

US Commission for the Preservation of America’s Heritage Abroad (USCPAHA)

Plan for Shutting Down Operations in the Event of a Lapse of Appropriations

JULY 2023

Lapse Plan Summary Overview	
Estimated time (to nearest half day) required to complete shutdown activities:	<i>½ day</i>
Total number of agency employees expected to be on board before implementation of the plan:	2
Total number of employees to be retained under the plan for each of the following categories:	
Compensation is financed by a resource other than annual appropriations:	-0-
Necessary to perform activities expressly authorized by law:	-0-
Necessary to perform activities necessarily implied by law:	-0-
Necessary to the discharge of the President's constitutional duties and powers:	-0-
Necessary to protect life and property:	-0-
Brief summary of significant agency activities that will continue during a lapse:	
In the event of a lapse of appropriations, the Commission for the Preservation of America's Heritage Abroad will, suspend all activities that would obligate appropriations with the following exceptions, providing notifications to suppliers and others as necessary.	
Brief summary of significant agency activities that will cease during a lapse:	
Pursuant to law, the Commission receives donations for its cultural site preservation projects overseas. Longstanding policy is to use those funds exclusively for implementation of projects without charging administrative expenses but, if there were no appropriated funds, imperative, related expenses would have to be covered. Payments would be tied to ongoing projects only. This would have the complication of affecting project budgets but the Commission would only incur minimal, absolutely essential expenses.	

SHUTDOWN PLAN

In the event of an appropriations lapse, the Commission for the Preservation of America's Heritage Abroad will proceed with the orderly shutdown of operations beginning with the first workday of the lapse, and will limit work activity to actions necessary for such a shutdown. It is estimated that such actions will require not more than one-half workday and would focus on suspending all activities that would obligate appropriations.

Individuals accessing the Commission's Website would see a notice that the site is unavailable during the shutdown and that the Commission would not be able to respond to inquiries until appropriations are enacted.

Similarly, individuals calling the Commission's phone number would receive a message saying that the Commission would not be able to respond during the period of the shutdown.

The Commission would continue to incur obligations to the Federal Protective Service for security related to the Commission office, using appropriated funds to protect property.

The Commission has two paid federal employees. These individuals would be furloughed during the shutdown.

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If the funding hiatus were to extend for long enough to affect other recurring obligations not covered above, the personnel paid with unappropriated funds would terminate services before further obligations are incurred.

COMMISSION STAFF – Non-Excepted Employees

All paid leave during a furlough is canceled because the necessity to furlough supersedes leave rights. Non-excepted employees will be furloughed for the full lapse period and, when funds are restored, either returned to duty or placed on annual leave, as appropriate.

The Commission utilizes shared services via the General Services Administration (GSA) to support human resources management and financial services. Commission staff will follow guidance issued by GSA regarding their furlough status and other relevant information, including but not limited to, the following:

- Health Benefits
- Life Insurance Benefits
- Thrift Savings Plan Contributions/Loans Retirement contributions
- Leave Pay Travel Training
- Unemployment Benefits

On the first workday of the lapse in appropriations, all employees should report to work as scheduled. Supervisors will inform employees of the status of funding and instruct them to limit their work activities to those functions necessary for the orderly cessation of operations. Supervisors will direct employees to listen to public broadcasts and view OPM's websites to monitor the operating and funding status of the agency.

Commission employees may not perform work on behalf of the Commission until funds are appropriated for the agency's normal operations. Employees are required to return to work on the first regular duty day after the funding lapse is terminated.

The Commission Chair and Commission Members are Special Government Employees (SGEs) and are not compensated (WC) and are considered to be leave-exempt Presidential appointees. The Chair and Members would continue to be able to check, send and receive email via their Commission email account as well as carry out their official duties as a Commission Member.

DEFINITIONS

Furlough

The placing of an employee in a temporary non-duty, non-pay status because of lack of work or funds, or other non-disciplinary reasons. For most employees, there are two basic categories of furloughs, each involving different procedures. A furlough of 30 calendar days or less is covered under 5 CFR Part 752. A furlough of more than 30 calendar days is covered under 5 CFR Part 351. Furloughs for Senior Executive Service members are covered under 5 CFR Part 359, Subpart H.

Leave-exempt Presidential appointees

Individuals appointed by the President, with or without Senate confirmation, who are not covered by the leave system in 5 U.S.C. chapter 63, or an equivalent formal leave system, are not subject to furlough. An exemption from the chapter 63 leave system may be based on 5 U.S.C. 6301(2)(x) or (xi). (See also OPM regulations at 5 CFR 630.211.)

Excepted Employees refers to employees who are exempt from a furlough by law because they are:

1. Performing emergency work involving the safety of human life or the protection of property,
2. Involved in the orderly suspension of agency operations; or,
3. Supporting the discharge of the President's constitutional duties to nominate and appoint officers of the Government.

The Commission has not designated any Excepted Employees.

For additional information please see [OPM Guidance for Shutdown Furloughs](#) and [Frequently Asked Questions During a Lapse in Appropriations](#)