



National Finance Center Customer Notification

Agency Contact Information during Shutdown

Dear Customer:

In the event of a government shutdown, the National Finance Center (NFC) will remain open with minimum staff to support the payroll processes, and non-appropriated agencies unaffected by the Government shutdown.

Please provide NFC with the name(s) of your respective agencies designated representative(s) who are authorized to contact NFC in the event of a possible Government shutdown. The following information should be sent to the Client.Management@nfc.usda.gov no later than **Noon on Wednesday, September 30, 2015**:

- Name
- Phone Number (desk number and Government cell if applicable)
- Email Address

Please note: Authorized representative(s) must be established on Table Management System (TMGT), Table 63 in order to conduct business on the agencies' behalf. Please send Table 063 updates to NFC.TMGT@nfc.usda.gov, if your designated representative is not currently listed on Table 63.

If assistance is required, agency designated personnel should contact the NFC at the contact numbers listed below:

- NFC Contact Center - 1-855-632-4468 or by email at NFCcontactcenter@nfc.usda.gov, or via the Remedy Requestor Console.
- Operations and Security Center (OSC) - 1-800-767-9641 or by email at OSC.ETIX@nfc.usda.gov, or by fax at 1-888-496-8192

Correspondence sent through the normal process may go unanswered until the shutdown is terminated and employees are returned to regular duty. Calls or emails to individuals or designated team mail boxes will not be returned, as staff may not be working during this time.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at Client.Management@nfc.usda.gov.