DECEMBER 2011

U.S. OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION (OSHRC) PLAN FOR SHUTDOWN IN THE ABSENCE OF AN AVAILABLE APPROPRIATION OR CONTINUING RESOLUTION

In accordance with Office of Management and Budget (OMB) Circular, A-11, Sec. 124, the following constitutes the plan of OSHRC for an orderly shutdown in the absence of an appropriation or continuing resolution.

1. Agency employees will be given the earliest possible notice of a shutdown due to the absence of an appropriation or continuing resolution. In accordance with U.S. Office of Personnel Management (OPM) guidance, OSHRC need not issue written notices to employees when the shutdown is based on the unavailability of an appropriation or continuing resolution to fund agency operations. However, the Review Commission will provide all employees with a written notice (either individually or via e-mail) that the agency is shutting down due to absence of an available appropriation or continuing resolution against which to make further obligations.

2. OSHRC's priorities during a shutdown are to limit the creation of obligations to the minimum necessary to protect life and property (e.g., agency resources having more than nominal value). During a shutdown, no agency employee shall take any action to disburse Federal funds.

3. When responsible OSHRC officials are notified by OMB to commence a shutdown, the following will occur:

    a. On the first regular workday following the absence of an available appropriation or continuing resolution, all agency employees scheduled to report to work will, unless informed otherwise by their supervisors, report to work at their normal start time(s). Agency employees not scheduled to report to the Review Commission's physical workplace may be asked to report at your supervisor's discretion.

    b. Agency employees reporting to work will begin the orderly shutdown of agency operations. Normally, this will involve securing the workplace and making sure that critical agency infrastructure and/or working material (e.g., case files, important documents, office equipment, etc.) are secured during the shutdown. This process may also include: canceling meetings, hearings and other scheduled Commission business; answering telephones and advising callers of the pending shutdown; securing files, confidential materials, official work papers and documents; documenting the status of projects so that work can be resumed with the least disruption possible; recalling employees from travel; etc.

c. Unless a Review Commission employee is designated by the Chairman as excepted, they should not, following the cessation of their orderly shutdown procedure, conduct any further agency business, whether on a "voluntary basis" or otherwise.

d. Contractor personnel: All contractor personnel serving the agency under either a cost-reimbursement or time-and-material/labor hour contract, shall be notified that they should cease work until further notice.

4. Use of agency IT systems, communications systems, or other resources during period of a shutdown: No agency employee shall use Review Commission IT, communications systems or other resources during the period of a shutdown unless they are designated as an excepted employee. Non-essential IT usage is prohibited.

5. The Review Commission's plan for an orderly shutdown also includes the following:

   a. Time to complete the shutdown. Normally, unless directed and approved by a supervisor, all shutdown activities should be completed as quickly as possible, in a period not to exceed four (4) hours (one half-day). Agency employees will record the time expended on shutdown activities to the nearest fifteen (15) minutes.

   b. Number of employees expected to be on-board before implementation of the plan. The National Office of the Review Commission is located in Washington, D.C. There are currently forty four (44) employees at this location. There is one regional office located in Atlanta, GA which currently has seven employees. There is another regional office located in Denver, CO which currently has seven employees. The total number of Review Commission employees is currently fifty eight (58).

   c. Total number of excepted employees to be retained under this plan to protect life and/or property.

      The Review Commission will retain two employees:

      - An information technology specialist is required to monitor and protect the Review Commission's network infrastructure which includes the equipment, hardware and software, automated systems, etc.

      - An administrative assistant is required to collect and safeguard the Agency's mail. The National Office of the Review Commission is not located in a federally operated building and the office suite is accessible only by agency employees. Therefore, mail delivered

during a shutdown would be placed outside of the suite and if left in this location, may be subject to damage and/or theft.

6. By law, the Commission is composed of three Commissioners, Presidential appointees that are confirmed by the Senate. Unless instructed otherwise by the Chairman, Commissioners should not engage in any activity that would cause the Review Commission to incur additional obligational liability. For this reason, it is strongly recommended that they not report to work or use the agency's IT or communications systems, or other agency resources, during the period of the shutdown.