



### **Plan for Operations in the Absence of Appropriations Advisory Council on Historic Preservation**

The Advisory Council on Historic Preservation is an independent federal agency comprised of 24 statutorily designated members from federal agencies, preservation organizations, Indian tribes, and expert and general public citizens. It has a staff of 26 employees based in Washington, D.C. who carry out historic preservation case reviews, provide training in historic preservation law and policy, conduct outreach to the American public on the importance of historic sites and community preservation, and much more.

This document summarizes the ACHP procedures for continued operation or orderly shutdown of the agency in the event of a temporary lapse in appropriations.

<b>Lapse Plan Summary Overview</b>	
Estimated time required to complete shutdown activities:	0.5 days
Total number of agency employees expected to be on board before implementation of the plan:	26
Total number of agency employees expected to be furloughed under the plan (unduplicated count):	25
<b>Total number of employees to be retained under the plan for each of the following categories:</b>	
Compensation is financed by a resource other than annual appropriations:	None <sup>1</sup>
Necessary to perform activities expressly authorized by law:	1
Necessary to perform activities necessarily implied by law:	None

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<sup>1</sup> There are four (4) employees compensated from other agency appropriations through Reimbursable Support Agreements. Also, five (5) employees are compensated from funds provided by the Federal Permitting Council. However, the agency has determined that none of these employees can perform their official functions in the absence of employees that are not retained.

Necessary to the discharge of the President's constitutional duties and powers:	None
Necessary to protect life and property:	None

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**Brief summary of significant agency activities that will continue during a lapse:**


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As a normal course of operations, ACHP does not have any staff charged to carryover funds provided by an annual appropriation. However, in the event of a shutdown, ACHP considers certain employees exempt, including to work on Section 106 consultations. Additional employees may be activated as necessary depending on the need to cover priority projects. This would be funded with any available carryover funding.

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**Brief summary of significant agency activities that will cease during a lapse:**


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During a lapse, the ACHP will have to cease all activities not directly related to Section 106 consultations.

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**Brief summary of process for implementing the agency's plan during and after a lapse:**


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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 voice mail greeting to inform senders/callers that the agency is closed during the lapse in appropriations, and updating the agency's website to reflect the lapse; and
- (c) instructions to check the news and OPM'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 or the Executive Director will send an electronic mail message to all the members of the ACHP board, 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.

On or before the morning of the first weekday after learning about the lapse in appropriations, the General Counsel's office will send the necessary furlough letters to its employees.

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 September 23, 2025*