



# Smithsonian Institution

Office of Planning, Management and Budget

## CONTINGENCY PLAN FOR ABSENCE OF APPROPRIATIONS OR CONTINUING RESOLUTION

April 2011

### Policy

The Institution will comply with the restrictions on spending and obligating appropriated funds if there is a lapse in appropriations.

In the event that a funding bill or another continuing resolution (CR) is not passed, the Institution would be required to shut down many federally funded activities. Given the guidance provided by the Office of Management and Budget (OMB) regarding allowable activities under a Government-wide shutdown, it would be necessary for us to close all museum buildings to the public. In general, only federal activities designated as “excepted” would be allowed to continue. The employees performing these activities are:

- protecting life or property
- engaged in the orderly shutdown of operations
- performing contractual obligations under no-year or multi-year funds remaining available for those purposes

Specifically, Federal employees performing the following Smithsonian activities will be “excepted” from the furlough:

1. Employees responsible for the care, custody, and protection of the National Collections, including animals, archival materials and libraries;
2. Employees responsible for the care, custody, and protection of the facilities and buildings that house the National Collections and other Smithsonian property;
3. Employees providing for the security and safety of the staff and other individuals in the Institution’s buildings and on its property, to include the care and safety of employees not furloughed;
4. Employees responsible for the preservation and security of the physical plant and essential communications and information technology systems, to include maintaining building systems operations, major research-related equipment, and support for excepted activities;

5. Employees fulfilling obligations under existing contracts necessary to protect life or property;
6. Employees responsible for federal procurement activities necessary to process and monitor requisitions for emergency supplies and services, including food for animals, and to receive and process deliveries;
7. Employees directly involved with ongoing laboratory experiments that require ongoing monitoring to preserve research data and provide care and protection of research specimens, and research involving highly time-sensitive contract deliverables and activities;
8. Office of Human Resources staff performing activities related to the furlough, including preparation and issuance of furlough notices, service to non-furloughed staff, and dealing with union matters;
9. Employees responsible for the continuation of financial services for the excepted activities; and
10. On the basis of communications with the State Department, including the U.S. Embassy in Panama, and based on past advice to the State Department by the Department of Justice, non-excepted local national employees of the Smithsonian's Tropical Research Institute paid with federal appropriations need not be furloughed but can continue to work if they can be adequately supervised by excepted staff. These employees can be paid for their work when federal appropriations resume.

Trust-funded operations will continue in the event of a federal shutdown as long as they do not require the Institution to incur incidental current year federal expenses. As an example, special events and Smithsonian-sponsored education programs, including The Smithsonian Associates, will not continue if those programs would be held in Smithsonian facilities protected by Smithsonian federal security personnel.

In accordance with Section 124 of OMB Circular No. A-11, the following information is provided:

- Estimated time to complete the shutdown: not to exceed 4 hours
- Total number of Federal employees before plan is implemented: 4,208
- Total number of federal employees to be retained under the plan to protect life and property: 632

Note: of the total "excepted", personnel are included for security guard staffing (three 8-hour shifts); for utilities systems operators and

emergency maintenance mechanics (three 8-hour shifts); for minimal custodial staffing; staffing for the care and feeding of the live collections at the National Zoo (three 8-hour shifts); and to support the other separate units/Museums.

During a shutdown, the Institution cannot legally accept voluntary services from federal employees to continue their regular duties. While many staff may be willing to continue to carry out their research or other duties without pay, liability may result if we allow staff who are not identified as “excepted” to work either at their office, from another site, or from home during the shutdown.

### Reporting to Duty

If the shutdown occurs on a Saturday or Sunday, furloughed employees who are scheduled to work on a Saturday or Sunday will be asked to report for duty on their regularly scheduled day and time. If there is no funding for normal operations, employees who are not designated as “excepted” will be given four hours to undertake necessary work for an orderly shutdown. After shutdown activities are completed, non-excepted employees will be released from duty for the duration of the shutdown.

Non-excepted employees whose first scheduled duty day within a shutdown period is Monday (a different group from Saturday/Sunday employees) will be required to report for work on Monday to complete necessary work for an orderly shutdown. These employees will be given four hours to complete an orderly shutdown and will then be released from work until normal business resumes. Supervisors are responsible for notifying employees of their status during a shutdown.

### Public Notification

In the event of a shutdown, a notice will be posted at each public entrance to museum buildings and research centers to inform the visiting public of the closure. In addition, the Institution’s main website ([www.si.edu](http://www.si.edu)) will be updated and the main telephone number (202-633-1000) will have a recorded message about the Smithsonian’s status. The Office of Communications and External Affairs will provide standard language for signage.

### Returning to Duty

Employees will be asked to consult the Office of Personnel Management’s website ([www.opm.gov](http://www.opm.gov)) and the Smithsonian’s website ([www.si.edu](http://www.si.edu)) and to monitor local television and radio stations for information about returning to duty.