

THE WHITE HOUSE

WASHINGTON

January 16, 2018

The Honorable Mick Mulvaney
Director
Office of Management & Budget
Executive Office of the President
Washington, DC 20503

Re: Contingency Plan for Shutdown Furlough

Dear Director Mulvaney:

Enclosed is the Executive Office of the President's Contingency Plan for Shutdown Furlough, which would be implemented in the event of a lapse in appropriations for Fiscal Year 2018. If you have any questions concerning the enclosed information, I would be happy to address them at your convenience.

Sincerely,



Marcia L. Kelly
Deputy Assistant to the President
Director of Management & Administration
Director of the Office of Administration

(Enclosure)

CC: The Honorable Joseph W. Hagin

THE WHITE HOUSE

WASHINGTON

EXECUTIVE OFFICE OF THE PRESIDENT

Updated Contingency Plan
For Shutdown Furlough

A. Summary of Contingency Plan

Should Congress not pass a Fiscal Year 2018 (“FY2018”) appropriation or continuing resolution (“CR”) by January 19, 2018, the Executive Office of the President (“EOP”) would be without authority to incur any financial obligations in FY2018, with very limited exceptions, and would therefore implement a contingency plan for shutdown furlough (the “Contingency Plan”). The Contingency Plan entails placing an estimated 1056 of the 1715 EOP staff in furlough status (“Non-Excepted Staff”), while an estimated 659 EOP staff would continue to report to duty because they are (i) designated as excepted to perform emergency or excepted functions; (ii) Presidentially Appointed, Senate Confirmed staff; (iii) otherwise exempt from the Antideficiency Act; (iv) alternatively funded during a government shutdown (collectively, the “Excepted Staff”). Any EOP personnel that are other government employees (“OGEs” or “Detailees”) would be furloughed or continue to report to duty at the discretion of their respective home agencies.

B. Implementation of Contingency Plan

Once it becomes clear that neither an appropriations bill nor a CR will be enacted prior to January 19, 2018, the White House Office of Management & Administration (“M&A”) will notify EOP components to begin an orderly shutdown of unfunded functions. Non-Excepted Staff will receive shutdown and furlough notices. Detailees will be notified by their home agencies whether they are to be furloughed.

On Monday, January 22, 2018, Excepted Staff will report to duty. Non-Excepted Staff will also report on January 22, 2018, either in person or via telework for no longer than four hours and for the sole purpose of engaging in orderly shutdown activities. Each EOP component will issue instructions to their employees for orderly shutdown.

C. Specifics of EOP Component Contingency Plan

Each EOP component has carefully considered the number of personnel required not only to complete orderly shutdown activities but also to ensure that the emergency or excepted operations of each EOP component can be carried out during shutdown. The chart below summarizes component-by-component the Excepted Staff that will be required to sustain minimal emergency or excepted operations.

THE WHITE HOUSE

WASHINGTON

<i>EOP—Wide Shutdown Plan</i>	<i>Current FTE</i>	<i>Excepted Staff</i>	<i>PAS or other exempt from the ADA</i>	<i>Other Funding</i>	<i>Staff during a Shutdown</i>	
<i>Component</i>	<i>Total</i>	<i>Total</i>	<i>% of Total FTE</i>	<i>Total</i>	<i>Total</i>	
WHO	371	17	4.6%	135	0	152
OVP	16	5	31.3%	9	0	14
EXR	77	21	27.3%	0	0	21
OVP RES	1	1	100.0%	0	0	1
CEA	24	5	20.8%	3	0	8
CEQ	13	1	7.7%	2	0	3
OA	240	50	20.8%	7	0	57
OMB	456	134	29.4%	3	0	137
OMB – ITOR/USDS	137	0	0.0%	0	137	137
ONDCP	65	5	7.7%	0	0	5
OSTP	17	4	23.5%	1	0	5
NSC	45	44	97.8%	0	0	44
USTR	253	74	29.2%	1	0	75
TOTAL	1,715	361	21.0%	161	137	659