

Deliberative Draft - April 7, 2011

Attachment 1 - Agency Summary

| Function | Task | Owner | % Complete | Status |
|------------------------|---|---|------------|--------|
| Agency Administration | Employee Notification/Shutdown | Administrator, AAMTF, AASNAP, AASNP, AROCS, CNPP Executive Director | 0% | |
| | Confirm Employees have received and successfully completed shutdown as directed | | | |
| Regional Operations | State Notifications | AAROS | 0% | |
| | Human Resources | | | |
| | Facilities | | | |
| | Information Technology | | | |
| Human Resources | Content Finalized | DAM | 0% | |
| | T&A | | | |
| | Communications Distributed | | | |
| 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 Suspense Letters | DAM | 0% | |

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Attachment 2 - Agency Administration - Critical Tasks

| | Task | Owner | Dependencies | Date | | # | Responsible Personnel | | % | Status | |
|---|---|-------|--------------------------------------|--------|--------|---|-----------------------|------|--|--------|-------|
| | | | | Start | End | | Hours | Empl | | | Contr |
| 1 | Confirm Employees have received and successfully completed shutdown as directed | AA | Notification from Administrator, COO | DDAY+3 | DDAY+3 | | 8 | | AAMTF/COO, AASNP, AASNAP, AARACOS, AAROS, DAM, CIO, CFO, CNPP Executive Director | 0% | |

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Attachment 5 - Information Technology - Critical Tasks

| | Task | Owner | Location | Dependencies | Date | | Hours | Empl | Contr | Essential Personnel Names | % Complete | Status |
|---|---|-------|----------|-----------------------|-------|------|-------|------|-------|--|---------------|--------|
| | | | | | Start | End | | | | | | |
| 1 | Disable Remote Access | CIO | FNCS | Notification from COO | DDAY | DDAY | 8 | 30 | 9 | Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint , NITC | 0% | |
| 2 | Disable external access to Infrastructure except for Excepted employees | CIO | FNCS | Notification from COO | DDAY | DDAY | 8 | 30 | 9 | Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint , NITC | 0% | |
| 3 | Disable external access to all Systems | CIO | FNCS | Notification from COO | DDAY | DDAY | 8 | 30 | 9 | Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint , NITC | 0% | |
| 4 | Telecommunications available for use by Excepted employees only | CIO | FNCS | Notification from COO | DDAY | DDAY | 8 | 30 | 9 | Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (2) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (5) Network Engineers, Desktop Services Deputy Branch Chief, (5) Desktop Services Specialists, Telecom Branch Chief, (2) Telecom Specialists, CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint , NITC | 0% | |

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Attachment 6- Financial Management Critical Tasks

| Task | Owner | Dependencies | Date | | # | | Responsible Personnel | | % | Status |
|-----------------------------------|-------|--------------|-------|----------|-------|------|-----------------------|--------------------------------|----|--------|
| | | | Start | End | Hours | Empl | Contr | Names | | |
| SNAP | CFO | | | | | | | | | |
| SNAP - Benefits | | | DDAY | DDAY+53* | | 1 | | Branch Chief Program Budget | 0% | |
| TEFAP - Food | | | DDAY | DDAY+53* | | 1 | | Branch Chief Program Budget | 0% | |
| FDPIR - Food | | | DDAY | DDAY+53* | | 1 | | Branch Chief Program Budget | 0% | |
| WIC | CFO | | | | | | | | | |
| WIC Grants to States | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| Child Nutrition Programs | CFO | | | | | | | | | |
| National School Lunch Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| School Breakfast Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| Child and Adult Care Food Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| Summer Food Service Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| Special Milk Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| State Admin. Expenses | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | | |
| Fresh Fruit and Vegetable Program | | | DDAY | DDAY+83* | | 1 | | Branch Chief Program Budget | 0% | |
| CAP | CFO | | | | | | | | | |
| Farmers Market Nutrition Program | | | DDAY | DDAY | | 1 | | Branch Chief Program Budget | 0% | |

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| | | | | | | | | | | |
|---|--|--|------|-----------|--|---|--|-----------------------------|----|--|
| 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 + 53 | | 1 | | Branch Chief Program Budget | 0% | |

***Subject to change with each Continuing Resolution (CR).**

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Attachment 7 - Facility Management Critical Tasks

| Task | Owner | Dependencies | Date | | # Hours | Responsible Personnel | | | % | Complete | Status |
|------|-------|--------------|-------|-----|------------|-----------------------|-------|-------|---|----------|--------|
| | | | Start | End | | Empl | Contr | Names | | | |

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Attachment 8 - Contracts Management Critical Tasks

| | Task | Owner | Dependencies | Date | | # Hours | Responsible Personnel | | % Complete | Status |
|---|---|-------|-----------------------|-------|--------|------------|-----------------------|-------|---|--------|
| | | | | Start | End | | Empl | Contr | | |
| 1 | Contract Management Division Critical Projects | DAM | | | | | | | 0% | |
| | Notify Essential contractors for orderly shutdown | | Notification from COO | DDAY | DDAY+5 | 32-40 | 4 | | Contracts Director, (4) Contracting Officers | |
| | Notify Non-essential contractors and Issue Suspense Letters | | Notification from COO | DDAY | DDAY+5 | 32-40 | 4 | | Contracts Director, (4) Contracting Officers | |

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Attachment 9 - List of Essential/Excepted Personnel

| FUNCTION | Essential Personnel (Orderly Shutdown) | | Excepted Personnel (Maintain Critical Functions) | |
|--|---|------------|--|----------------------------|
| | Federal | Contractor | Federal - Appropriated | Federal - Non Appropriated |
| Agency Administration | Administrator, Assistant to the Administrator, CNPP Executive Director | | Administrator, Assistant to the Administrator | |
| Supplemental Nutrition Assistance Program | Associate Administrator, Deputy Associate Administrator | | | |
| Special Nutrition Programs | Associate Administrator, Deputy Associate Administrator | | | CN Personnel |
| Research Analysis, Communications, and Outreach and Strategic Partnerships | Associate Administrator, Director Research & Analysis, Director Communications & Governmental Affairs, Director Strategic Initiatives Partnerships & Outreach | | | CN Funded Personnel |

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Attachment 9 - List of Essential/Excepted Personnel

| FUNCTION | Essential Personnel (Orderly Shutdown) | | Excepted Personnel (Maintain Critical Functions) | |
|----------------------------------|--|------------|--|----------------------------|
| | Federal | Contractor | Federal - Appropriated | Federal - Non Appropriated |
| Regional Operations | AAROS, DAAROS, Director of Office of Emergency Management, Northeast Regional Administrator, Northeast Deputy Regional Administrator, MidAtlantic Regional Administrator, MidAtlantic Deputy Regional Administrator, Southeast Regional Administrator, Southeast Deputy Regional Administrator, Southwest Regional Administrator, Southwest Deputy Regional Administrator, Midwest Regional Administrator, Midwest Deputy Regional Administrator, Mountain Plains Regional Administrator, Mountain Plains Deputy Regional Administrator, Western Regional Administrator, Western Deputy Regional Administrator | | Director, Office of Emergency Management | |
| Management, Technology & Finance | Associate Administrator/Chief Operating Officer | | Associate Administrator/Chief Operating Officer | |
| Human Resources | Director of Human Resources, Employee Relations Specialist | ARC | Director of Human Resources | |

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Attachment 9 - List of Essential/Excepted Personnel

| FUNCTION | Essential Personnel (Orderly Shutdown) | | Excepted Personnel (Maintain Critical Functions) | |
|------------------------|--|--|---|----------------------------|
| | Federal | Contractor | Federal - Appropriated | Federal - Non Appropriated |
| Information Technology | Chief Information Officer, Financial Systems Director, Portfolio Management Division, Director, Application Development Branch Chief, Application Developers, Web Master, Program Management Branch Chief, Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, Network Engineers, Desktop Services Deputy Branch Chief, Desktop Services Specialists, Telecom Branch Chief, Telecom Specialists | CNSI, AcuSys, Deloitte, SRA, ASC, ESRI, Ventera, CounterPoint , NITC | NOTE: Based on subsequent decisions to adjust system shutdown may require the following personnel: CIO, Technology Division Director, Network Engineers, Information Security Specialists | |
| Financial Management | Chief Financial Officer, Accounting Officer, Program Budget Chief | | | |
| Facilities Management | Logistics and Facility Management Director, Space and Real Property Specialist/Mail Manager, Physical Security Team Leader, Security Officers, Property Management Officer | | Logistics and Facility Management Director, Security Officers | |

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Attachment 9 - List of Essential/Excepted Personnel

| FUNCTION | Essential Personnel (Orderly Shutdown) | | Excepted Personnel (Maintain Critical Functions) | |
|----------------------|--|------------|--|----------------------------|
| | Federal | Contractor | Federal - Appropriated | Federal - Non Appropriated |
| Contracts Management | Contracts Director, Contract Officers | | Contracts Director | |

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Attachment 10 - Information Technology Reconstitution - Critical Tasks

| | Task | Owner | Location | Dependencies | Date | | Hours | % | Status |
|---|---|---------------|----------|-----------------------|-------|------|-------|----|--------|
| | | | | | Start | End | | | |
| 1 | Enable Remote Access | Rory Schultz | FNCS | Notification from COO | RDAY | RDAY | 8 | 0% | |
| 2 | Enable external access for all employees | Rory Schultz | FNCS | Notification from COO | RDAY | RDAY | 8 | 0% | |
| 3 | Enable external access to all Systems | Jacque Butler | FNCS | Notification from COO | RDAY | RDAY | 8 | 0% | |
| 4 | Telecommunications available for use by all employees | Rory Schultz | FNCS | Notification from COO | RDAY | RDAY | 8 | 0% | |