



The National Conservation District Employees Association (NCDEA) suggests that the following items be considered when Conservation Districts develop policies for their local district in the case of a Federal Shutdown. We know all items listed may not be applicable to each district.

- ❖ **Will the District Office stay open during a Federal Shutdown? Yes (see below) No (Decide if you need some policy or announcement that the district will be closed due to federal closure.**

**If a District plans to continue working these items may need to be considered when making a policy for each individual District**

- ❖ **Location** that employees will be able to work
  - Home
  - Neighboring County
  - Local Courthouse
  - Stand-alone District office
  - Sister Agency Office in another building
  - If District pays rent in USDA co-located building, District will have authority to enter building to continue daily operations *only* if the District also pays utilities/phone for the rented area
  - Other
  
- ❖ **Materials** that employees will need to continue to do their job
  - **Finance**
    - Checkbooks
    - Deposit books
    - Financial Records
    - Safe Deposit Keys
    - Credit Cards
    - Active Cost Share Reports
    - Password Book is applicable
    - Materials for board meetings
    -
  - **Office Supplies (Only Items that District has purchased)**
    - Copier paper
    - Pens
    - And supplies needs to complete job

- **Producers' folders** that are actively be worked on  
(*This does not include NRCS cost share programs*)
  - Cost Share folders
  - Grant Materials
  
- **Educational materials** for school projects
  - Charts
  - Materials to complete educational projects
    - School programs
    - Field days
    - Eco Meets
    - Farm Safety Days, etc.
  
- **District Equipment** that can be removed from office
  - Laptop
  - Portable Copiers
  - Portable Printers
  - Scanners
  - GPS
  - Level
  - Transit
  - Measuring Wheel
  - Survey Equipment
  - Districts will have to provide their own access to the internet during a federal closure
  
- **Vehicle**
  - Since NRCS vehicles will not be available, District should make policy concerning reimbursement of mileage if employee is required to use personal vehicle
  - May consider a set monthly rate for District employee reimbursement for use of personal vehicle
  - Districts may use or purchase their own vehicle for use for field work or district related work
  
- ❖ **Communication to keep Districts and District Staff informed of federal activity & decisions**
  - **Agreement**
    - A written agreement with USDA
      - Time of notification to District of date of shutdown
      - Time allowed to remove items from office
      - Partner agencies communicate with District of federal shutdown activity
      - NRCS Representative should be appointed to communicate to the District Board and Staff of shutdown progress

- **Email** (*No Federal Government servers/equipment may be used during the shutdown*)
  - District create their own email address since all NRCS email will not be accessible
  - District appoint someone to let employees know when they may enter federal building again by email or phone calls
  - Keep District website updated to keep clients informed

- **Phone Calls**

- District set up their own phone number for customers to call
- Put contact information for the District on radio and in local paper

- **District Property**

- District staff should contact Chairman of District Board with details of location of financial records, files, etc.

- ❖ **Backups**

- District should do backups of all District materials before shutdown of office
- Keep backups in another location during shutdown
- District may need to consider purchasing an external hard drive to save district files

- ❖ **District Projects**

- How does District's plan to complete active projects in a timely manner
- If NRCS personnel are not available to sign off on project, will appropriate District staff have NRCS delegated job approval authority?