

Date: April 7, 2011
 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 Funding Hiatus and eventual reconstitution of operations, the Agency has established an implementation plan for seven critical functions:

Function	Functional Owner
1. Agency Administration	Associate Administrator Management, Technology & Finance/Chief Operating Officer, Associate Administrator Supplemental Nutrition Assistance Program, Associate Administrator for Special Nutrition Programs, Associate Administrator Research, Analysis, Communications and Strategic Outreach, Center for Promotion and Policy 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 begin appropriate plan implementation	Administrator	1 Hour
Notify functional owners to begin plan implementation	COO	1 Hour
Oversee <i>essential</i> personnel to ensure completion of orderly shut down	Functional owners	As directed
Monitor progress, communicate status updates, and provide a final report to the COO (via telephone)	Functional owners	As directed
Maintain operations for physical security of Government assets	Excepted Personnel	As directed
Submit a final report to FNS Administrator	COO	As directed

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

1. All employees will report to work 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 personnel may be called in pending subsequent decisions made by the Department.

Plan details are included in the following attachments:

Attachment 1 – Agency Summary

Attachment 2 - Agency Administration Critical Tasks

Attachment 3 - Regional Administration Critical Tasks

Attachment 4 – Human Resources Critical Tasks

Attachment 5– Information Technology Critical Tasks

Attachment 6 – Financial Management Critical Tasks

Attachment 7– Facilities Management Critical Tasks

Attachment 8– Contracts Management Critical Tasks

Attachment 9 – List of Essential (Orderly Shutdown)/Essential Personnel (Maintain Critical Operations)

Attachment 10 – Information Technology Reconstitution – Critical Tasks

Footnote:

Definitions for Attachments

DDAY – The date the Continuing Resolutions expires.

RDAY – Reconstitute Day