



## **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:**

42 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 eight 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 who are not retained. Also, while 1 1/2 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 who 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 lapse in appropriations, 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 lapse in appropriations begins;
- (b) a reminder that employees shall not come to work during the lapse in appropriations, along with instructions on setting an automatic response on their electronic mail account and voicemail greeting to inform senders/callers that the agency is closed during the lapse in appropriations; and
- (c) instructions to check the news and the Office of Personnel Management's Government Operating Status webpage to find out about the status of the lapse in appropriations 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 lapse in appropriations.

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 lapse in appropriations 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 lapse of appropriations 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 lapse in appropriations.

*Revised on August 4, 2023*