

# FACILITIES AND PROPERTY GUIDANCE in the EVENT of a GOVERNMENT SHUTDOWN

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## 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 government shutdown, only employees traveling to and 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 government shutdown.

## Transportation Management

In the event of a government shutdown, the Facilities Services Branch and the Office of Personal Property and Transportation Management will cease operations. See appropriate functional area below for more detailed information.

### 1. Driver Services

During a government shutdown, DOC drivers will not be available.

### 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.

### 3. Fleet/Motor pool Management

- a. Bureau fleet managers/coordinators must ensure all DOC-owned or leased vehicles are parked and secured. Fleet cards assigned to each vehicle are to be kept secured in each vehicle.
- b. All fleet cards will remain active during a shutdown. Departmental fleet staff will prepare fraud/misuse reports upon reopening. Disciplinary actions will be taken against DOC personnel who inappropriately use a government vehicle or its assigned fleet card during a shutdown.
- c. DOC personnel with vehicles approved for home-to-work authority will not be used unless the assignee is on the Department excepted personnel list and required to perform work duties during the shutdown period.
- d. All other DOC vehicles (excluding vehicles assigned to personnel approved for home-to-work authority) will not be used unless assigned and authorized under the Department Excepted Personnel List and required to perform work duties during the shutdown period.
- e. All motor pools within the DOC should be shutdown, vehicles parked at a government facility, and the keys secured within the facility.
- f. **HCHB Only:** The Director, Office of Facilities and Environmental Quality (OFEQ), will secure the motor vehicle keys for HCHB for the duration of the government shutdown.

## HCHB Building Security/Access

1. Effective 10/1/2025 after orderly shutdown and until further notice, entry to the HCHB, to include the parking courts, will be limited to excepted personnel. Only personnel identified as excepted by their respective organizations are authorized access to HCHB during the period of a lapse of appropriation.
2. Excepted personnel may only use the following entrances/exits effective midnight 10/1/2025.
  - Main Entrance off 14th Street – 24 hours
  - VIP Entrance on 15th Street – Monday through Friday, 6:30 a.m. to 7:30 p.m.
  - North Courtyard – 14th Street Side – Excepted PERMIT HOLDERS ONLY – 24 hours
  - South Courtyard – 15th Street Side – Excepted PERMIT HOLDERS ONLY – Monday through Friday, 5:00 a.m. to 9:00 p.m.
  - The entrance at the Ronald Reagan Building Tunnel will be closed.
3. In the event of a building emergency, Emergency Response Team members will not be available to clear floors. A limited staff of Protective Security Officers and Headquarters Security Staff will perform this function similar to what is done during non-duty hours.
4. All building emergencies should be reported 24/7 to the HCHB Dispatcher at 202-482-2222, [eoc@doc.gov](mailto:eoc@doc.gov).
5. Personnel are reminded to properly secure all documents containing classified national security information (Confidential, Secret and Top Secret) in a General Services Administration (GSA)-approved security container (safe). Documents containing Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII) should be stored in a locked office, locked drawer, or locked file cabinet. Those with SIPRNet and JWICS terminals should ensure accounts are logged out and classified rooms/Sensitive Compartmented Information Facilities (SCIFs) are properly secured, to include arming the alarm.
6. Questions concerning HCHB access may be referred to Mr. Lee Hughes, Director for Headquarters Security Operations, at [lhughes@doc.gov](mailto:lhughes@doc.gov) or [eoc@doc.gov](mailto:eoc@doc.gov).

## Mail Management

1. DOC Mail Management teams across the Department's bureaus must close and secure all mail facilities in an orderly manner.
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 orally and in writing, all shipping vendors and contractors that mail/package deliveries are to stop until further notice (United States Postal Service (USPS), United Parcel Service (UPS), Federal Express (FEDEX), DHL, newspapers, courier and/or freight companies; and
  - c. if a government shutdown lasts longer than 10 days, it is understood that all mail/parcels being held will be shipped back to the senders.
3. Secure and lock all mail facilities including mail meters, customer service areas and courier entrances.
4. Bureau mail managers should provide a list of nearest post offices, FedEx/UPS drop boxes, and couriers in the event that excepted personnel that are working need them.
5. Bureau mail managers should email Tamika Saunders, [tsaunders1@doc.gov](mailto:tsaunders1@doc.gov) - with the status of assigned Bureau mail facilities. The POC during the shutdown will be Tamika Saunders.
6. The HCHB Mailroom and courier centers will cease operations.

## Multimedia

1. The Bureau POCs and Multimedia Branch Chief will notify GPO and all other contractors that operations are suspended until further notice. All jobs that are currently in process at contractor facilities will be held until the government re-opens.
2. Operations at the HCHB Multimedia Division will cease.

## Facilities Operations

During the government shutdown, 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) guidelines. Additional services can be requested by calling 202-482-1340. Please leave trash receptacles in the common hallways for collection.
5. Operation and maintenance of critical building mechanical systems
  - a) Contact Building Management at extension 202-482-1340 (Duty engineer on site 24/7).
6. Building Management and Pest Control may be requested by calling 202-482-1340.

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 government shutdown, 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.

## **Department of Commerce Federal Credit Union (DOCFCU)**

In the event of a government shutdown, the DOCFCU will continue to provide telephone and internet services, and members will still be able to use ATMs. Only employees with Excepted Access to facilities will be able to access the HCHB ATM. The Silver Spring Branch located at 1325 East West Highway Silver Spring, MD will remain open to service members. To locate the shared branch or an ATM closest to you, use the ATM locator on the bottom of the home page at <https://www.docfcu.org/https://www.docfcu.org/> or 202-808-3600 or toll free at 888-626-9845. Please refer the DOCFCU FAQs document and the DOCFCU website and Facebook page for additional information in the event of a government shutdown.

## **Department of Commerce Child Care Center**

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

## **Fitness Center (CoHo)**

CoHo will be closed in the event of a lapse in appropriation.