



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:

40 full time employees on-board

III. Total Number of Employees to be Retained During Shutdown: None

- Engaged in Military/Law Enforcement/Health Care Activities: None

- Compensated from resources other than annual appropriations: None. While there are 4 employees compensated from other agency appropriations through Reimbursable Support Agreements, those funds may come from current year appropriations and the agency has determined that these employees cannot perform their official functions in the absence of employees that are not retained. Also, while 1 ½ employees are compensated from funds provided by other federal agencies for training, and some of those funds may be expended through the end of the current fiscal year under agency authority, the agency has determined that these employees cannot perform their official functions in the absence of employees that are not retained.

- 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 General Counsel's office 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 that employees 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; and

(c) instructions to check the news and OPM's Government Operating Status webpage to find out about the status of the shutdown and date of reopening.

Immediately afterwards, the General Counsel's office will send an electronic message to all the members of the ACHP, and their official designees, telling them to cease their ACHP work until further notice. This will prevent them from accruing the member per diem allowed by statute during the shutdown.

A staff person will be instructed to ensure that, at the end of the last day of work with appropriated funds, 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 the agency learns about the shutdown outside of working hours, the General Counsel's office will ensure the tasks in this paragraph are carried out during the morning of the first weekday after learning about the shutdown.

Revised on December 12, 2018