

Government Reopening Check List – Items for Consideration January 2019

OMB has developed the checklist below for agency consideration in order to facilitate orderly Government startup of programs and activities affected by the lapse in appropriations. The items in the checklist are high priority issues that agencies should consider in planning for orderly startup. This list is not an exhaustive list nor is it intended to be a directive. Agencies should take any additional considerations into account that are necessary to prepare for an orderly and efficient government startup.

Activities necessary to orderly startup of the government are excepted, as are orderly shutdown activities, because orderly startup activities are necessarily implied activities under the Antideficiency Act.

After the President signs an appropriations bill, OMB will issue a memorandum notifying agencies when the lapse in appropriations has ended and when agencies can begin implementing their plans to orderly resume activities. The Office of Personnel Management will also post an update to its website.

1. General orderly return considerations

- Develop communication plans for priority actions across Agency and with service partners:
 - Prioritize activities.
 - Prepare to effectively manage backlog of work.
 - Establish clear channels of communications necessary for employee support, issue resolution, and escalation of issues.

2. Considerations for accelerated payment of employees

- Assess whatever time and attendance personnel are informed on requirements and available at the necessary staffing levels to support secure facility entry and related support.
- Contact with your payroll provider with regards to the required deadlines and any special processing requirements.
- Ensure you have adequate staff to support payroll processes, benefit questions, or other related support processes (retroactive pay disbursements and on leave and benefit deductions from pay disbursements).

3. Considerations for support of Federal Employees

- Consider employee morale impacts and potential agency support plan.
- Consider augmentation of communications channels with employees and additional support mechanisms to address timely resolution of issues and concerns (e.g., on-site support, town halls, special events, additional support staff, assistance resolving financial implications).
- Communicate availability of any Employee Assistance resources.

4. Considerations for return of Federal Employees

- Determine that agency has defined processes for determining the sequence and method for communicating recall intentions to employees.
- Determine protocols defined and staged for communications/contact with employees.
- Align physical building access protocols with restart plan (e.g., operational IT staffing, service provider support, staging, and volume management).
- Assess whether staffing is sufficient and aligned to restart plan to support Information Security access protocols (e.g., Help Desk staffing, volume management, on-site support).
- Determine the employees who are needed in advance to support Agency specific plans.

5. Contract Considerations

- Consider queueing of invoices for excepted and not excepted work to accelerate payment activities.
- Identify high-priority contract actions and sequence (e.g., restart, non-expired options, period of performance, address expiring contracts).
- Evaluate requests for equitable adjustments and other special circumstances.
- Address contractor physical and information security as appropriate.

6. Financial Considerations

- Reestablish funds control and distribution to ensure orderly operations with priority to:
 - Payroll and benefits processes and payments.
 - Agency specific priority payments and necessary actions to allow for appropriate funds distributions.
 - Reestablish timely reporting and record keeping to include standard monthly and quarterly reporting and information distribution.