

Beydler, Van

From: Soil & Water Conservation Program
Sent: Monday, January 22, 2018 8:26 AM
To: DNR.Soil and Water Conservation Districts staff
Cc: DNR.SWC Staff
Subject: February Supplemental and Federal Office Closures

The February supplemental is postponed until further notice due to the federal furlough and assessing current obligations.

Due to the federal government furlough, the program wants to remind the districts of impacts to district operations.

- District employees will not be allowed to enter the USDA building during the shutdown.
- NRCS case files will not be allowed out of the office during the shutdown.
- NRCS owned survey equipment will not be able to be used during the shutdown.
- NRCS vehicles cannot be used during the shutdown.
- Rental equipment stored at the USDA building; you will have to get equipment rental agreements, keys, instructions, and any other information or items needed to rent the equipment from the office prior to the shutdown. Receipt books may also be needed from the office in order to accept payments or deposits.
- District employees can check their e-mail from home. See the email that was sent on January 19, 2018 for instructions.
- MoSWIMS is not accessible from computers other than computers on the state computer system.
- Cost-share contracts that may expire during this time will be provided an exception to the termination date as this is of no control of the landowner or the district. New contracts will not be able to be submitted for eligibility or approval since MoSWIMS will not be available from outside the office.
- Stand-alone offices are not affected as much by the government shutdown as they are not in federal offices, but cannot use NRCS equipment, vehicles, NRCS computers or NRCS case files during this time.
- A district employee or board member will need to take the district checkbook out of the office to pay bills and must be securely stored.
- Financial records may also need to be taken from the office to complete W2s since they are due at the end of January.
- During this time period if there is not anything that the district employees can be working on without NRCS equipment or support, then based on board policies, the board can place the employees on paid administrative leave which can be paid for out of state funds up to the stipend amount provided for the position. If the board is paying additional funds out of local funds for salary, this will also have to be paid.
- If FOSA shared employees will be working, they cannot work on NRCS activities.

If you have any questions, please contact your district coordinator.

Thanks.

Soil and Water Conservation Program