



U.S. General Services Administration
Office of Inspector General

U.S. General Services Administration Office of Inspector General (GSA OIG)
Lapse in Appropriations Plan – August 2019

GSA OIG Plan for Short Lapse in Federal Funding (1 – 14 days):

The GSA OIG plans to use no-years funds to cover agency expenses, including the payroll for all agency employees, for one full payroll period. During past fiscal years, Congress has provided the GSA OIG with no-year funds in order to maintain GSA OIG’s critical oversight during a lapse in appropriations. The current balance of those no-year funds will cover up to one payroll period of expenses.

The Inspector General, Deputy Inspector General, Associate Inspector General and Assistant Inspector General for Administration will be responsible for implementing and adjusting the plan in response to funding actions and changes in external circumstances.

GSA OIG Plan for Longer Lapse in Federal Funding:

In the event that a lapse in federal funding should extend past one payroll period, the GSA OIG will implement the following shutdown plan:

Lapse Plan Summary Overview	
Estimated time (to nearest half day) required to complete shutdown activities:	<i>1 day</i>
Total number of agency employees expected to be on board before implementation of the plan:	
Total number of employees to be retained under the plan for each of the following categories:	
Compensation is financed by a resource other than annual appropriations:	<i>0</i>
Necessary to perform activities expressly authorized by law:	<i>0</i>
Necessary to perform activities necessarily implied by law:	<i>6</i>
Necessary to the discharge of the President's constitutional duties and powers:	<i>0</i>
Necessary to protect life and property:	<i>0</i>
Brief summary of significant agency activities that will continue during a lapse:	
Investigators and counsel employees requested for support in active court cases will be excepted during their court preparation and appearance duties. Administration activities for infrastructure and shutdown support will continue as needed.	
Brief summary of significant agency activities that will cease during a lapse:	
All auditing and inspection/evaluation activities will cease during a funding lapse. This will include oversight of those activities that may continue at GSA through other funding support. All general counsel activities will cease, unless needed for active court cases. Investigation activities will cease, with the exception of mandatory testimony and other investigation activity necessary to support current cases. Administration activities will cease, with the exception of duties necessary for maintaining the network infrastructure and shutdown support.	

Component Activities

Should the GSA OIG need to cease operations due to a lapse in funding, the Office of Administration will lead the activities necessary for a successful shutdown. Communication across the agency will come from the Office of Administration. Each component will be responsible for assuring their employees complete the required shutdown tasks provided by the Office of Administration prior to a cease in operations. One full day is required for the shutdown to ensure that all offices across the country (and in separate time zones) complete the shutdown tasks.

Office of Inspector General

- # of employees on-board - 5
- # of employees to be retained – 2
 - o Deputy Inspector General, Associate Inspector General

Office of Administration

- # of employees on-board - 30
- # of employees to be retained – 2
 - o Assistant Inspector General for Administration, IT Specialist

Office of Audits

- # of employees on-board - 152
- # of employees to be retained- 0

Office of Counsel

- # of employees on-board - 10
- # of employees to be retained – 1 (with additional counsel as needed for active court case activities)
 - o Counsel

Office of Inspections and Evaluations

- # of employees on-board - 13
- # of employees to be retained - 0

Office of Investigations

- # of employees on-board - 93
- # of employees to be retained – 1 (with additional investigators as needed for active case activities)
 - o Assistant Inspector General for Investigations

Communication

All communication to employees will come from the Office of Administration. GSA OIG employees will be notified to return to work through a posting on the GSA OIG Public Website and GSA OIG e-mail distribution. Employees will be encouraged to pay attention to news outlets for updates. Employees will be approved to check government e-mail to confirm the GSA OIG plan to return to work once the agency is funded.

Resuming Operations

Employees will be expected to return to work on their next scheduled workday following the notification to return to work. Supervisors will be given the flexibility to approve leave requests for those employees who cannot return to work on their next scheduled workday. The Office of Administration will lead activities addressing HR, payroll, budget, facility and IT issues on day one to ensure continuity of operations.