

ENERGY SHORTAGE CONTINGENCY PLAN

I GENERAL: This Instruction provides the polices, procedures, and authorizations to be followed in the event Farmers Home Administration (FHA) offices are forced to alter operations due to the nationwide fuel shortage.

II ASSURANCES OF SERVICE: FHA offices should determine if there is a possibility that utility services may be cut back.

A County Offices which purchase their own fuel supplies should obtain assurances of service from their primary and a secondary source of supply, of possible, for the remainder of the hearing season. If assurances cannot be obtained for the entire hearing season, the County Supervisor will notify the State Director so that he can contact the state office of the Office of Oil and Gas and the Federal Allocation Officer (FAO) assigned to each state for possible aid in obtaining supplies.

B Offices which have utility services provided by the lessor should encourage the lessor to obtain assurances of alternate sources of supplies and suggest that the lessor contact the state office of the Office of Oil and Gas for possible aid in obtaining supplies of heating fuels.

C Indications that service cannot be obtained for the future should be reported immediately to the State Director.

III STATE CONTINGENCY PLANS: State Directors should formulate contingency plans to enable agency program operations to continue in the event of fuel shortages at any of their offices. Contact should be made with the state office of The Office of Oil and Gas and the FAO assigned to each state to assure that offices receive adequate supplies of heating fuels. Contact should be made immediately with the State Administrative Committee to establish reciprocal agreements on joint usage of space should the need arise.

A Reciprocal agreements with other agencies should provide that where practicable, if an agency office cannot be used, minimum agency operations can be performed through the facilities of another agency's office.

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Administration
General
Contingency Plans

Sheet 1

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III (Cont.)

B When it is not possible to (1) co-operate U S. Department of Agriculture (USDA) field offices or (2) obtain adequate supplies of heating fuels resulting in a decision for the FHA County Office to close, the State Director may (in the following order of feasibility):

1 Provide for the County Office operations to continue in another nearby operating County Office.

2 Authorize the County Supervisor to perform minimum office operations from his residence, if nearby and feasible.

3 Detail employees for up to 120 days to other activities which will operate normally.

4 Place employees in "stand-by" status for immediate service on call, during regular working hours. The employees receive their normal base pay for periods of "Stand-by" status and are shown in Transaction Code 02 "Standby--base rate" on the Time and Attendance Reports. They must hold themselves in readiness to respond immediately to a call for actual performance of work. Any absence from "stand-by" status will be charged to annual leave, sick leave, or leave without pay in the normal manner. Any emergency situation which may appear to call for more than five "stand-by" days will be brought immediately to the attention of the National Office, Director, Personnel Division. Employees may not be placed on involuntary leave or furlough without prior approval of the Department of Agriculture Director of Personnel.

IV REPORTING REQUIREMENTS: County Supervisors will immediately report to the State Director any fuel or power shortage disrupting the carrying out of normal program operations for instructions on what action he should take. The State Director will immediately report any County Office closing or a closing of the State Office to the Director, Business Services Division. These reports will include the following information:

A The probable length of time the facility will be closed.

B Indicate if program operations are continuing by other means or in other locations.

C If operations are continuing at another location, give the complete address and telephone number of the emergency location.

V FINANCE OFFICE: The Director, Finance Office, will immediately report any disruption of normal operations of that office due to a fuel or power shortage to the Deputy Administrator Comptroller.