OAS GUIDANCE to BUREAUS in the EVENT of a GOVERNMENT SHUTDOWN

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DOC Travel Management
In the event of a government shutdown, the Travel Management Division will stop operations.
(Excepted personnel see specific travel procedures at the end of this document.)

1. ADTRAV Operations
   a. HCHB onsite ADTRAV office will be closed during a shutdown; the ADTRAV call center will remain open 24/7. To contact the call center, call 1-866-430-8929.
   b. ADTRAV will have contact information for the Director, Office of Administrative Services (OAS), in case of questions. Excepted personnel may also contact the Director, OAS in case of questions or an emergency. The Director’s contact information is 202-482-1200 (office), 202-384-2542 (BB cell) or 202-219-8890 (fax).
   c. For NOAA: In the event that “excepted” employees are directed to perform official travel during the shutdown, they must first determine funds availability by contacting Stephen Smith: E-mail: stephen.l.smith@noaa.gov, Phone: (202) 482-3939; Fax: 202-501-3024; Cell Phone: (202) 365-5343. Also, they must manually process a travel order (CD-29) outside the Travel Manager (TM) System.
   d. ADTRAV will provide full service to all DOC personnel who must return to their duty stations in the event of a shutdown.
   e. At 12:01am EST on the effective date of a shutdown, all DOC personnel already on travel must return to their duty stations via the most cost effective fares possible on the effective date of a shutdown or soon as logistically possible.
   f. At 12:01am EST on the effective date of a shutdown, ADTRAV will begin canceling all trips for DOC personnel that are scheduled to depart on that same day and coordinate/notify with travelers, as appropriate.
   g. At 12:01am EST on the day after a shutdown, ADTRAV will begin canceling all trips for DOC personnel that are scheduled to depart that day and coordinate/notify with travelers, as appropriate.
   h. On a daily basis and for the remainder of a shutdown, ADTRAV will be given authority to cancel trips scheduled for those days and regular services will be reduced. ADTRAV will coordinate/notify with travelers, as appropriate.
   i. In the event a shutdown occurs, ADTRAV will not book or ticket any travel for any DOC personnel without clearance from the OAS Director.

NOAA:

2. Paper travel authorizations will need to be prepared by DOC excepted personnel who may be required to travel during a shutdown. OAS clearance is required for all DOC personnel traveling during a shutdown.

3. Bureau Management and Travel Points of Contact should:
   a. Identify personnel who are scheduled to be on travel during the time of a possible shutdown and notify them that they may have to end their trips and return to their duty stations the effective date of the shutdown or as soon as logistically possible. This includes all invitational travelers.
   b. Inform these travelers that they must schedule return flights by calling ADTRAV at 1-866-430-8929 as soon as possible on the effective date of the shutdown (ADTRAV’s call center is...
ADTRAV has been directed to schedule/reserve the most cost effective return trips available, ensuring all travelers return home on as soon as logistically possible.

c. Alert all travelers who are scheduled to travel immediately after a shutdown and inform them their trips will be cancelled by ADTRAV in the event of a shutdown (please see 1.e, 1.f and 1.g).

d. Instruct travelers who booked hotels and rental cars outside of ADTRAV that upon a government shutdown, they must cancel all reservations prior to being charged late or cancellation fees.

4. Government travel cards will remain active during a shutdown; however, employees are reminded their travel cards are to be used only while on official travel. Employees who use their travel card for unauthorized purchases or cash advances will be subject to disciplinary actions. Government travel card coordinators will review transaction activity once the government reopens and report misuse to the cardholder’s supervisor and Human Resource Office.

5. All DOC travelers are expected to make payments on their individually-billed travel card accounts in compliance with the terms of the cardholder agreement.

6. Vouchers will not be processed until the government reopens.

7. If a government shutdown occurs on a Saturday, employees in a travel status on the day of the shutdown who extended their trips to take personal time over the weekend may stay at their destination until the date originally ticketed if they will be able to report to work on the day specified for an orderly shutdown.

8. Passports/visas will not be processed during the shutdown.

9. All HP/FedTraveler.com helpdesks, whether in the HCHB or at the bureaus, will not be operational during a shutdown.

10. FedTraveler.com, the web-based system for scheduling travel, may be used to create travel authorizations for excepted personnel conducting emergency travel; however, hard copies must be printed and presented to the OAS Director for clearance for anyone traveling during a shutdown.

11. For DOC overseas travelers: State Department defers to the Chief of Mission to determine the continuance of embassy operations during a U.S. government shutdown. Excepted personnel are also determined by the Chief of Mission; however, in some locations, local law dictates if locals employed by the embassy continue to work during a shutdown. Overseas travel will cease in line with the Chief of Mission’s determinations. However, if overseas travel is approved by the Chief of Mission, faxed copies of travel orders must be sent to the Director, OAS to ensure that she has an accurate list of all Department-wide travel occurring during a shutdown.

12. Employees en route to their new Official Duty Station should continue travel in order to report for an orderly shutdown at the new duty station. PCS travel orders beginning April 9th through the end of the shutdown will be canceled or postponed.
Transportation
In the event of a government shutdown, the Transportation Division will cease operations. See appropriate functional area below for more detailed information.

1. Fleet/Motorpool Management
   a. Bureau fleet managers/coordinators must ensure all DOC owned or leased vehicles are parked and secured. Fleet cards assigned to each vehicle are to be kept secured in each vehicle.
   b. All fleet cards will remain active during a shutdown. Departmental fleet staff will prepare fraud/misuse reports from J.P. Morgan Chase and GSA Wright Express upon reopening. Disciplinary actions will be taken against DOC personnel who inappropriately utilize a government vehicle or its assigned fleet card during a shutdown.
   c. All personnel with vehicles approved for work-to-home authority will not be used unless the assignee is on the Department excepted personnel list.
   d. All motor pools within the DOC should be shutdown and vehicles parked and secured unless prior arrangements are made with excepted personnel who may need access to a vehicle during the shutdown. If that is the case, the Bureau fleet manager must provide the keys to the requestor and ensure that the requestor understands the need to keep vehicle logs up-to-date.

2. Transit Benefit Program
   Reminder: Government-funded transit benefits are only to be used to commute to and from work via public transportation. During a government shutdown, only excepted personnel are authorized to use their metro transit benefit to get to/from work. All other personnel are forbidden from using these benefits for personal use. Upon returning to work, employees should adjust (subtract) the appropriate dollar amount of benefits to be downloaded by the number of days they did not work. For more information on this process, please contact Jeanette Darden at 202-482-3805 or your bureau-specific transit point of contact.

Personal Property Management
In the event of a government shutdown, the Personal Property Management Division will cease operations.

1. DOC Property management officers and custodians must ensure all recently acquired accountable property is entered into the personal property system(s) as part of an orderly shutdown.

2. All DOC property management officers and custodians must ensure that safeguards are in place to protect Government personal property
Mail Management
In the event of a government shutdown, the Mail Management division will cease operations.

1. DOC Mail Management teams across the Department must close down and secure all mail facilities in an orderly manner.

2. On the effective date of a shutdown, DOC Bureau Mail Managers are required to:
   a. notify Bureau Mail facilities, including regional or field offices to begin mail center shutdown procedures;
   b. notify orally and in writing, all shipping vendors and contractors that mail/package deliveries are to stop until further notice (United States Postal Service (USPS), United Parcel Service(UPS), Federal Express(FEDEX), DHL, newspapers, courier and/or freight companies; and,
   c. if a government shutdown lasts longer than 10 days, it is understood that all mail/parcels being held will be shipped back to the senders.

3. Secure and lock all mail facilities including mail meters, customer service areas and courier entrances.

4. Bureau mail managers should provide a list of nearest post offices, FedEx/UPS drop boxes, and couriers in the event that excepted personnel who are working need them.

After completing the above steps, email the DOC Agency Mail Manager, Camille Fields, cfields@doc.gov on status of assigned Bureau mail facilities.

Multimedia
In the event of a government shutdown, Printing & Graphics personnel will cease operations.

Printing & Graphics POCs will notify GPO and all other contractors that operations are suspended until further notice. All jobs that are currently in process at contractor facilities will be held until the government re-opens.

Department of Commerce Federal Credit Union (DOCFCU)
In the event of a government shutdown, the DOCFCU will continue to provide telephone and internet services and members will still be able to use ATMs. To locate the shared branch or an ATM closest to you, use the ATM locator on the bottom of our home page at https://www.docfcu.org/. You can call DOCFCU at 202-482-4134 or toll free at 888-626-9845. Please refer the DOCFCU FAQs document and the DOCFCU website and Facebook fan page for additional information in the event of a government shutdown.
TRAVEL PROCEDURES DURING A GOVERNMENT SHUTDOWN
for EXCEPTED PERSONNEL

Other than travelers returning to their duty station, during a government shut-down, ADTRAV will not book or ticket travel without clearance from the Director for Administrative Services (OAS) Mary Pleffner. Therefore, excepted personnel, including the Secretary, his staff and protective detail, and all DOC personnel overseas must notify the Director of the need to travel during a government shutdown. In the event of emergency travel during a government shutdown, the traveler must:

1. Call ADTRAV call center (1-866-430-8929) to book trip arrangements; ADTRAV has been instructed to book travel utilizing the most cost-effective fares (preferably contract fares if available – this provides the most flexibility during this period of uncertainty.) ADTRAV’s call center will coordinate with other travel agencies utilized by DOC travelers in Alaska and Hawaii and will ensure these procedures are followed.
   - PTO uses SATO as their imbedded TMC with FedTraveler. In the event of a shutdown, PTO excepted personnel need to have their travel approved by the PTO CFO. It is incumbent on the PTO CFO or his/her designee, to ensure the Director, OAS is kept in the loop regarding PTO’s travel during a shutdown.
   - For NOAA: In the event that “excepted” employees are directed to perform official travel during the shutdown, they must first determine funds availability by contacting Stephen Smith: E-mail: stephen.l.smith@noaa.gov, Phone: (202) 482-3939; Fax: 202-501-3024; Cell Phone: (202) 365-5343. Also, they must manually process a travel order (CD-29) outside the Travel Manager (TM) System.

2. Prepare a manual travel authorization (CD-29), ensuring clear, comprehensive justification for the travel is provided in Block 5 of the travel order.

3. If the traveler is requesting premium class travel, a CD-334 must be completed and attached to the CD-29.

4. Fax the completed CD-29 and CD-334 to the Director OAS at (202) 219-8890.

5. Once cleared, the Director will fax all appropriate paperwork to the ADTRAV call center at 205-949-4233 and notify the traveler that she has cleared the request for emergency travel.

6. Upon receipt of paperwork, ADTRAV will ticket the trip and notify the traveler.

7. For travelers recalled to their duty stations in the event of a government shutdown, amended travel orders will not be required, but must be prepared as soon as possible once the government reopens before processing their vouchers.

8. For DOC overseas travelers: State Department defers to the Chief of Mission to determine the continuance of embassy operations during a U.S. government shutdown. Excepted personnel are also determined by the Chief of Mission; however, in some locations, local law dictates if locals employed by the embassy continue to work during a shutdown. Overseas travel will cease in line with the Chief of Mission’s determinations. However, if overseas travel is approved by the Chief of Mission, faxed copies of travel orders must be sent to the Director, OAS to ensure that she has an accurate list of all Department-wide travel occurring during a shutdown.

9. Barbara Baker (ADTRAV HCHB Manager) cell phone is 205-410-4098.
   Mary Pleffner, Director OAS: Office phone 202-482-1200; BB cell 202-384-2542.

Travel Cards
Government travel cards will remain active during a shutdown; however, employees are reminded their travel cards are to be used only while on approved excepted official travel.