E. Ballard* Date: 17 March 2011

E. Ballard, Executive Director



COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

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Agency Shutdown Plan

1. **PURPOSE:** To outline Agency policy guidance and instructions for actions to be taken when Congress fails to enact either regular appropriations, a continuing resolution, or needed supplemental, resulting in an interruption of fund availability.


In the absence of appropriations:

- Federal officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.
- Federal officers may incur obligations as necessary for orderly termination of an agency's functions, but funds may not be disbursed.

2. **SCOPE:** This plan applies to all personnel to include the four Special Government Employees (private citizen Presidential appointees.)
3. **POLICY:** In order to execute an orderly shutdown, the following information is provided:
 - Estimated time to complete shutdown: One half-day.
 - Number of on-board employees prior to execution: 30
 - Number of employees retained under plan: 0
 - Chief of Staff, on behalf of the Executive Director, will notify OMB that shutdown procedures have initiated.
 - Chief of Staff will notify building management of shutdown status.
 - Chief of Staff will notify all agency personnel of shutdown status and will initiate action to issue furlough notices and other instructions as appropriate.
 - Chief of Staff will direct Contracting Officer's Representatives to notify agency contractor of shutdown status and other instructions as appropriate.
 - Chief Information Officer will ensure servers and other IT equipment are secured.
 - Chief of Staff will notify agency personnel when the funding interruption is resolved.
4. **REFERENCES:**
 - a. OMB Circular No. A-11 (2010), Section 124, pgs. 1-2
 - b. OPM Guidance and Information on Furloughs,
<http://www.opm.gov/furlough/furlough.asp#Appendix>

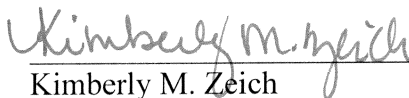
5. REVIEW: This Agency Shutdown Plan has been prepared and reviewed by the undersigned. It complies with guidance provided in the reference documents and was submitted to the Executive Director for approval.

Prepared by:

 3/17/2011

Kermit C. Jones Date
Chief of Staff
Committee for Purchase

Recommended for Approval:

 3/18/2011

Kimberly M. Zeich Date
Deputy Executive Director
Committee for Purchase