

**Bureau of Reclamation**  
**Contingency Plan for Lapse of Appropriations**  
**September 2017**

The Bureau of Reclamation is the nation's largest wholesale water supplier, operating 337 reservoirs. Reclamation is the second largest producer of hydropower in the United States and operates 53 hydroelectric powerplants that have annually produced, on average, 40 billion kilowatt-hours. The sources of funding for operation, maintenance, and oversight of these facilities includes annually appropriated funds subject to a lapse of appropriations and non-lapsing funds such as up-front funding, multi-year funds, reimbursable funding, etc.

This plan summarizes the number of employees who will be furloughed during a Lapse of Appropriations (Furloughed Employee), lasting 30 days or less, those employees who will remain on duty because their source of funding is not lapsing (Exempted Employee), or those employees that are excepted from a Lapse of Appropriations because their duties comprise essential functions to protect life and property (Excepted Employee). Definitions and examples of Furloughed, Exempted, and Excepted Employees are located at the end of this plan. The Director of Security, Safety, and Law Enforcement is responsible for implementing and adjusting this plan to respond to the length of the appropriations hiatus and changes in external circumstances in accordance with the Office of Management and Budget Circular A-11.

In this shutdown, Reclamation has non-lapsing funding available for use by most employees that would otherwise be designated as Excepted for Protection of Life and Property. Because non-lapsing funding is available during this event, Reclamation designated employees who would be Excepted for Life and Property as Exempt (non-lapsing funding available).

**Washington, D.C. Office Operations (Headquarters)**

In order to complete the excepted activities defined at the end of this document, the Commissioner's Office in Washington, D.C., will retain key Reclamation leaders for coordination and control, as well as the minimum number of employees in coordination, communication, and budget roles. For Furloughed Employees, shutdown activities are expected to take a half day or less for this office.

**Regional and Denver Offices**

Reclamation's five regional offices and the Denver Office play key roles in conducting excepted and exempted functions. Regional and Denver Office's Exempt Employees will continue to perform their duties. Employees at these locations who are necessary for technical support for ongoing projects funded by non-lapsing appropriations, whose salaries are also funded by non-lapsing appropriations, will remain on duty.

Once a shutdown is ordered, each region and office will retain the minimum number of employees to conduct excepted functions, disseminate information both internally and externally, and ensure continued shutdown coordination and communication between the Denver, Washington, regional, and area offices. Employees providing critical support for excepted functions will only remain on duty as long as the excepted functions are needed. Reclamation would not conduct periodic inspections to evaluate risks.

Furloughed Employees located in the regional and Denver offices may support the area offices during an emergency or provide other types of support on a periodic basis during a Government shutdown (e.g., acquisitions to support excepted functions). Personnel located in the regional and Denver offices also provide disaster relief to other agencies. Therefore, most of the Furloughed Employees in the regional and Denver offices will be On-Call in the event they are needed to perform excepted functions. Employees required for support of ongoing projects funded by multi-year appropriations will remain on duty in the Denver Office at the minimum level necessary to avoid harm to life, health, and property. The Technical Service Center (TSC) in the Denver Office may provide Reclamation-wide support to those projects deemed excepted at the time of the Government shutdown (e.g., certain dam safety projects). The designation of most of TSC employees, therefore, will depend on the designation of the projects the TSC employee supports.

Shutdown activities are expected to take a half day or less for these offices. However, there will be a limited number of employees who take more than four hours to complete shutdown activities (e.g., contract stop work orders).

### **Area Offices**

Exempted Employees will continue to perform their duties. There is a higher overall number of Exempt Employees in the area offices given the nature of how water and power delivery activities are funded (e.g., up-front or reimbursable funding).

Due to the dramatic differences in operations, size, visitation, location, and infrastructure represented in area offices, the number of employees required to carry out the excepted functions will vary greatly from office to office. Staffing for excepted functions will be held to the very minimum for the protection of life, property, and public health and safety. Because area offices encounter incidents that require increased levels of personnel to protect life and property (e.g., flood operations), many of the Furloughed Employees will be designated as On-Call.

Shutdown activities are expected to take a half day or less for these offices. However, there will be a limited number of employees who take more than four hours to complete shutdown activities (e.g., mothballing equipment).

### **Summary of Reclamation-wide Employee Designations**

Total Reclamation Employees at the time of this report: **5,190** (Exempted + Excepted + Furloughed)

Total Exempted and Excepted Employees: **1,758** (Exempt + Protection of Life/Property)

Washington Office: 17

Regional and Denver Offices: 329

Area Offices: 1,412

Total Exempted Employees: 1,458 (Washington + Regional/Denver + Area Offices)

Washington Office: 0

Regional and Denver Offices: 183  
Area Offices: 1,275

Total Excepted Employees for Protection of Life and Property: 300  
Washington Office: 17  
Regional and Denver Offices: 146  
Area Offices: 137

Total Excepted Employees for Law Enforcement: 0  
Washington Office: 0  
Regional and Denver Offices: 0  
Area Offices: 0

Total Furloughed Employees: 3,432 (Washington + Regional/Denver + Area Offices)

Washington Office: 48  
Regional and Denver Offices: 1,977  
Area Offices: 1,407

Total Extended Shutdown Employees (partial subset of Furloughed Employees): 287  
Washington Office: 2  
Regional and Denver Offices: 199  
Area Offices: 86

Total On-Call Employees (partial subset of Furloughed Employees): 3,432  
Washington Office: 48  
Regional and Denver Offices: 1,977  
Area Offices: 1,407

Total Furloughed Employees who complete shutdown in one-half day (Total Furloughed  
– Total Extended Shutdown): 3,145

## **Definitions of Excepted, Exempt, and Furloughed Employees**

During a Government shutdown, there are three primary designations for Reclamation employees:

1.0 Exempted: Exempt Employees will not be furloughed. The following are the categories of Exempt Employees:

1.1 Non-Lapsing Funding: Exempt Employees perform activities that are not funded by lapsing appropriations. Exempt employees will generally continue to be governed by the normal pay, leave and other civil service rules. Funding sources used by exempt employees include:

- Colorado River Dam Fund
- Boulder Canyon Project (Hoover) Boulder Canyon Project Act
- Lower Colorado Basin Development Fund
- Upper Colorado Basin Development Fund
- Multi-year funds, upfront funding, reimbursable funds available through the remainder of the fiscal year, etc.

1.2 Constitutional Duties and Powers: The Commissioner of Reclamation is designated as an Exempt Employee as this position is necessary for the discharge of the President's constitutional duties and powers.

2.0 Excepted: Employees designated as Excepted may perform essential activities during a Government shutdown even though they are funded through lapsing appropriations. Excepted Employees will not be furloughed as long as they perform essential functions. Reclamation defined the following categories for Excepted Employees:

2.1 Excepted for Protection of Life and Property:

- Protection of Reclamation's federal lands, buildings, waterways, equipment, and other property and infrastructure;
- Activities essential to ensure continued employee and public health and safety (e.g., water supplies);
- Activities that ensure production of power and maintenance of the power distribution system;
- Activities necessary to maintain protection of research property;
- The minimum number of employees necessary to ensure health, safety, regulatory, and security needs of Excepted Employees and effective performance of their functions (functions necessary for health and safety, human resource functions, automated system support, releasing a contract for an emergency event, etc.);
- Uninterrupted command, control, and leadership (e.g., Regional Directors, Denver Directors, Area Managers, etc.); and
- Maintenance of IT systems critical to activities being carried out by Excepted Employees (e.g., radio communication, e-mail, SCADA systems, etc.).

2.2 Excepted for Law Enforcement:

The minimum number of the following to protect life and property:

- Special Agents

3.0 Furloughed: Furloughed Employees are funded through lapsing appropriations and are not designated as Excepted Employees. These employees will be furloughed during a Government shutdown. Furloughed Employees may not perform volunteer services for the Government during a Government shutdown. Most Furloughed Employees will need four or less hours to conduct shutdown activities. The following are subcategories of Furloughed Employees:

3.1 Extended Shutdown Furloughed Employee. A furloughed employee that requires greater than four (4) hours but no longer than five (5) days for an orderly shutdown.

3.2 On-Call Furloughed Employee. A furloughed employee who may be recalled to duty to perform essential functions.