



U.S. AbilityOne Commission

Shutdown Plan

September 28, 2023

1. Purpose

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

In the absence of appropriations:

- a) Federal officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.
- b) 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 (4) Special Government Employees (private citizen Presidential appointees).

3. Policy

In order to execute an orderly shutdown, the following information is provided:

- a) Estimated time to complete shutdown: One half-day.
- b) Number of on-board employees prior to execution: 45 (includes OIG).
- c) Number of employees retained under plan: The Commission will retain three (3) employees: two (2) from the Office of the Inspector General, and one (1) from the Agency staff. The Agency staff employee's compensation is financed by a resource other than annual appropriations. Specifically, this employee is funded by a Technology Modernization Fund (TMF) apportionment that is not the agency's annual appropriation, and that will continue beyond September 30, 2023. The TMF was established within Pub. L. No. 115-91, National Defense Authorization Act for Fiscal Year 2018, Title X, Subtitle G, §§ 1076 to 1078; 131 Stat. 1586 (Dec. 12, 2017). These three (3) employees will be working during a shutdown.



- d) Executive Director will notify OMB that shutdown procedures have been initiated.
- e) Chief of Staff will notify building management of shutdown status.
- f) Chief of Staff will notify all agency personnel of shutdown status.
- g) Chief of Staff will initiate action to issue furlough notices and other instructions as appropriate.
- h) Chief of Staff will direct the Contracting Officer to notify agency contractors of shutdown status and other instructions as appropriate.
- i) Chief Information Officer will ensure servers and other IT equipment are secured.
- j) Brief summary of significant Office of Inspector General activities that will continue during a lapse in appropriations:

The excepted designation applies to the Assistant Inspector General for Investigations (AIGI), periodically reviewing Hotline Calls for complaints of a serious or life-threatening nature. In the event of an immediate and serious threat to health or safety, necessary steps may be taken to prevent loss or serious injury.

The excepted designation also applies to the Inspector General, periodically reviewing incoming messages to ensure there are no urgent items that threaten public health, welfare, or safety that come to the Inspector General's attention and that require immediate action. The Inspector General or the Assistant Inspector General for Investigations may take the necessary steps to prevent loss or serious injury.

- k) Contracting efforts not impacted by the shutdown will also continue.
- l) Brief summary of significant agency activities that will cease during a lapse:

Apart from the work being performed by the employees identified in 3(c) of this plan, and who will be working during a shutdown, the remainder of U.S. AbilityOne Commission operations will discontinue for the duration of a shutdown. Operations to process nonprofit organizations' procurement transactions will cease during the shutdown period. This will cause administrative delays in documentation but not to AbilityOne performance of mission-critical services for Federal customers.

- m) Resuming operations:

Chief of Staff will notify agency personnel when the shutdown is over and employees are due back to work.

When directing employees to "close down" their individual and group work functions, the Commission will provide information to employees to monitor the status of appropriations.

This information will include links to OMB websites that will provide updates on the status of agency appropriations.



Employees will also be informed that they will be expected to return to work the workday following resolution of conditions that led to the shutdown.

After resumption of orderly operations, supervisors will be informed of their ability to offer leave flexibility to employees who may not have returned to work as scheduled due to extenuating circumstances.

4. References

- a) OMB Circular No. A-11 (2021), Section 124
- b) OPM [Guidance for Shutdown Furloughs](#)

5. Review

This Agency Shutdown Plan has been prepared and reviewed by the undersigned. It complies with guidance provided in the reference documents and approved.

Kimberly M. Zeich
Executive Director

