



U.S. Small Business  
Administration

**PLAN FOR OPERATING IN THE EVENT OF A LAPSE IN APPROPRIATIONS  
SEPTEMBER 2025**

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Lapse Plan Summary Overview	
Estimated time (to nearest half day) required to complete shutdown activities:	½ day
Total number of agency employees expected to be on board before implementation of the plan:	6,201

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	4,694
Necessary to perform activities expressly authorized by law	0
Necessary to perform activities necessarily implied by law	49
Necessary to the discharge of the President's constitutional duties and powers	0
Necessary to protect life and property	60

Brief Summary of Significant Agency Activities That Will Continue During a Lapse
<ul style="list-style-type: none"> <li>• <u>Disaster Preparedness &amp; Response</u> (making and servicing disaster direct loans and disaster planning activities)</li> <li>• <u>Office of Advocacy</u></li> <li>• <u>Funded Resources Partners</u> (Small Business Development Centers, Women's Business Centers, SCORE and Veteran Business Outreach Centers continue to provide training and counseling services to small businesses)</li> <li>• <u>HUBZone</u> (accepting and processing HUBZone applications and other Program operations)</li> <li>• <u>Certified Development Company (CDC) 504 Loan Program</u> (closing previously approved loans and certain limited loan servicing and liquidation activities)</li> <li>• <u>Inspector General</u> (disaster funded activities and limited excepted activities (e.g., court appearances))</li> <li>• <u>Microloan Intermediaries</u> (Intermediaries continue to make and service microloans)</li> <li>• <u>Preferred Surety Bond (PSB) Program</u> (Preferred Sureties continue to issue SBA guaranteed surety bonds under delegated authority).</li> <li>• <u>Native American Outreach</u> (continued services to Native American owned small businesses)</li> <li>• <u>National Women's Business Council</u> (continuation of NWBC meetings and studies)</li> <li>• <u>Small Business Investment Company (SBIC) Debenture Program</u> (limited receivership/liquidation activities to continue)</li> <li>• <u>Procurement Set-Aside</u> (limited number of SBA procurement staff to provide small business set-aside programs support to Federal agencies that remain open during lapse)</li> <li>• <u>Credit Risk Management</u> (limited activities for imminent loss)</li> </ul>

- Small Business Innovation Research Program (SBIR)/ Small Business Technology Transfer Program (STTR) (If the program is reauthorized, funded Participating Agencies may continue to make SBIR/STTR awards)
- COVID-19 Economic Injury Disaster Loan (EIDL) (staff will continue to process and manage the COVID-19 EIDL program to support small businesses' recovery from the COVID-19 disaster's economic impacts)
- Paycheck Protection Program (PPP) (staff will continue to manage loan forgiveness activities)
- Shuttered Venues Operators Grant Program (SVOG) (limited number of SBA staff to manage program and provide economic aid to small businesses, non-profits, and venues affected by the COVID-19 pandemic until the program is fully sunsetted)

#### **Brief Summary of Significant Agency Activities That Will Cease During a Lapse**

- CDC 504 Loan Program (no new loan approvals or Program support)
- 7(a) Loan Program (no new loan approvals or Program support)
- Microloan Program (no new loans to Microloan Intermediaries or technical assistance)
- Entrepreneurial Development (no management and oversight of resource partners)
- Small Business Investment Company Program (SBIC) (no licensing, examination, or approvals of draw requests, or other Program support)
- Unfunded Resources Partners (7(j), State Trade Expansion Program (STEP), Regional Innovation Clusters, Emerging Leaders, PRIME and Boots to Business)(these programs operate on a reimbursable basis and payments would not be processed during a lapse; possible limited activities at grantees' discretion)
- Secondary Market Loan Programs (no Program support)
- 8(a) Business Development (no application processing or Program support)
- All Small Mentor-Protégé (no application processing or Program support)
- Women Owned Small Business Contracting (no application processing or Program support)
- Service-Disabled Veteran-Owned Small Business Contracting (no application processing or Program support)
- National Ombudsman (no processing of small business comments/complaints or Regulatory Fairness Board hearings)
- Surety Bond Program (no new surety bonds approvals/modifications other than PSB Program)
- Co-sponsorships (no cosponsored events; cancellation of scheduled cosponsored events during lapse)
- United States Export Assistance Centers (no small business export counseling)

## OBJECTIVE

This U.S. Small Business Administration (“SBA” or “Agency”) Plan for Operating in the Event of a Lapse in Appropriations (the “Operating Plan”) provides guidance and procedures for the Agency when either an annual appropriations act or continuing resolution has not been enacted for the Agency in a fiscal year. The procedures in the Operating Plan allow for (1) continuing only those exempt or excepted functions under various justifications; and (2) initiating orderly shutdown of those activities not considered exempt or excepted.

## ACTIONS TO BE TAKEN PRIOR TO INITIATING SHUTDOWN ACTIVITIES

### Notice to Employees

For furloughs necessitated by lapsed appropriations, advance written notice prior to implementing the furlough is recommended but not required. When prior written notice is not feasible, any reasonable notice (telephonic or oral) is permissible. Ultimately, SBA must provide each employee with a written notice of a shutdown.

### Preparation for Shutdown (Up to 8 but no Less Than 6 Days Prior to Shutdown)

In the likelihood of a lapse in appropriations, the following steps should be taken:

- All program offices will identify exempt, excepted and non-excepted employees. This information must be identified by employee’s name and job title and reported to the Office of Human Resources Solutions.
  - Exempt employees are those funded by programs with continuing funding and resources, such as the Office of Disaster Recovery and Resilience (ODR&R), ODR&R funded positions, Presidentially appointed and Senate confirmed positions, fee-funded positions, and positions with “no year” appropriations.
  - Excepted employees are those conducting activities related to orderly shutdown of the Agency, preservation of life and property, law enforcement activities, preservation of the financial system, related activities justified by necessary implication (i.e., supporting exempt employees), and other activities as determined by the General Counsel.
  - Non-Excepted employees are the remaining employees that are not either exempt or excepted and therefore will be furloughed.
- Communicate with employees, supervisors, resource partners, contractors, and cosponsors, regarding procedures under this Operating Plan.

- Draft “decision to furlough” notices and instructions for distribution to employees. If feasible, draft and distribute “possibility of furlough” notices.
- Ensure SF-8s, Notice[s] to Federal Employee about Unemployment Insurance, are available.

#### **As Soon as the Shutdown Becomes Imminent (5 to 2 Days Prior to Shutdown)**

- Notify employees of their furlough designation status (exempt, excepted, or non-excepted) and obligations of the furlough status. Advise non-excepted employees that voluntary services by furloughed employees are not permitted.
- Advise the excepted and non-excepted employees on official travel or in training status that they may have to return to their regular duty stations.
- Advise employees on detail assignments to other agencies or within SBA to contact their supervisor of record for their furlough status and reporting instructions. Those detailed in support of disaster assistance should discuss their status with their detail manager.
- Advise contracting officials with authority to obligate funds to refrain from such actions unless the obligation is for shutdown purposes or funded as an exempt activity not funded with annual appropriations.
- Advise SBA volunteers and interns about the possibility of lapse in appropriations and provide further instructions pertaining to reporting status.
- Advise all employees to direct any external questions pertaining to a possible shutdown to the Office of Communications and Public Liaison. (Four (4) days prior to shutdown)
- Advise disbursing and certifying officers that no monies are to be disbursed for obligations incurred after the expiration of appropriations.
- Continue notification to employees, supervisors, resource partners, contractors, cosponsors, and the Union of the actions to be taken under the Operating Plan.
- Program managers must compare programmatic priorities with pending and ongoing contractual and assistance activities as soon as possible to determine which activities to continue or cancel, obtain approval from the General Counsel for those decisions, and then communicate them to interested parties.

#### **Shutdown (1 Day Prior to and Day of Shutdown)**

Advise employees, including those on detail or rotational assignments outside and within SBA, on official travel or in training status, to report to work the next workday, even in the event of

lapsed appropriations, to allow for an orderly shutdown, unless other arrangements have been approved by the supervisor.

### **Instructions for Shutdown Activities**

The procedures outlined below are followed when a shutdown goes into effect.

## **PHASED PROCEDURES**

### **Phase 1**

This phase begins with a lapse in funding or when a continuing resolution expires with no successor appropriations act.

- All employees will report to work on the next business day unless other arrangements have been made with the supervisor.
- Agency functions and activities funded by lapsed appropriations will begin an orderly shutdown of operations. Functions that will continue include actions necessary to preserve life and property, law enforcement activities, protection of the integrity of the financial system, or necessary implication of those functions.
- **Exempt employees** will continue to work, as their funding is not affected.
- **Excepted employees** will work until notified that their excepted activities are completed or no longer needed.
- **Non-Excepted employees** will be furloughed without pay until further notification by the Agency.

### **Orderly shutdown activities to be initiated in Phase 1 include:**

- Issuing “stop work orders” or other work suspensions on contracts as necessary;
- Notifying grantees, lenders, co-sponsors and other Agency resource partners of the lapse in funding;
- Coordinating the orderly shutdown of Agency field activities;
- Advising all employees still on travel, in local training, or on detail or rotational assignments outside of SBA, to report back to the office as soon as possible that day;
- Cancelling all scheduled paid leave (annual, sick, administrative, etc.) effective as of close of business (i.e., noon on the day of the shutdown to last for the duration of the furlough;

- Advising employees that the Office of General Counsel has committed to an expedited conflict of interest review for employees seeking outside employment;
- Closing out applicable Agency files and records;
- Making appropriate arrangements for the collection of obligations owed to SBA.

Non-excepted employees will then be furloughed without pay as directed. Notification as to when employees should return to work will be posted on the Agency's SBA.gov website and will also be delivered to employees through the Emergency Notification System. Notification will also be available through the OPM.gov website and cell phone app.

The status of excepted employees will be identified as "non-pay duty." Such employees are advised that the United States will not contest its legal obligation to pay for their services, even in an absence of appropriations. Supervisors will inform excepted employees (in writing or by telecommunication) that they may perform only those activities identified as essential or part of operation shutdown. Supervisors must contact any employee on travel status and advise them to return to the duty station immediately. Travelers should return in accordance with normal Federal Travel Regulations. ***Phase 1 is anticipated to last up to 4 hours.***

## **Phase 2**

A small contingent of excepted employees will complete final closeout actions and conduct required actions needed to finalize Agency "at risk" financial requirements.

Orderly shutdown activities in Phase 2 include:

- Finalizing furlough personnel action processing;
- Inventorying Agency property;

Phase 2 is anticipated to last for more than one day.

## **Phase 3**

The activities in Phase 3 of an orderly shutdown of operations include, but are not limited to, the following (note some of these activities may be started or completed when a Government shutdown is determined to be imminent):

- Canceling meetings, hearings, and other previously arranged business and notifying parties such as other Federal agencies, State governments, and private entities involved in Departmental matters of the cessation of normal business.
- Documenting the status of cases and projects so they can be resumed, transferred, or otherwise appropriately handled when the funding situation is determined.



- Taking steps to plan, control, and maintain orderliness throughout the phase-down of operations.
- Performing the fiscal and accounting tasks required to maintain accountability and reporting obligations and expenditures of all funds.
- Preparing files for permanent storage and preparing for the orderly transfer of property and records as directed by the General Services Administration (GSA) and the Office of Personnel Management (OPM). Property and records are not to be transferred until 30 days after shutdown activities have commenced, and then only after determination that the funding interruption will be substantial or indefinite.
- Preparing inventories of property and records to ensure protection of the Government's interests and the claims of affected private entities and individuals.
- Performing those tasks necessary to protect classified information, including listing all papers to be accorded classified status and securing all appropriate files and automatic data processing information.
- Performing requisite administrative functions, such as processing the payroll for the pay period through the expiration of the continuing resolution.
- Conducting other functions that contribute directly to the orderly shutdown of SBA, and protect life, and safeguard Government property and records.

Supervisors should continue to identify employees or positions that are necessary to perform the functions associated with the orderly cessation of activity. These employees will continue to work for the length of time necessary to complete shutdown activities. The selection of employees to participate in shutdown activities should be based on the number of employees or positions necessary for the orderly termination of an activity and the special knowledge, skills, or abilities required to terminate activities.

Once employees complete performing shutdown activities of their assigned work, they will be placed in a furlough status. Each employee's supervisor is responsible for promptly notifying the Office of Human Resources Solutions, through the organization's Associate Administrator (AA) or Deputy AA, of changes to an employee's furlough status to ensure it is properly documented.

All shutdown activities should be accomplished to facilitate efficient reactivation of operations when funds are again available.

No new business for activities funded by one-year appropriations will be initiated unless the Agency action is justified by the General Counsel. Additionally, the following will not be permitted unless they are necessary to the direct support of authorized activities:

- Awards of grants, contracts, cooperative agreements, co-sponsorships, and small purchases;
- Hiring of employees or extending the appointment of employees whose appointments have expired, if doing so would result in unauthorized obligation of funds during a lapse of appropriations;
- Excepted and non-excepted employees in travel status on the first day of a no-funds situation will return to their duty stations as soon as possible;
- Meetings, conferences, and seminars; or
- New or continued employment of experts and consultants, if such actions will incur a financial obligation.

### **Return to Duty (Furlough is Over and Government Re-Opens)**

The activities in this phase describe the actions that will be necessary to resume orderly operations once appropriations are restored.

- Employees are notified via the Emergency Notification System that Congress has passed, and the President has signed appropriations and instructs employees to report to duty at their regularly scheduled duty time.
  - Supervisors should remain flexible and permit employees to take paid time off (e.g., annual leave, accrued compensatory time off, compensatory time off for travel, credit hours or accrued time off award hours) due to the short notice of reopening of government. If the next workday to return to duty falls on an employee's AWS day, the employee will return on their next scheduled workday;
- SBA shutdown website is updated to reflect status as "open;"
- Shutdown messages are removed from SBA's outward facing website;
- Employees change "out of office" message on voicemail as appropriate;
- Employees change "out of office" message on the email system as appropriate;
- External stakeholders are notified of SBA's operating status as "open."

## APPENDIX A

### TABLE OF SBA OFFICES AND AFFECTED POSITIONS

Program Office	Exempt Positions	Excepted Positions	Positions Subject to Furlough	Total Positions Onboard as of September 2025
OFFICE OF THE ADMINISTRATOR	2	10	28	40
OFFICE OF ADVOCACY	40	0	0	40
OFFICE OF CAPITAL ACCESS	3,214	32	296	3542
OFFICE OF CHIEF INFORMATION OFFICER	0	9	29	38
OFFICE OF COMMUNICATIONS & PUBLIC LIAISON	1	2	21	24
OFFICE OF CONGRESSIONAL & LEGISLATIVE AFFAIRS	0	1	7	8
OFFICE OF DISASTER RECOVERY & RESILIENCE*	1,251	0	0	1,251
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS COMPLIANCE	0	0	8	8
OFFICE OF ENTREPRENEURIAL DEVELOPMENT	0	2	40	42
OFFICE OF EXEC MGMT, INSTALLATIONS & SUPPORT SERVICES	5	3	36	44
OFFICE OF FIELD OPERATIONS	0	10	460	470
OFFICE OF GENERAL COUNSEL	28	10	108	146
OFFICE OF GOVERNMENT CONTRACTING & BUSINESS DEVELOPMENT	47	6	23	76
OFFICE OF HEARINGS AND APPEALS	0	0	11	11
OFFICE OF HUMAN RESOURCES SOLUTIONS	5	12	48	65
OFFICE OF INSPECTOR GENERAL	73	0	78	151
OFFICE OF MANUFACTURING AND TRADE	0	0	27	27
OFFICE OF INVESTMENT & INNOVATION	2	2	78	82
OFFICE OF NATIVE AMERICAN AFFAIRS	0	0	1	1
OFFICE OF NATIONAL WOMEN'S BUSINESS COUNSEL	1	0	0	1
OFFICE OF PERFORMANCE, PLANNING, AND THE CHIEF FINANCIAL OFFICER	25	10	81	116
OFFICE OF THE NATIONAL OMBUDSMAN	0	0	5	5
OFFICE OF VETERANS BUSINESS DEVELOPMENT	0	0	13	13
<b>SBA Totals</b>	<b>4,694</b>	<b>109</b>	<b>1,398</b>	<b>6,201</b>

\*Exempt total assumes that all employees without accounting in ODR&R plus OCA/disaster employees are EXEMPT. EXEMPT total includes 2,069 (1,402 in OCA and 667 in ODR&R) that are non-pay.

## **APPENDIX B**

### **ORGANIZATIONAL FUNCTIONS**

Appendix B provides information on the activities of each SBA Office, including the information required by OMB Circular A-11, Preparation, Submission and Execution of the Budget, section 124, Agency Operations in the Absence of Appropriations. This section addresses positions that are essential to the Agency and: (1) can be justified as compensation is financed by a resource other than annual appropriations; (2) are expressly authorized by law; (3) are required for protection of property or protection of the integrity of the financial system or orderly shutdown of operations, or (4) are necessary implications of those functions.

Note – The increase in the number of exempt employees reflect the work being performed to execute and administer COVID -19 related programs funded under the American Rescue Plan in support of the U.S. small business communities during the pandemic.

## **PRESIDENTIAL APPOINTEES**

### **4 – Presidentially Appointed Positions**

These positions, if encumbered, are reflected in the pivot table in their respective office and category.

Administrator

Deputy Administrator

\*Inspector General

Chief Counsel, Office of Advocacy

\*Vacant positions are not counted in the pivot table.

Individuals appointed by the President, with or without Senate confirmation, and who otherwise are not subject to 5 U.S.C. §6301 and attendant regulations governing leave in the Federal service, are not subject to furlough. SBA has four Presidentially-appointed, Senate confirmed positions that will continue to serve during any lapse in appropriations: the Administrator, Deputy Administrator, Inspector General, and the Chief Counsel for Advocacy. See, 15 U.S.C. 633(b), 15 U.S.C. 634a and 5 U.S.C. App. 3, § 3(a). These are statutory positions expressly authorized by law.

## OFFICE OF THE ADMINISTRATOR (OA)

### **2 – Presidentially appointed and Senate confirmed position not under leave system and exempt from furlough**

Administrator

Deputy Administrator

### **4 - Necessary to perform activities expressly Implied by law**

Chief of Staff

Deputy Chief of Staff

Deputy Chief of Staff for Implementation

Chief Operating Officer

### **6 - Necessary to protect life and property**

Supervisory Executive Protection Specialist

5 Executive Protection Specialist

### **Office Description**

The Office of the Administrator is responsible to the President and the Congress for exercising direction, authority, and control over the Small Business Administration. The Office determines and approves all policies covering the Agency's programs to aid, counsel, assist, and protect the interests of the Nation's small business concerns. In addition, the Office delegates responsibility and authority to various SBA staff. The Office also consults with Federal, State, and local agencies on behalf of small business interests in the national economy. It also periodically evaluates the performance, accomplishments, and short and long-range planning goals of the Agency.

### **Basis for Determination**

The Administrator and Deputy Administrator are Presidentially-appointed and therefore will continue to work during the lapse in appropriations as authorized by law.

The Chief of Staff will also continue to work. The Chief of Staff is essential for directing those intergovernmental affairs activities of the Agency that will continue during the lapse and for assisting the Administrator and Deputy Administrator with implementation of activities that continue during the lapse. It is anticipated that various emergency and continuing needs of other Agencies will continue during the lapse that will require coordination within SBA to preserve and protect government property. In addition, these positions will be directing and

coordinating internal SBA orderly shutdown activities with various SBA offices. The Senior Advisor will be necessary to assist ongoing disasters and pandemic recovery.

Supervisory Executive Protection Specialist and Special Protection Specialists are expected to perform protection services of the Administrator and Deputy Administrator.

## OFFICE OF ADVOCACY (ADV)

### **40 - Compensation is financed by a resource other than annual appropriations (no-year funded)\*\***

#### **Office Description**

The Office of Advocacy advance the Administration's efforts to support the views, concerns, and interests of small businesses before Congress, federal agencies, and state policymakers. It represents the interests of small entities including small businesses, small organizations, and small governmental jurisdictions. Economic research, policy analyses, and small business outreach help identify issues of concern. Regional advocates and an office in Washington, D.C. support the Chief Counsel's efforts. The Office of Advocacy's economic research and regulatory interventions reduce regulatory barriers that impede small business growth and development.

#### **Basis for Determination**

The Office of Advocacy's Chief Counsel is Presidentially-appointed and Senate confirmed and therefore it is necessary to perform activities expressly authorized by law.

The Office of Advocacy staff is funded with no-year funds.

## OFFICE OF CAPITAL ACCESS (OCA)

**3,214 - Compensation is financed by a resource other than annual appropriations (no-year disaster, ARP, fee-funded for credit risk management)**

### **32 – Necessary to protect life and property**

Associate Administrator  
Director for Business Loan Operations  
Director of Credit Risk Management  
Director of Financial Programs (Ops)  
Financial Analyst  
IT (Proj Mgr)  
IT Spec (InfoSec)  
2 Loan Specialist  
Loan Specialist (Comml)  
3 Program Analyst  
Program Manager  
1 Supervisory Attorney Advisor  
Supervisory Attorney Advisor (Finance)  
2 Supervisory Financial Analysts  
Supervisory IT Specialist  
Supervisory IT Specialist (APPSW)  
8 Supervisory Loan Specialist  
Supervisory Loan Specialist (Comml)  
3 Supervisory Program Analysts

### **Office Description**

The mission of the Office of Capital Access (OCA) is to expand access to capital among small businesses, particularly those that might not otherwise obtain financing. The office does so through a network of programs and services that makes capital available to small business borrowers, working primarily through financing partners to reach those seeking to start new businesses or expand existing enterprises. OCA is primarily known for its 7(a) and 504 loan programs, which offer capital to borrowers on reasonable terms and conditions, but it also oversees a variety of programs targeted at certain markets. OCA also includes:

- The Office of Credit Risk Management, which provides risk management based on monitoring, reviewing, and oversight of the 7(a) and 504 lenders and microloan intermediaries; and monitoring and analysis of the 7(a), 504, microloan and disaster portfolios.

- The Office of Financial Program Operations, which oversees nine financial processing centers located throughout the country. These processing centers collectively underwrite, service, and liquidate SBA loans.
- The Office of Financial Assistance oversees policy for our 7(a) and 504 programs and also oversees the Secondary Market Program for 7(a) and 504 lenders. In addition, OFA oversees the Microloan Program, which provides small, short-term loans to small business concerns. The SBA makes funds available to specially designated intermediary lenders, which are nonprofit community-based organizations with experience in lending. These intermediaries make loans to eligible borrowers. This office also oversees the Program for Community Advantage Pilot Program, Program for Investment in Micro-Entrepreneurs (PRIME), and Intermediary Lending Pilot Programs.
- The Surety Bond Guarantee Program, which provides guaranteed bid, payment, and performance bonds on contracts up to \$6.5 million for small contractors who cannot obtain surety bonds through regular commercial channels. PSB Program sureties are authorized to issue, monitor and service guaranteed bonds without prior approval.
- The Performance Management and Systems Division oversees the financial systems that support the Agency's multi-billion-dollar loan portfolio. This office is responsible for supporting thousands of systems users including our private sector lending partners, disaster loan center staff, and various third-party intermediaries. OPSM manages the multi-million-dollar operations of the Agency's Fiscal Transfer Agent and Central Servicing Agent contracts for the 7(a) and 504 loan programs. On the performance side, OPSM supplies SBA leadership and lending customers with business intelligence, sound project management, and critical information system support for the purpose of initiating, maintaining, evaluating, and improving loan programs and initiatives.

### **Basis for Determination**

OCA employees will be needed to ensure the continued operation of activities critical to the protection of government property and orderly shutdown activities. These include:

- OCA oversees SBA's disaster loan making and servicing centers that collectively service and liquidate loans approved under SBA's disaster loan program, which provides low-interest loans to homeowners, renters, businesses and nonprofit organizations to repair or replace assets that have been damaged or destroyed in a declared disaster. The 3,214 employees handling the loan making and servicing functions are funded by 'no-year' disaster funds. These positions' compensation is financed by a resource other than annual appropriations.
  - Thirty-five OCA employees will be needed to ensure the continued operation of activities critical to the protection of government property and orderly shutdown activities. Excepted employees will ensure that 504 loan program liquidation and servicing activities continue. SBA is solely responsible for liquidating 504 loans and



ensuring the collection of obligations owed to SBA. If this function shuts down, the government will permanently lose critical recovery revenue on defaulted 504 loans. These positions are necessary to protect the integrity of the private banking system and government property.

- Employees performing orderly shutdown activities will notify personnel and stakeholders—including SBA’s 3,000+ lending partners—of the shutdown and its implications; maintaining critical OCA contracts and issuing stop work orders on non-critical contracts; and overseeing OCA’s loan accounting systems and outstanding guaranteed bond portfolio. These positions are necessary to protect the integrity of the private banking system and government property. In addition, the career and political Deputy Associate Administrators are required to perform duties necessarily implied by law.
- The excepted employees at OCA’s National Guaranty Purchase Center will ensure that the 7(a) loan program liquidation and servicing activities continue. These are loans owned by SBA; therefore, SBA is solely responsible for ensuring the collection of obligations owed to SBA. If this function shuts down, the government will permanently lose critical recovery revenue on these government owned loans. These positions are necessary to protect the integrity of the private banking system and government property.
- The excepted employees at OCA’s disaster loan servicing center in Birmingham, AL, who are responsible for SBA’s Treasury Offset Program (“TOP”) for SBA loans are required during a lapse. The Treasury Department’s TOP activities remain open during any lapse in appropriations. In addition, this team services the loans of microloan borrowers in cases where the Microloan Intermediary is no longer in existence. These positions are necessary to protect the integrity of the private banking system and government property (microloan borrower loan servicing).
- The excepted employees at OCA’s Sacramento loan processing center are necessary to protect the integrity of the private banking system and government property.

## **OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)**

### **9 - Necessary to protect life and property**

Chief Information Officer

Deputy Chief Information Officer

Special Assistant

Financial Specialist

IT Program Manager  
IT Cybersecurity Specialist (INF)  
IT Specialist (INFOSEC)  
2 IT Specialist

### **Office Description**

The Office of the Chief Information Officer (OCIO) provides information technology leadership, products, services, and operational support for the SBA. The Chief Information Officer is the principal advisor to the Administrator on information technology matters and has overall responsibility for developing, managing, and monitoring SBA-wide IT systems, projects, personnel, and expenditures. The office provides information technology governance support to the Agency, ensuring that the SBA manages its current and prospective IT investment portfolio in accordance with the laws, regulations, and policies applicable across government.

The OCIO manages the SBA's functional IT units encompassing systems development, operations, voice and data communications and user support. Directly or through contractors, the OCIO has responsibility for current, mission-oriented IT systems that support SBA program delivery and enable the Agency to equip and outfit its employees with current hardware, software and computing tools, such as email, wireless capabilities and remote access for telecommuters.

The OCIO is also the Agency's lead office for information security, data privacy, electronic identity protection and incident reporting, including information technology aspects of COOP, continuity of operations planning.

OCIO manages the web content on [www.sba.gov](http://www.sba.gov), an investment integrating web resources to provide small businesses and aspiring entrepreneurs with information services that save time and money, engage citizens to participate, and enable collaboration across all levels of government. In addition to not updating SBA's public websites during a lapse, OCIO activities that will cease or slow significantly are: new IT projects, technology modernization efforts, buildout of new features and functionality of application systems, recruitment and hiring of personnel, GAO/OIG audit resolution, IT governance, performance reporting, and enterprise architecture functions.

### **Basis for Determination**

OCIO will continue operations and maintenance of mission essential functions, infrastructure, and software application systems. OCIO resolves customer issues for SBA staff exempt or excepted from furlough, and protect IT - perform cyber security continuous monitoring, incident, and privacy breach response. Minimal OCIO federal leadership/supervisors are maintained in mission essential areas to provide oversight, answer business/policy queries, and sign off as needed on pertinent matters for the essential staff and contractors who

continue current work (not new work) during a lapse in appropriations. The scope of these operations includes IT systems and technical support for the computing infrastructure. OCIO's 9 employees whose positions are annually appropriated are grouped by the following categories:

1. Executive Management and Oversight to prioritize activities and provide leadership;
2. Information Systems Security and Logical Access Identity Management for maintenance of perimeter security, intrusion detection, and PIV-card access to infrastructure;
3. Emergency IT Support for Employees and Systems at Offices (Nationwide) in a State of Partial Operations;
4. Emergency Acquisition and Budget Operations;
5. IT Support for the Agency's Critical Commercial Loan Guaranty and Portfolio Management Programs, including Disaster Assistance; and
6. Maintenance and Asset Protection for the Agency's Nationwide Office Infrastructure and Key Data.

This core staff can sustain operations during a period of minimal operations without incurring unreasonable risk to the agency's existing investments in its information technology systems and infrastructure. These OCIO staff are necessary to protect property, especially to maintain SBA's IT systems and appropriate cybersecurity protection for those systems. Secondly, some of these employees are also necessary to perform activities necessarily implied by law, as they provide services to SBA's disaster loan program, HUBZone procurement program, and other SBA activities that will remain operational during a lapse in appropriations.

## **OFFICE OF COMMUNICATIONS AND PUBLIC LIAISON (OCPL)**

### **1 – Compensation is Financed by a Resource Other than Annual Appropriations (ARPA funded)**

#### **1 – Necessary to perform activities expressly Implied by law**

Associate Administrator

#### **1 - Necessary to protect life and property**

Supervisory Information Specialist

## **Office Description**

The Office of Communications and Public Liaison (OCPL) has the principal responsibility for developing and implementing effective communications strategies to ensure that the SBA's mission, programs, services and initiatives are articulated clearly and consistently to the American public in general and the small business community in specific. It supports field and program offices with planning and implementation of effective communications strategies. OCPL plays the chief role in articulating, explaining and promoting Agency policy and goals to the national news media. This office manages the web content on [www.sba.gov](http://www.sba.gov), an investment integrating web resources to provide small businesses and aspiring entrepreneurs with information services that save time and money, engage citizens to participate, and enable collaboration across all levels of government. Through Public Engagement and the Office of Strategic Alliances within OCPL, the SBA forms alliances with for-profit corporations, small businesses, non-profit organizations, trade and professional associations, academic institutions, and public-sector agencies. The alliances offer opportunities to network on areas of common interest.

## **Basis for Determination**

Two employees will remain for the protection of government property. The Associate Administrator will respond to press inquiries and disseminate public information regarding SBA's lapse in appropriations to inform the public of SBA programs that are open or closed and any developments affecting SBA during the lapse. The Supervisory Information Specialist is responsible for ensuring the continuation of the Agency website ([www.sba.gov](http://www.sba.gov)) to disseminate information to SBA employees and the general public about impacts to SBA services and operations. Importantly, this employee must post and update information to support exempt activities like disaster response (e.g., Maui Fire), to ensure members of the public can apply for disaster relief offered by the agency. This employee is also available to support communications needs of other SBA offices that remain open, such as HUBZone. The work will entail managing the Agency's online presence from the website to social media. Maintain a webmaster helps ensure that SBA's website, which is part of the agency's information system infrastructure, remains secure, in partnership with OCIO. Additionally, it is necessary to ensure that the agency can meet its statutory obligations to provide disaster relief in the event of a tragedy, by providing vital information about loan application and eligibility for the public via [www.sba.gov](http://www.sba.gov).

One employee's compensation is financed by a resource other than annual appropriations.

# **OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS (OCLA)**

## **1 - Necessary to perform activities necessarily implied by law**

Associate Administrator/CLA

### Office Description

The Office of Congressional and Legislative Affairs (OCLA) assists in the development of SBA legislative programs and serves as the communications focal point on legislation and congressional activity. OCLA monitors legislation and policies introduced by Congress and government agencies to determine their effects on SBA and small business. It furthers the goals of SBA and provides accurate, current, and continuous information to Members of Congress, congressional committees, and other organizations interested in SBA programs. It also devises and implements legislative strategy and has primary responsibility for all matters relating to the congressional and legislative functions of SBA. It serves as a liaison with legislative personnel at the White House, the Office of Management and Budget, and various federal departments and agencies. It coordinates with program offices and field offices to ensure continuity and consistency in SBA's communications with Congress. OCLA will provide orderly shutdown activities as necessary in their role as the main point of contact with Congress.

### Basis for Determination

CLA will have one employee to act as a focal point for all Congressional inquiries. This is necessary to continue engagement with Congress during the lapse in appropriations and to respond to requests for information and assistance. In addition, CLA will be the point of intake for any SBA grant or cooperative agreement issues arising during the lapse. This position is required to perform activities necessarily implied by law including supporting ongoing disasters and pandemic recovery.

## **OFFICE OF DISASTER RECOVERY AND RESILIENCE (ODR&R)**

Note – ODR&R is a successor to the former Office of Disaster Assistance (ODA) through reorganization.

### **1,251 - Compensation is financed by a resource other than annual appropriations (no-year disaster funds)**

### Office Description

The Office of Disaster Recovery and Resilience (ODR&R) plays a vital role in the aftermath of disasters. Through ODR&R, the SBA is responsible for providing affordable, timely, and accessible financial assistance to businesses of all sizes, non-profit organizations, homeowners and renters affected by disaster. Financial assistance is available in the form of low-interest, long-term loans. The SBA's disaster loans are the primary form of federal assistance for the repair and rebuilding of non-farm, private sector disaster losses. For this reason, the disaster loan program is the only form of SBA assistance not limited to small businesses. ODR&R makes the following types of disaster loans:

- Physical disaster loans are for permanent rebuilding and replacement of uninsured or underinsured disaster-damaged privately-owned real and/or personal property. The SBA's physical disaster loans are available to businesses of all sizes, non-profit organizations, homeowners, and renters.
- Economic injury disaster loans provide necessary working capital until normal operations resume after a disaster. Economic injury disaster loans are restricted to non-profit organizations and small businesses.

### **Basis for Determination**

The disaster loan program is funded entirely by no-year appropriations and therefore not subject to the lapse in appropriations. In addition, the Small Business Disaster Response and Loan Improvements Act of 2008, Pub. L. 110-246, calls for the SBA Administrator to ensure that the number of full-time equivalent employees in the Office of Disaster Assistance, now reorganized as ODR&R, is not fewer than 800 employees. 15 U.S.C. 636(b)(7).

### **Disaster-funded employees assigned to other SBA support offices**

In certain cases, disaster-funded positions appear in individual SBA operating offices in support of disaster-related activities. Those activities are discussed under each Office that provides disaster activities support. These employees' compensation is also financed by a resource other than annual appropriations.

## **OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS COMPLIANCE (OEEO&CRC)**

**None**

### **Office Description**

The Office of Equal Employment Opportunity and Civil Rights Compliance (EEO&CRC) advances Agency-wide equal employment opportunity (EEO). The EEO&CRC is also responsible for administering programs, policies, and initiatives in a fair and equitable basis; without regard to race, ethnicity, color, religion, sex, national origin, age, disability, political affiliation, genetic information, marital or family status, personal favoritism, membership or non-membership in an employee organization, or holding of office in an employee organization, or any other non-merit-based factor. The EEO&CRC also works to achieve equal employment opportunity for all qualified employees. The Office takes proactive measures to ensure that no person in the U.S. is denied the benefits of, excluded from participation in, or subjected to discrimination under any program or activity receiving SBA financial assistance, based upon race, color, sex, age, disability, national origin, and marital status. EEO&CRC will

not require any employees for orderly shutdown or protection of property. The EEO&CRC will not be processing cases, coordinating mediations, conducting compliance reviews, or requesting hearings during a lapse in appropriations.

#### **Basis for Determination**

No EEO&CRC employees will be required after orderly shutdown activities are completed.

## **OFFICE OF ENTREPRENEURIAL DEVELOPMENT (OED)**

### **2 – Necessary to perform activities expressly Implied by law**

**Associate Administrator  
Director of Rural Affairs**

#### **Office Description**

The Office of Entrepreneurial Development (OED) serves the small business community through outreach and public/private sector collaborative ventures and other creative mechanisms with the purpose of providing management and technical assistance through counseling and training to America's small businesses that otherwise would not be able to locate or afford trained and professional assistance. OED provides entrepreneurs with free and low-cost education and training, topical information, and management assistance critical for sound decision-making in the start-up and growth phases of the business cycle.

#### **Basis for Determination**

The Associate Administrator and Director of Rural Affairs are required to perform activities necessarily implied by law.

## **OFFICE OF EXECUTIVE MANAGEMENT, INSTALLATIONS & SUPPORT SERVICES (OEMISS)**

### **5 - Compensation is financed by a resource other than annual appropriations (no-year disaster and ARPA funded)**

### **3 – Necessary to perform activities necessarily implied by law**

Support Services Supervisor (Facilities Support)  
Sup. Mail Room/Print Shop (Manage Mail Room Operations)

## Supervisory Personnel Security Specialist (National Security)

### Office Description

The Office of Executive Management, Installations and Support Services provides administrative support programs across the Agency, including facilities and real estate, asset management, space and facilities management, property inventory, fleet management and operations, office equipment and administrative services, physical and building security and safety, records management, controlled correspondence, mail and print management. Employees are needed to conduct orderly shutdown activities, provide physical security of employees working during a lapse, and provide protection of government records.

OEMISS is composed of the Administrative Services Division, Grants Management Division, Executive Secretariat Division, and Personnel Security Division. Generally, the employees continuing to work during a lapse in these divisions will conduct activities necessary for the orderly shutdown of office functions and protection of property. They will be responsible for facilities management and security, infrastructure support, continuity planning and execution, non-executive records management, and other core facility operations. Some of these positions are funded with disaster (no-year) funds.

### Basis for Determination

#### **Administrative Services Division**

The Administrative Services Division provides facilities and space management, mail services, and physical security, and manages personal identity verification (PIV) card systems. Three employees will remain in this division for orderly shutdown activities and physical security of employees working during a lapse.

#### **Executive Secretariat Division**

Executive Secretariat works with senior management officials to formulate the Administrator's written correspondence. Executive Secretariat reviews, edits, and manages correspondence and ensures that correspondence and written products are delivered in the most timely and efficient manner. This division will require no employees after orderly shutdown activities are complete.

#### **Personnel Security Division**

The Office of Personnel Security (OPS) screens all selected candidates (including contractors) prior to employment. This includes risk and sensitivity designation verifications for covered positions, applicant pre-screening, preliminary background checks, reciprocity checks, security clearance level determinations, initiating and scheduling investigations and re-



investigations with OPM, conducting security package reviews and conducting suitability/personnel security determinations, security clearance eligibility determinations and granting of national security clearances, and PIV card adjudication. The OPS will not be processing cases or conducting security checks since there will be no staffing activity conducted during a lapse in appropriations.

Five employees are Personnel Security Specialists who are funded by “no-year” disaster funds and their compensation are financed by a resource other than annual appropriations.

One employee’s activities are necessarily implied by law. This employee is required to manage the clearance process for new employees whose compensation is financed by a resource other than annual appropriations, particularly supporting ODR&R disaster staffing to support disasters and to courier classified information from the White House or elsewhere to the Administrator. This employee is needed due to the unpredictable and urgent nature of the notifications. It would be difficult to call the employee back to perform this function, and to have this employee immediately available to support the Agency’s needs.

## **OFFICE OF FIELD OPERATIONS (OFO)**

### **10 - Necessary to perform activities implied by law**

- Associate Administrator
- Deputy Associate Administrator
- 3 Business Opportunity Specialists
- 2 Lead Business Opportunity Specialists
- 3 Supervisory Business Opportunity Specialists

#### **Office Description**

The Office of Field Operations (OFO) represents SBA field offices at headquarters. This office provides policy guidance and oversight to regional administrators and district directors in implementing Agency goals and objectives, and in solving problems in specific operational areas. It establishes and monitors performance goals for district offices; provides associate administrators, program heads and the general counsel with a vehicle for overseeing field office program and policy implementation; provides feedback to headquarters management regarding the performance of their programs; ensures that field offices have adequate input into all policy formation and participate in policy deliberations at headquarters; organizes reviews of field offices; informs the SBA Administrator of field activity; and, when necessary, the OFO provides coordination with the ODR&R.

### **Basis for Determination**

The Associate Administrator and Deputy Associate Administrator are the principals of the office and will need to be on hand for the orderly shutdown of Field Operations functions, including issuing furlough and call to work notices, serving as point of contact to all Field personnel as new developments emerge and change, and will be responsible for advising personnel on return to office and close out of agency files and records.

Supervisory, Leads and non-supervisory Business Opportunity Specialists support Agencies that remain open in the Government, as well as SBA offices that remain open, such as ODR&R and HUBZone. These positions are required to perform activities necessarily implied by law including supporting ongoing disasters and pandemic recovery, e.g. Maui Wildfires.

## **OFFICE OF GENERAL COUNSEL (OGC)**

**28 - Compensation is financed by a resource other than annual appropriations (no-year disaster and ARPA funded)**

**10 - Necessary to perform activities necessarily implied by law**

- General Counsel
- Deputy General Counsel
- Associate General Counsel for General Law
- Associate General Counsel for Procurement Law
- Trial Attorney
- Associate General Counsel (Litigation)
- Attorney Advisor (i.e., Area Counsel)
- Financial Law
- Director of Operations
- Ethics Official

### **Office Description**

The Office of General Counsel (OGC) provides legal advice in support of all SBA programs and initiatives. The office helps to minimize the Agency's legal risks and costs, reduce litigation exposure; and monitors compliance with the applicable statutes, regulations, Executive Orders and other legal requirements. OGC provides the legal support necessary to defend SBA's interest in judicial and administrative actions and proactively represents the Agency in all legal matters that arise in the context of its financial assistance, procurement and contracting programs, as well as labor and employment disputes.

## **Basis for Determination**

OGC has identified 10 “Excepted” positions that are required to perform activities necessarily implied by law to support exempt functions of the Agency, including management of 28 “exempt” positions that are funded by no-year appropriations that support ODR&R and Cap Access and CARES Act activities and procurement activities. The Agency’s legal responsibilities are not suspended during a shutdown. It is anticipated that the District Courts will remain open during the furlough hearing at least emergency and essential matters. Accordingly, with respect to litigated matters, substantial impacts can arise in the event the Agency fails to timely file an Answer or Motions to Stay litigation are not granted or the Agency misses an applicable deadline (including a filing prior to an applicable statute of limitations). In such event, SBA could incur substantial liabilities or incur significant losses for which no later opportunity to cure will be available. Further, if a deadline in bankruptcy is missed or collateral is not protected, those assets will be lost forever, potentially resulting in significant losses. In addition, OGC positions provide support to open offices performing exempt functions, such as Cap Access, ODR&R, HUBZone and to other Agencies that remain open (such as components of the Department of Justice, Department of Defense and the Office of Management and Budget.) The positions also support legal issues arising from SBA activities and employee matters, and performance and/or disciplinary actions that occur during the lapse. For instance, all requests to “un-furlough” employees must be approved by the General Counsel during a lapse.

Further, new 504 loans will not be approved during a shutdown, and the 504 closings, legal review and approval of documentation for 504 loan closings, which represent take-out financing promised by SBA and relied upon by interim lenders and the affected small businesses, will be placed on hold. This activity is intermittent and is not included in this plan. However, in the event these services are needed during a lapse, positions will be unfurloughed as positions required to perform activities necessarily implied by law; without the positions, OGC would be prevented from performing functions required to carry out 504 closings and 504 program functions would be prevented or significantly damaged.

SBA also must continue to provide ethics advice, especially to furloughed employees that might need conflict of interest advice. This position is authorized by law, as each agency is required to have a Designated Agency Ethics Official (DAEO) under the Ethics in Government Act, Pub. L. 95–521. During a lapse, the ethics official will dispense advice to SBA offices that remain open, such as ODR&R and HUBZone, and to other non-furloughed employees. In addition, the ethics official will be available to provide advice to furloughed employees regarding possible outside employment during the lapse and any conflicts of interest issues.

## OFFICE OF GOVERNMENT CONTRACTING AND BUSINESS DEVELOPMENT (GC/BD)

**47 - Compensation is financed by a resource other than annual appropriations (HUBZone and Veteran Small Business Certification)**

**6 - Necessary to perform activities necessarily implied by law (GC/BD)**

Associate Administrator  
Director of Government Contracting  
Information Technology Program Manager  
2 Supervisory Procurement Analysts  
Government Contracting Analyst

### **Office Description**

The Office of Government Contracting and Business Development promotes increased small business participation in the federal procurement market for goods and services. The office fulfills the SBA's statutory mission to ensure that a fair share of federal procurement goes to small businesses. Working with federal agencies, the SBA negotiates procurement goals, monitors performance, encourages the use of small business sources, provides procurement training and technical assistance to small firms, and provides policy direction and guidance to federal agencies. Several of the government-wide goals are statutory, including small businesses, small disadvantaged businesses, women-owned small businesses, HUBZone small businesses, and service-disabled veterans-owned small businesses. Key activities include, but are not limited to, certifying firms for the 8(a) business development program and HUBZone program, processing and reviewing protests for small business contracts and combating fraud, waste, and abuse in all programs.

### **Basis for Determination**

The Historically Underutilized Business Zones (HUBZone) program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities. These preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas. Three positions in the Office of HUBZone are funded by SBA's Entrepreneurial Development Appropriations Account, which is two-year funding. Therefore, the HUBZone funded activities are not subject to the lapse in appropriations since these positions are compensated by a resource other than annual appropriations.

Six positions will be available to ensure that the small business contracting programs continue to operate for any SBA offices, such as ODR&R or HUBZone, or agencies or departments not closed by the lapse. Key activities include, but are not limited to, certifying firms for the and HUBZone program, processing and reviewing protests for small business contracts and combating fraud, waste, and abuse in all programs. These positions will ensure that the small business contracting programs such as providing small business set-aside program support for any agencies or departments are not impacted by the shutdown because funding continues for these operations.

In Fiscal Year (FY) 2023, the Small Business Administration (SBA) transitioned the Department of Veterans Affairs (VA) Center for Verification and Evaluation to the SBA in accordance with the National Defense Authorization Act For Fiscal Year 2021. By statute, Veteran Small Business Certification Program (VSBCP) is chartered to accurately, timely, and efficiently, certify Veteran-owned companies using 13 CFR Parts 121, 125, 128, and 134. The VSBCP provides certifications to Service-Disabled Veteran-Service-Disabled Veteran-Owned Small Businesses to compete for Federal sole-source and set-aside contracts across all agencies in the Federal government. Further, SBA VSBCP Veteran Owned Businesses have additional opportunities to pursue sole-source and set-aside contracts at the VA for its Veterans First Contracting Program. VSBCP is the cornerstone that enables Federal agencies to meet the government-wide goal which is three percent total value of all prime contract and subcontract awards that must be made to small businesses owned and controlled by service-disabled veterans. The carryover of the remaining funds will allow VSBCP to operate during a lapse in appropriations.

## **OFFICE OF HEARINGS AND APPEALS (OHA)**

**None**

### **Office Description**

The Office of Hearings and Appeals (OHA) adjudicates several types of disputes affecting Federal procurements government-wide. Among these types of disputes are: (1) Appeals from formal size determinations in connection with Federal contracts set-aside for small businesses, and other programs; (2) Appeals from Contracting Officer designations of North American Industry Classification System (NAICS) codes for procurements government-wide; (3) Appeals from 8(a) program eligibility, suspension, and termination decisions; (4) Appeals from Women-Owned Small Business (WOSB) and Economically Disadvantaged Women-Owned Small Business (EDWOSB) protest determinations; (5) Disputes between SBA employees and managers; (6) Petitions for Reconsideration of revised, modified, or established size standards; (7) Service-Disabled Veteran-Owned Small Business (SDVOSB) status appeals; (8) Protests of eligibility for inclusion in the U.S. Department of Veterans Affairs (VA) Center for Verification and Evaluation (CVE) Database; and (8) Appeals of denials and cancellations of verification for inclusion in the VA CVE database. All NAICS and SDVO SBC Appeals, and nearly all Size Appeals, are in connection with pending Federal procurements,

and the contracting activity in each of these cases must await OHA's decision before it can award the contract.

### **Basis for Determination**

No OHA employees will be required after orderly shutdown activities are completed.

## **OFFICE OF HUMAN RESOURCE SOLUTIONS (OHRS)**

### **5 – Compensation is financed by a resource other than annual appropriations (ARPA funded)**

#### **12 - Necessary to perform activities necessarily implied by law**

- Chief Human Capital Officer
- Deputy Chief Human Capital
- Administrative Management Officer
- Human Resources Specialist (Policy)
- Supervisory Human Specialist (Strategy)
- 2 Supervisory Human Resources Specialists (Recruitment) (Denver, CO)
- Supervisory Human Resources Specialists (Payroll)
- Management Program Analyst
- Supervisory Human Resources Specialist (Systems & Payroll)
- Human Resources Specialist (Information Systems)
- Human Resources Specialist (Benefits)

### **Office Description**

The Office of Human Resources Solutions (OHRS) develops and provides innovative human capital strategies, and advises SBA management with respect to selecting, developing, and managing a high-quality, productive workforce. This office sets the SBA's workforce development strategy; assesses current workforce characteristics and future needs based on the SBA's strategic plan; aligns human resources policies with organization mission, strategic goals, and performance outcomes; develops and advocates a culture of continuous learning to attract and retain employees with superior abilities; identifies best practices and benchmarks studies; and creates systems for measuring intellectual capital and identifying links of that capital to organizational performance and growth. This office also implements laws, rules and regulations governing the civil service.

### **Basis for Determination**

OHRS will perform the following critical functions: issuing furlough notices, processing payroll, providing staffing support for offices and positions where the compensation is financed by a resource other than annual appropriations and fielding policy questions including addressing any possible retirement benefits issues.

This office will have 12 excepted employees. These employees are supporting SBA's disaster program offices' activities such as the centers (i.e., onboarding of new employees, processing pay, benefits etc.) and other continuing personnel activities of the Agency and the Office of Personnel Management. They are necessary to perform activities necessarily implied by law.

Five employees are Specialists whose compensation is financed by a resource other than annual appropriations.

## **OFFICE OF THE INSPECTOR GENERAL (OIG)**

### **73 - Compensation is financed by a resource other than annual appropriations (Supplemental ARPA funded)**

#### **Office Description**

The Office of Inspector General (OIG) conducts and supervising audits, investigations, and other reviews relating to SBA programs and supporting operations; detecting and preventing waste, fraud, and abuse; and promoting economy, efficiency, and effectiveness in the administration and management of SBA programs. The Inspector General keeps the SBA Administrator and the Congress fully informed of any problems, recommends corrective actions, and monitors progress in the implementation of such actions. The two operating components of the OIG are the Audits Division and the Investigations Division. The Audits and Investigations Divisions each administer their respective activities through staff located in various locations around the country. The Management and Administration Division and the Offices of Counsel and the Chief of Staff support both the Inspector General and the operating divisions by providing policy, planning, administrative, legal, and other services. During a lapse of appropriations, OIG will cease all operations for programs funded by annual appropriations. OIG will not perform audits during a lapse of appropriations.

#### **Basis for Determination**

OIG receives \$1.6 million transfer for its statutory purposes from SBA's exempted Disaster Loan Program account. OIG also has received supplemental appropriations that are available until expended for carrying out the duties of the Inspector General Act. As such, OIG employees whose compensation is funded by sources other than annual appropriations are inherently designated as Exempt.

In the event of a lapse in appropriations, OIG intends to continue its oversight of SBA's pandemic response programs. OIG will use sources other than annual appropriations to continue oversight of SBA's pandemic and disaster response. As such, several OIG personnel will continue operations should a lapse in appropriations occur until either an appropriation measure is signed into law or supplemental funds are fully expended.

## OFFICE OF MANUFACTURING AND TRADE (OM&T)

**None**

### Office Description

The Office of Manufacturing and Trade (OM&T) enhances the ability of small businesses to compete in the global marketplace by facilitating access to capital to support international trade, ensuring the interests of small business are considered and reflected in trade negotiations, and supporting and contributing to the U.S. government's international commercial and economic agenda. Through 21 U.S. Export Assistance Centers, SBA district offices and a variety of service-provider partners, OM&T directs and coordinates SBA's ongoing export initiatives in an effort to encourage small businesses going global. In addition, OM&T coordinates with other federal agencies on small business trade issues, including some small business aspects of international trade agreements. OM&T also manages the State Trade Expansion Program (STEP), to support export growth among U.S. small businesses in conjunction with State trade agencies. OM&T also markets and assists small business borrowers and lenders with several small business export 7(a) loan programs, such as Export Express, International Trade Loans, and Export Working Capital Loans.

### Basis for Determination

No OM&T employees will be required after orderly shutdown activities are completed.

## OFFICE OF INVESTMENT AND INNOVATION (OII)

**2 - Compensation is financed by a resource other than annual appropriations.**

**2 - Necessary to protect life and property**

Associate Administrator

Director of Patient Capital Investment



## **Office Description**

The Office of Investment and Innovation (OII) assists small businesses through the administration of the Small Business Investment Company (SBIC) and the Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs.

SBICs are privately owned and managed investment funds that are licensed and regulated by the SBA. They use their own private capital plus funds borrowed with an SBA guaranty to make investments in qualifying small businesses, especially those with potential for substantial job growth and economic impact. The SBIR/STTR programs help small businesses to develop innovations to meet the research and development needs of the Federal Government and commercialize those innovations in the marketplace. The SBIR/STTR programs also advance American innovation and competitiveness in the broader economy.

## **Basis for Determination**

OII will have two employees providing orderly shutdown services and protection of government property. There are approximately \$400 million in obligations owed to SBA in the office of SBIC Liquidations. OII oversees approximately 330 SBICs and a number of assets owned by SBA. The Office of Liquidation anticipates collecting about \$100 million this fiscal year. There are four open and one pending SBIC receiverships for which SBA has been appointed Receiver owing SBA over \$100 million. The SBA receiverships require approval from SBA personnel to conclude transactions. In a number of instances this includes execution of investment or sale transaction documents. Among the activities required to be completed are approving and authorizing the expenditure of receivership funds, including the issuing of receivership checks to pay the various bills and obligations of the receivership estates. OII is crucial for arranging the collection of obligations, paying bills, and meeting SBA's duties. These are fiduciary obligations not only for the benefit of SBA but other creditors, claimants, and stakeholders of the receivership estates. Failure to meet these obligations and protect the receivership estates is not only harmful to the federal government but would harm other parties. The result of SBA not meeting these obligations and breaching accepted duties would subject the federal government to additional liability.

In addition, personnel will be needed for the orderly shutdown and protection of property of the SBIC and SBIR/STTR Programs. In addition, Approved Draw Notices issued by SBA to SBIC funds prior to a lapse remain valid according to their terms during a lapse. If an SBIC has a draw request that was approved by SBA prior to the lapse in appropriations and it is documented with an Approval Notice, the SBIC will be able to draw funds as usual (from the interim-funding provider, Federal Home Loan Bank of Chicago).

## OFFICE OF NATIVE AMERICAN AFFAIRS (ONAA)

**None**

### Office Description

The Office of Native American Affairs (ONAA) promotes and supports Native American entrepreneurs coordinates Native American initiatives and develops policies and procedures to ensure that SBA assistance is made available to American Indians, Native Alaskans, and Native Hawaiians. The initiative consists of three major components: marketing, outreach, and training to enhance business opportunities.

### Basis for Determination

No ONAA employees will be required after orderly shutdown activities are completed.

## NATIONAL WOMEN'S BUSINESS COUNCIL (NWBC)

**1 - Compensation is financed by a resource other than annual appropriations (2-year funded)**

### Office Description

The National Women's Business Council (NWBC) is a nonpartisan federal government council created to provide advice and policy recommendations to the President, Congress, and the Small Business Administration on issues of economic importance to women business owners. The council's mission includes supporting research that promotes initiatives, policies and programs designed to support women's business enterprises at all stages of development in the public and private sector marketplaces.

### Basis for Determination

One position is funded by SBA's Entrepreneurial Development Appropriations Account, which is two-year funding. Therefore, the NWBC funded activities are not subject to the lapse in appropriations since the position is compensated by a resource other than annual appropriations.

## OFFICE OF PERFORMANCE MANAGEMENT AND THE CHIEF FINANCIAL OFFICE (OPP/CFO)

**25- Compensation is financed by a resource other than annual appropriations (no-year disaster and ARPA funded)**

### **10 - Necessary to protect life and property**

Chief Financial Officer and Chief Risk Officer

Deputy Chief Financial Officer

Budget Officer

2 Accountants

2 Supervisory Accountants

2 Lead Accountants

Supervisory Contracting Specialist

### **Office Description**

The Office of Performance Management and the Chief Financial Officer (OPP/CFO) conducts and promotes effective financial management activities for the SBA including budget, credit subsidy, financial operations, financial systems, and internal controls, and procurement. It develops and maintains integrated accounting and financial management systems; directs, manages, and provides policy guidance and oversight of all Agency financial management personnel, activities, and operations; approves and manages financial management systems design and enhancement projects; develops budgets for financial management operations and improvements; implements Agency asset management systems; monitors the financial execution of the Agency budget in relation to actual expenditures; and develops policies and procedures for the procurement of supplies, equipment, and non-personnel services.

OPP/CFO provides tools and guidance to assist the Agency in expanding its capacity to conduct and utilize the results of program evaluations. It also helps the Agency develop better performance measures in order to facilitate the SBA's continued movement from measuring activity outputs to measuring programmatic and Agency outcomes. It builds Agency capacity for results-based management through training and outreach to program offices and supports the Agency's strategic planning. The office also prepares annual accountability and/or performance reports and establishes and implements Agency-wide policies for management integrity and audit follow-up, including internal controls.

### **Basis for Determination**

OPP/CFO also provides disaster accounting services handled by employees that are funded by no-year disaster funds. Employees would be needed to ensure the proper recordation, timely deposit, and accounting of all funds received by SBA. Repayment of thousands of direct loans are handled by OPP/CFO. In addition, staff would be needed for account servicing purposes (e.g., accounting for liquidations and collateral purchases, establishing notes receivable, and posting of court ordered judgments).

During a lapse in appropriations, OPP/CFO would have 25 employees report for duty – all are funded by no-year disaster appropriations. The employees would be needed for the following: orderly shutdown of headquarters activity related to financial management policies, budget, financial system, and accounting support for disaster activities.

The no-year funded employees will ensure the proper recordation, timely deposit, and accounting of all funds received by SBA, process the repayments of hundreds of thousands of direct loans handled by OPP/CFO. In addition, staff would be needed for account servicing purposes (e.g., accounting for liquidations and collateral purchases, establishing notes receivable, and posting of court ordered judgments).

Ten positions are necessary to continue financial operations, budgetary and procurement support to SBA open offices, such as ODR&R and HUBZone. These include office supervision and collections oversight; protection of the Government's loan investments; contracting officer for contract administration and oversight; and orderly shutdown of headquarters activity related to financial management policies and internal controls. These positions also interface with other open offices, including those at the Department of Treasury/Fiscal Management Service and Office of Management and Budget. These positions are needed for protection of private and government property.

## **OFFICE OF THE NATIONAL OMBUDSMAN (ONO)**

**None**

### **Office Description**

The Office of the National Ombudsman (ONO) fosters a more small-business-friendly federal regulatory enforcement environment by assisting small businesses when they experience excessive federal regulatory enforcement actions, such as repetitive audits or investigations, excessive fines, penalties, threats, retaliation, or other unfair enforcement action by a federal agency. It does this by evaluating how Federal agencies treat small businesses during enforcement or compliance actions.

### **Basis for Determination**

No ONO employees will be required after orderly shutdown activities are completed.

## **OFFICE OF VETERANS BUSINESS DEVELOPMENT (OVBD)**

**None**

### **Office Description**

The Office of Veterans Business Development (OVBD) conducts comprehensive outreach on behalf of the Agency and is responsible for the formulation, execution, and promotion of policies and programs of the Administration. To accomplish these tasks, OVBD operates its national outreach initiative and provides direct service delivery through funding agreements with resource partners, coordination of outreach and service delivery with other federal agency partners, and development of Agency program initiatives.

### **Basis for Determination**

No OVBD employees will be required after orderly shutdown activities are completed.