The National Conservation District Employees Association (NCDEA) suggests that the following items be considered when Conservation Districts develop polices 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?