U.S. Department of the Treasury
Alcohol and Tobacco Tax and Trade Bureau (TTB)
Shutdown Plan

Lapse Plan Summary Overview	
Estimated time (to nearest half day) required to complete shutdown activities:	*half day*
Total number of agency employees expected to be on board before implementation of the plan:	*459*
Total number of employees to be retained under the plan for each of the following categories:	
Compensation is financed by a resource other than annual appropriations:	*25*
Necessary to perform activities expressly authorized by law:	*0*
Necessary to perform activities necessarily implied by law:	*1*
Necessary to the discharge of the President's constitutional duties and powers:	*0*
Necessary to protect life and property:	*35*
Brief summary of significant agency activities that will continue during a lapse:	
processing of tax returns that include remittances; continuing the TTB computer operations to prevent the loss of data in process; protection of statute expiration, bankruptcy, liens and seizure cases; and protection of Federal property	
Brief summary of significant agency activities that will cease during a lapse:	
administrative functions not related to the safety of life and protection of property; non-criminal investigative activities, audit functions, examination of returns, processing of tax returns that do not include remittances; processing of permits, certificates of label approval, formula approvals, and manufacturer of non-beverage products drawback claims; and laboratory services	

The Anti-Deficiency Act, 31 U.S.C. 1341 and 1342, severely restricts the conduct of business by agencies during a lapse of appropriations.

TTB's contacts for shutdown planning and coordination are: Joseph Burruss, Assistant Administrator Management/CFO (AAM/CFO), who can be reached at (202)453-2059, cell 202-360-2254 or Joseph.Burruss@ttb.gov; and Geoffrey Trivers, Director of Human Resources Division (HRD), who can be reached at (202) 508-0436, cell 202-306-5971 or Geoffrey.Trivers@ttb.gov.

Once appropriations have lapsed, the shutdown will encompass all of TTB's core mission business with the exception of those activities required to ensure that all tax collection remittances are processed, government property is secured and preserved, and criminal enforcement activities continue. The operations at the Puerto Rico Field Office will continue to operate during a government wide shutdown, since this activity is solely funded from a mandatory account. The entire cost of this operation is charged against and retained out of the taxes imposed by the Internal Revenue laws on Puerto Rican products coming into the United States. In addition, operations in support of the enforcement of trade practice provisions of the Federal Alcohol Administration Act (27 U.S.C. 201 et seq.) will continue to operate during a government wide shutdown, as these activities are funded from a three-year appropriation which will remain available until September 30, 2027. All other normal operations with the exception of those activities identified as excepted will cease and all further efforts will be devoted solely to closing down operations, protecting government property, and notification of employees including those on leave, in travel status, on detail, in training, or at temporary duty stations.

The excepted positions (Attachment A) were identified based on activities essential for safety of human life, protection of property (which includes processing tax return remittances), or to conduct orderly shutdown processes. The employees occupying positions that perform these activities are identified as excepted under this Shutdown Plan. If an activity is identified as excepted but not all the employees occupying positions that perform that activity are necessary under this Shutdown Plan, and the positions are in the bargaining unit, selection of excepted employees will be based on competitive level, seniority of government service, and the nature of work to be performed.

A. Excepted Activities: Necessary for the Safety of Human Life or Protection of Property

TTB EXAMPLES:

- Processing of tax returns that include remittances
- Continuing the TTB computer operations to prevent the loss of data in process
- Protection of statute expiration, bankruptcy, liens and seizure cases
- Protection of Federal property
- Maintaining minimum staff necessary to handle budget matters related to the lapse in appropriations
- Maintaining minimum staff necessary to perform accounting functions and to prevent the loss of accounting data
- Maintaining minimal personnel to maintain safe conditions for essential personnel
- Maintaining criminal law enforcement and undercover operations
- Maintaining minimal staff necessary to secure TTB's assets and to transition the shutdown of operations to include:
    1. Shutdown notification activities such as the processing furlough letters
    2. Performing payroll functions for the period just prior to the appropriation lapse
    3. Completing inventories of property
    4. Securing and storing equipment, record, files, and work in progress
- In connection with an OMB mandate communicated to federal agencies on Wednesday, October 1, we are amending our lapse plan to include, as newly excepted work, activities for completing the 2027 President's Budget deliverables which also include those activities for completing the agency's year-end financial close and reporting to GTAS all budgetary and proprietary financial transactions and balances for the fiscal year ended September 30, 2025.

The remainder of TTB's activities are classified as non-excepted.

B. Non-Excepted Activities

TTB EXAMPLES

- Most administrative functions not related to the safety of life and protection of property
- All non-criminal investigative activities, audit functions, examination of returns, processing of tax returns that do not include remittances
- Processing of permits, certificates of label approval, formula approvals, and manufacturer of non-beverage products drawback claims
- Laboratory services
- Information systems functions (except as necessary to prevent loss of data in process and revenue collections)
- Planning and training and professional development activities

C. SHUTDOWN IMPACT

The total number of employees categorized as excepted by TTB are detailed in the chart below. See Attachment A for listing of positions and number of contractors needed under this plan.

Information required by OMB Circular A-11

1. Estimated time to complete shutdown of non-excepted activities	Half day
2. Number of employees expected to be on board prior to implementation of shutdown activities	459
3. Number of employees to be retained due to:	
a. Compensation is financed by a resource other than annual appropriations	25
b. Necessary to perform activities expressly authorized by law	0
c. Necessary to perform activities necessarily implied by law	1
d. Necessary to the discharge of President's constitutional duties and powers	0
e. Necessary for protection of life and property	35

4. Total number of excepted & exempt employees	61

D. EMPLOYEE NOTIFICATION PROCEDURES

There will be approximately 459 TTB employees and roughly 200 contractors on-board prior to implementation of the Shutdown Plan. Those employees assigned to TTB who are on other agencies' payrolls will be under the direction of their employing agencies' Shutdown Plan.

When the Administrator or designee receives information that a lapse in appropriations is imminent or has occurred, the following steps will be implemented:

Step 1 – The Administrator or designee will inform the AAM/CFO and/or the Director of HRD who will notify the heads of each directorate to initiate notification procedures and concurrently furnish a copy of the all employee memorandum to the heads of each directorate.

Step 2 – The Director of HRD will work with the HR service provider, at present Fiscal Service Administrative Resource Center (FS ARC), to issue guidance on furloughs and furlough letters to officially notify all employees of the shutdown. Furlough letters will be issued as soon as possible after official notification of the lapse in appropriations has been received by the Administrator or designated TTB official. On the first work day after the lapse of appropriations employees are expected to report to work for the orderly shutdown of TTB. Employees should report to their official duty station. All employees will receive an e-mail from HRD about the shutdown, which will include their official furlough letter if they are not designated as excepted or exempt from being placed in furlough status. Employees being placed on furlough will be required to acknowledge receipt of their furlough letter. As part of an orderly shutdown employees will acknowledge receipt of their furlough letter.. Employees will acknowledge receipt of their furlough letter electronically by replying to the e-mail and stating, "I acknowledge receipt of the TTB furlough letter." As part of the orderly shutdown all employees should (1) ensure all government property is properly secured and preserved, and (2) access GovTA to validate their time and attendance records. If the furlough starts in the middle of a pay period, the time

and attendance records should indicate only the days and hours worked during that pay period and reasonable time to perform their part of the orderly shutdown, but the time and attendance related to orderly shutdown itself should not exceed four hours. Once an employee has completed his/her part of the orderly shutdown, unless he/she has been identified as excepted, he/she will be in a furlough status. Further, detailed instructions regarding employee benefits, unemployment insurance, leave, outside work during furlough, and other information will be attached to the furlough letter.

Step 4 – The heads of each directorate will instruct their managers to notify and advise employees including those on travel, in training, on detail, or on leave, whether they are designated as excepted or non-excepted.

Step 5 – Managers will instruct all employees who are scheduled for travel or training status as to the requirements of a possible shutdown in advance of travel or training.

Step 6 – Managers will inform employees that no new contracts (annual appropriation funds) are to be entered into, no purchase orders are to be issued, etc.

Step 7 – Managers will remind employees who are retained during a shutdown due to a lapse in appropriations that they will be responsible for performing only those duties authorized by the Shutdown Plan as excepted, which includes those related to ensuring the safety of human life and securing government property, processing tax collection remittances, and criminal enforcement activities.

Step 8 – In accordance with the Federal Acquisition Regulation 42.1303, stop work orders will be issued to TTB contractors, as appropriate, by the assigned contracting officer. The active contract listing with annotation as to whether the contract is excepted or non-excepted is attached.

E. SUBSTITUTION OF PERSONNEL IN THE CONTINGENCY PLAN

The Administrator, the head of a directorate, or their designee is authorized to make substitutions of excepted employees in this Shutdown Plan, so long as the substituted personnel are performing authorized activities under this Shutdown Plan. The HR Service Provider will be notified of any change in employee furlough status. Employees will be contacted by telephone to substitute for an excepted employee or to recall

employees to perform essential functions authorized in this Shutdown Plan. The Chief Information Officer (CIO) or designee will shut down access to TTB systems for all furloughed employees. If a furloughed employee is substituted or recalled, the CIO or designee will grant access to the TTB systems for him/her.

F. SHUTDOWN PROCEDURES

In cases of shutdown, questions frequently arise concerning the leave status of employees who have been granted approved leave prior to the furlough. Annual, sick, court or military leave, which has been approved for this furlough period is cancelled. The Director of HRD may issue supplemental guidance on leave status as required by individual shutdown situations.

Generally, employees on leave will be notified by their respective immediate supervisor as to the shutdown procedures and status of prior approved leave.

Employees in travel status or at temporary duty stations will be notified by their immediate supervisor to discontinue with their off-site business and to return home in adequate time as to not violate the Anti-Deficiency Act. The Assistant Administrator for Management/Chief Financial Officer will request a report from Concur Government Edition Travel of employees scheduled to be in travel status during or after the scheduled lapse in appropriations. This report will be sent to managers of those employees by e-mail so they may contact their employees about canceling travel or returning home.

TTB's HRD, Acquisition and Facilities Management Division, and the Finance and Performance Budgeting Division will coordinate with FS ARC to assist and ensure that the handling of budget matters related to the lapse in appropriations, the processing of critical personnel, payroll actions, employee notifications, acquisition issues, and all other administrative support issues are completed.

At the time the shutdown is initiated, employees will be advised to listen to media reports, i.e., television or radio, to receive information that the furlough has ended and when they are expected to return to work. In addition, employees may access information daily on the established TTB Hotline 1-877-235-4376 and/or the TTB public webpage www.ttb.gov.