

A MESSAGE FROM THE DEPUTY UNDER SECRETARY FOR MANAGEMENT REGARDING LAPSE IN APPROPRIATIONS PLANNING

Dear Colleagues:

As many of you are aware, annual funding for part of the Government expires at midnight on December 21. The Administration will continue working with the Congress to complete appropriations for Fiscal Year 2019.

However, prudent management requires the proper preparation for all contingencies, including the possibility that a lapse could occur. A lapse would mean that certain Government activities would cease due to a lack of appropriated funding, and that designated pre-notified employees of this agency would be temporarily furloughed. To prepare for this possibility, we have updated our contingency plans for executing an orderly shutdown of activities that would be affected by a lapse in appropriations. The Department's updated guidance is posted at: <https://www.state.gov/m/2018/index.htm>. The Department community is encouraged to review this comprehensive guidance, which discusses how travel, training, allowances, events, speeches, contracts and grants, and obligations and disbursements would be affected. Answers to frequently asked questions, including those about holiday leave, are posted at: http://diplopedia.state.gov/index.php/Lapse_in_Appropriations_FAQs_-_December_2018

Thank you for all that you do for the Department of State and the American people.

Best Regards,

Bill Todd
Deputy Under Secretary for Management