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:

42 full time employees on-board

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

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

- Compensated from Resource Other than Annual Appropriations: 5, to the extent they can perform their official functions in the absence of employees that are not retained. Half of the salaries for two of those five employees is paid out of multi-year moneys. Those two employees will work no more than half their regular working hours during a shutdown.

- Retained 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.

Immediately afterwards, OA 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.

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 on December 15, 2011