

Andersen, James

From: Andersen, James
Sent: Friday, February 25, 2011 8:22 AM
To: Ellmers, Glenn; Ash, Darren; Boger, Bruce; Boyce, Thomas (OIS); Brenner, Eliot; Brown, Milton; Burns, Stephen; Carpenter, Cynthia; Casto, Chuck; Cohen, Miriam; Collins, Elmo; Dapas, Marc; Dean, Bill; Doane, Margaret; Droggitis, Spiros; Dyer, Jim; Greene, Kathryn; Grobe, Jack; Hackett, Edwin; Haney, Catherine; Hayden, Elizabeth; Holahan, Gary; Howard, Patrick; Johnson, Michael; Kelley, Corenthis; Leeds, Eric; Mamish, Nader; McCrary, Cheryl; McCree, Victor; Miller, Charles; Moore, Scott; Pederson, Cynthia; Plisco, Loren; Poole, Brooke; Powell, Amy; Reyes, Luis; Satorius, Mark; Schaeffer, James; Schmidt, Rebecca; Sheron, Brian; Stewart, Sharon; Uhle, Jennifer; Virgilio, Martin; Weber, Michael; Wiggins, Jim; Williams, Barbara; Zimmerman, Roy; Campbell, Andy; Holahan, Patricia; Dorman, Dan; Muessle, Mary; Wert, Leonard; Tracy, Glenn; Taylor, Renee
Cc: Akstulewicz, Brenda; Bellosi, Susan; Belmore, Nancy; Blake, Kathleen; Borchardt, Bill; Boyd, Lena; Buckley, Patricia; Casby, Marcia; Cianci, Sandra; Crawford, Carrie; Flory, Shirley; Garland, Stephanie; Higginbotham, Tina; Hudson, Sharon; Landau, Mindy; Matakas, Gina; Miles, Patricia; Pulley, Deborah; Rihm, Roger; Riner, Janet; Ronewicz, Lynn; Ross, Robin; Salus, Amy; Tannenbaum, Anita; Taylor, Renee; Thomas, Loretta; Walker, Dwight; Warner, MaryAnn; Wright, Darlene; Wyatt, Melissa; Cannady, Ashley; Lockhart, Denise; Perez-Ortiz, Aracelis; Riddick, Nicole; King, Shannon; Penny, Melissa; Sprogeris, Patricia; Banks, Eleasah; Nagel, Cheri; Hasan, Nasreen; Call, Michel; Thaggard, Mark; Young, Gary; Holonich, Joseph; Jaigobind, Avinash; Brown, Theron; Moore, Mary; Daniels, Stanley; Kreuter, Jane; Schumann, Stacy; Rihm, Roger
Subject: RE: Leadership Meeting called for tomorrow morning (Friday, Feb. 25)
Attachments: Potential Government-OD Meetig.docx

Attached is a handout for the 8:30am meeting this morning.

Jim A.

From: Ellmers, Glenn
Sent: Thursday, February 24, 2011 4:34 PM
To: Ellmers, Glenn; Ash, Darren; Boger, Bruce; Boyce, Thomas (OIS); Brenner, Eliot; Brown, Milton; Burns, Stephen; Carpenter, Cynthia; Casto, Chuck; Cohen, Miriam; Collins, Elmo; Dapas, Marc; Dean, Bill; Doane, Margaret; Droggitis, Spiros; Dyer, Jim; Greene, Kathryn; Grobe, Jack; Hackett, Edwin; Haney, Catherine; Hayden, Elizabeth; Holahan, Gary; Howard, Patrick; Johnson, Michael; Kelley, Corenthis; Leeds, Eric; Mamish, Nader; McCrary, Cheryl; McCree, Victor; Miller, Charles; Moore, Scott; Pederson, Cynthia; Plisco, Loren; Poole, Brooke; Powell, Amy; Reyes, Luis; Satorius, Mark; Schaeffer, James; Schmidt, Rebecca; Sheron, Brian; Stewart, Sharon; Uhle, Jennifer; Virgilio, Martin; Weber, Michael; Wiggins, Jim; Williams, Barbara; Zimmerman, Roy; Campbell, Andy; Holahan, Patricia; Dorman, Dan; Muessle, Mary; Wert, Leonard; Tracy, Glenn; Taylor, Renee
Cc: Akstulewicz, Brenda; Andersen, James; Bellosi, Susan; Belmore, Nancy; Blake, Kathleen; Borchardt, Bill; Boyd, Lena; Buckley, Patricia; Casby, Marcia; Cianci, Sandra; Crawford, Carrie; Flory, Shirley; Garland, Stephanie; Higginbotham, Tina; Hudson, Sharon; Landau, Mindy; Matakas, Gina; Miles, Patricia; Pulley, Deborah; Rihm, Roger; Riner, Janet; Ronewicz, Lynn; Ross, Robin; Salus, Amy; Tannenbaum, Anita; Taylor, Renee; Thomas, Loretta; Walker, Dwight; Warner, MaryAnn; Wright, Darlene; Wyatt, Melissa; Cannady, Ashley; Lockhart, Denise; Perez-Ortiz, Aracelis; Riddick, Nicole; King, Shannon; Penny, Melissa; Sprogeris, Patricia; Banks, Eleasah; Nagel, Cheri; Hasan, Nasreen; Call, Michel; Thaggard, Mark; Young, Gary; Holonich, Joseph; Jaigobind, Avinash; Brown, Theron; Moore, Mary; Daniels, Stanley; Kreuter, Jane; Schumann, Stacy; Rihm, Roger
Subject: Leadership Meeting called for tomorrow morning (Friday, Feb. 25)
Importance: High

Due to several breaking developments, Bill has called a meeting of all Office Directors (or Deputies) tomorrow morning, 8:30 – 10:00 am, in the Commissioners' Hearing Room. VTC to the Regions will be set up. The bridge line is 888-455-3052. (b)(2)

The topic will be the possible government shutdown and contingency plans. There is no formal agenda and no presentations materials, but discussion will focus on planning and brainstorming on leadership responsibilities.

I have no additional information at this point, so questions would best be directed to your respective DEDO.

Glenn Ellmers
Senior Communications Specialist, OEDO
301-415-0442
OWFN - 17F03
Mail stop: 016E15

Discussion Topics for Meeting on Potential Government Shutdown February 24, 2011

Pre-Shutdown Activities

- Distribution of the "mark" list
- Expectations for supervisor and staff make up of the excepted individuals
- IT/Infrastructure expectations
- Contracts
- Travel & training cancellations
- Foreign Assignees
- What HR needs from offices
- What do the offices need from HR

Internal Communications

- Reiterate Daily EDO updates for information
- Communications with furloughed employees
- Communications with excepted staff
- TI to Inspectors
- Benefits during furlough

External Communications

- RIS to Licensees
- Communications to non-licensees (applicants, stakeholders)
- State/Vendor Communications?
- Phone Communications – how do you get a "live" body?
- Notifying RIC registrants, especially international

Post-Shutdown Activities

- Travel of excepted people
- Thoughts on the management structure for the excepted employees
- Post shut-down concept of operations
- Protocol for requesting assistance across office lines
- Operator licensing

Start-up Activities

- Communication to inform furloughed staff
- Employees on travel