

# OFEQ GUIDANCE to HCHB OCCUPANTS in the EVENT of a LAPSE IN APPROPRIATIONS

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## Transportation Management

In the event of a lapse in appropriations, the Facilities Services Branch and the Office of Personal Property and Transportation Management (OPPTM) will cease operations. See appropriate functional area below for more detailed information.

### 1. Transit Benefit Program

Government-funded transit benefits are only to be used to commute to and from work via public transportation. In the event of a lapse in appropriations, only employees traveling to/from work to conduct an orderly shutdown, and excepted personnel are authorized to use their metro transit benefit to get to/from work. All other personnel are prohibited from using these benefits for personal use. Transportation Benefits support will not be available during a lapse.

### 2. Parking and Ridesharing

- a. The Ronald Reagan Building parking will remain available for excepted personnel.
- b. The North and South Courtyards remain open to excepted personnel with parking credentials. Users are required to display the pass on the vehicle's dashboard upon entering and while parked the courtyard. Contact 202-482-1340 for any parking related inquiries.
- c. Rideshare parking (in Washington DC only) will not be available during a lapse.

### 3. Fleet/Motor Pool Management

- a. All motor pools within the DOC will cease, vehicles parked at a government facility, and the keys secured within the facility. b. Fleet managers/coordinators must ensure all DOC-owned or leased vehicles are parked and Bureau secured.
- b. All fleet cards will remain active during a lapse but are to be kept secured in each vehicle. Departmental fleet staff will prepare fraud/misuse reports from Citibank and GSA Wright Express upon reopening. Disciplinary actions will be taken against DOC personnel who inappropriately use a government vehicle or its assigned fleet card during a lapse.
- c. DOC personnel will not use vehicles approved for home-to-work authority unless the assignee is on the Department excepted personnel list and required to perform work duties during the lapse.

## Mail Management

1. DOC Mail Rooms and Courier Center will close and cease operations. Management teams across the Department's bureaus must secure all mail facilities in an orderly manner, including mail meters, customer service areas and courier entrances.
2. DOC Bureau Mail Managers are required to:
  - a. notify Bureau Mail facilities, including regional or field offices to begin mail center shutdown procedures;
  - b. notify all shipping vendors and contractors that mail/package deliveries are to stop until further notice both verbally and in writing. This includes United States Postal Service (USPS), United Parcel Service (UPS), Federal Express (FEDEX), DHL, newspapers, courier and/or freight companies; and
  - c. if a lapse lasts longer than 10 days, all mail/parcels being held will be shipped back to the senders.
3. Secure and lock all mail facilities

4. Below are the nearest mail facilities to HCHB:
  - a) USPS - MARTIN LUTHER KING JR  
1400 L ST NW Lobby 2, WASHINGTON, DC 20005-9997
  - b) UPS – DROP BOX  
UPS Store, 1300 Pennsylvania Avenue NW, Washington, DC 20004
  - c) FEDEX – DROP BOX  
FEDEX drop box OUTSIDE of 1401 Constitution Avenue NW, Washington, DC 20230
5. Contact 202-482-1340 for mail-related questions, stamps, FEDEX or UPS supplies (if the Bureau can't provide), or information about courier services.

## Multimedia Services

The Bureau POCs and the Multimedia Branch (MMB) Chief will notify GPO and all other contractors that operations will cease. All jobs that are currently in process at contractor facilities will be held until the government re-opens.

## Facilities Operations

The following facilities operations will continue:

1. Chiller water test and treatment
2. Elevator maintenance and repair
3. Janitorial and snow removal
4. Cleaning services will continue in accordance with the General Services administration (GSA) and Center for Disease Control (CDC) guidelines. Additional cleaning and trash removal services can be requested by calling 202-482-1340. Please leave trash receptacles in the common hallways for collection.
5. For operation and maintenance of critical building mechanical systems, contact Building Management at 202-482-4316. A duty engineer is on site 24/7.
6. Pest Control may be requested by calling 202-482-1340.
7. The business cafes on the 5<sup>th</sup> floor, corridor 2, and level C will remain open; however, supplies will not be replenished during the duration of the lapse.

The following facilities operations will immediately cease. The duty engineering team will provide 24/7 HCHB coverage and additional support will be recalled in the event of an emergency:

1. Routine building maintenance and repairs:
  - a. Electrical systems
  - b. Plumbing systems
  - c. Heating and cooling systems
  - d. Construction services; e.g., painting, carpentry
2. Space management services:
  - a. Space planning
  - b. Design

- c. Procurement of carpet, furniture, and drapes
3. Facilities Services
- a. Landscaping services
  - b. Recycling
  - c. Event scheduling
  - d. Audiovisual services

## Personal Property Management

In the event of a lapse, the Office of Personal Property and Transportation Management will cease operations.

1. DOC Property Officials must ensure all recently acquired accountable property is entered into the personal property system(s) as part of an orderly shutdown.
2. All DOC Property Officials must ensure that safeguards are in place to protect Government personal property.

## Building Construction Projects

During the lapse, GSA building construction operations will continue.

1. GSA and contractors may work up to two shifts: Shifts will conform with the established security plan for off-duty hours.
2. The Office of Building Renovation will have at least one representative on-site to provide oversight and assist the Department and GSA with the Renovation Project.
3. Contractor engineering and project support personnel will also be working, subject to guidance from the Contracting Officer.

## Department of Commerce Federal Credit Union (DOCFCU)

In the event of a lapse, the DOCFCU will continue to provide telephone and internet services, and members will still be able to use ATMs. Only excepted employees will be able to access facility ATMs. ATMs within the facilities will be available until funds inside the ATM are depleted. To locate the shared branch or an ATM, use the ATM locator on the bottom of the home page at <https://www.docfcu.org/under>About:Locations/ATMs>. Employees may call DOCFCU at 202-482-4134 or toll free at 888-626-9845. Please refer to the DOCFCU website and Facebook page for additional information in the event of a lapse in appropriations.

## Department of Commerce Child Care Center

The Childcare Center will be closed in the event of a lapse in appropriation.

## Fitness Center (CoHo)

The Fitness Center will be closed in the event of a lapse in appropriation.