



Preserving America's Heritage

Plan for Operations in the Absence of Appropriations

I. Estimated Time to Complete Agency Shutdown:

Less than one-half day

II. Number of Employees Estimated to be On-Board Before Implementation of this Plan:

44 full time employees on-board

III. Total Number of Employees to be Retained During Shutdown:

- A. Compensated from resources other than annual appropriations: 7½ to the extent they can perform their official functions in the absence of employees that are not retained. Five of these employees are compensated through Reimbursable Support Agreements from other federal agencies. Those RSAs are funded from prior year appropriations which can be obligated by the ACHP until the end of the current fiscal year in accordance with 54 U.S.C. §304105(g)(1). The additional 2½ employees are compensated from funds provided by other federal agencies for training; those funds were received in the previous fiscal year and can be expended through the end of the current fiscal year under the same authority.
- B. Necessary to perform activities expressly authorized by law, necessary to perform activities expressly implied by law, necessary to the discharge of the President's constitutional duties, or necessary to protect life and property: None.

IV. Process for Implementing Shutdown:

Within one hour of learning about a shutdown, the Director of the Office of Administration (OA) will send an electronic mail message to the entire agency staff. The message will include the following:

- (a) the date when the shutdown begins;
- (b) a reminder to those who will not be retained that they shall not come to work during the shutdown, along with instructions on setting an automatic response on their electronic mail account and voice mail greeting to inform senders/callers that the agency is closed during the shutdown;

(c) a reminder to those who will be retained to show up for work during the shutdown, to the extent they can perform their official functions in the absence of employees that will not be retained; and

(d) the phone number that employees can call to hear a recorded message about the status of the shutdown and date of reopening, as that information becomes available. OA will promptly update that recorded message as needed.

At the end of the last day of work with appropriated funds, OA will ensure that lights and electronic devices not needed during the shutdown are turned off, and service providers are informed about the suspension of services not already paid for with appropriated funds. If OA learns about the shutdown outside of working hours, OA will ensure the tasks in this paragraph are carried out during the morning of the first weekday after learning about the shutdown.

Revised September 14, 2015