



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

December 14, 1995

THE DIRECTOR

M-96-07

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

FROM: Alice M. Rivlin
Director

SUBJECT: Planning for Agency Operations in the Absence of
Appropriations

The current Continuing Resolution (CR) expires at midnight tomorrow, Friday, December 15, 1995. We have no indication yet whether Congress will act today or tomorrow and pass an acceptable CR. Therefore, beginning Saturday morning, December 16, 1995, the head of each agency with accounts that have not received appropriations must be prepared to implement his or her existing plan for closing down operations funded by those accounts.

This memorandum sets forth the actions to be taken should we have a lapse in appropriations. However, you should await further instructions from OMB before implementing your shutdown plan.

Implementation of this shutdown process will be particularly difficult because any lapse of appropriations will occur over a weekend.

- o Weekend Employees -- Non-expected weekend employees should be instructed to report for their first scheduled work turn for the sole purpose of engaging in orderly shutdown activities. Excepted weekend employees should be instructed to report for work and to perform their excepted activities.
- o All Other Employees -- All regular employees performing non-expected activities, as well as excepted employees, should be instructed to report for work on Monday, December 18th, as scheduled.

Tomorrow, during the weekend, and during the day on Monday, we will advise you further, depending on the status of appropriations action, as follows:

- o Normal Operations: If a CR is clearly likely to be enacted, agencies will be instructed to operate in a normal manner.
- o Shutdown: If no CR is likely to be enacted, we will issue instructions (on Saturday for weekend employees and on Monday for regular employees) initiating a phase-down of activities for non-expected employees.

Please address any question to your OMB budget examiner(s), or to OMB General Counsel Robert Damus (395-5044), or Associate General Counsel for Budget Rosalyn Rettman (395-5600).

Again, we thank you for your continued cooperation under difficult circumstances. We will keep in close touch with you as developments continue to unfold.