

**THE WHITE HOUSE**

WASHINGTON

September 25, 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 2019. If you have any questions concerning the enclosed information, I would be happy to address them at your convenience.

Sincerely,



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

cc: The Honorable John Kelly

(Enclosure)

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### EXECUTIVE OFFICE OF THE PRESIDENT

Updated Contingency Plan

For Shutdown Furlough

#### A. Summary of Contingency Plan

Should Congress not pass a Fiscal Year 2019 (“FY2019”) appropriation or continuing resolution (“CR”) by September 30, 2018, the Executive Office of the President (“EOP”) would be without authority to incur any financial obligations in FY2019, with very limited exceptions, and would therefore implement a contingency plan for shutdown furlough (the “Contingency Plan”). The Contingency Plan entails placing an estimated 1082 of the 1749 EOP staff in furlough status (“Non-Excepted Staff”), while an estimated 667 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 October 1, 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 October 1, 2018, Excepted Staff will report to duty. Non-Excepted Staff will also report on October 1, 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.

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EOP—Wide Shutdown Plan	Current FTE	Excepted Staff		PAS or other exempt from the ADA	Other Funding	Staff during a Shutdown
Component	Total	Total	% of Total FTE	Total	Total	Total
<b>WHO</b>	358	17	4.7%	138	0	155
<b>OVP</b>	20	5	25.0%	12	0	17
<b>EXR</b>	79	21	26.6%	0	0	21
<b>OVP RES</b>	1	1	100.0%	0	0	1
<b>CEA</b>	22	5	22.7%	3	0	8
<b>CEQ</b>	15	3	20.0%	0	0	3
<b>OA</b>	243	50	20.6%	8	0	58
<b>OMB</b>	480	124	25.8%	5	0	129
<b>OMB – ITOR/USDS</b>	128	0	0.0%	1	128	129
<b>ONDCP</b>	66	6	9.1%	1	0	7
<b>OSTP</b>	22	5	22.7%	1	0	6
<b>NSC</b>	59	42	71.2%	12	0	54
<b>USTR</b>	256	74	28.9%	5	0	79
<b>TOTAL</b>	<b>1749</b>	<b>353</b>	<b>20.2%</b>	<b>186</b>	<b>128</b>	<b>667</b>