

MEMORANDUM FOR ALL FEDERAL EMPLOYEES OF THE DEPARTMENT

FROM: The Secretary

SUBJECT: OPERATING IN THE ABSENCE OF APPROVED 2011 APPROPRIATIONS

You probably have heard about the possibility of a Federal government-wide shutdown and employee furloughs beginning April 9, 2011, if a new fiscal year (FY) 2011 funding bill is not passed by Congress and signed by the President by this Friday evening. The President has made it clear that he does not want a government shutdown, and the Administration is willing and ready to work day and night to find a solution with which all sides can agree. Given the realities of the calendar, however, prudent management requires that we plan accordingly should Congress be unable to pass a funding bill.

The President and I know that the uncertainty of the current situation puts federal employees in a difficult position. As we approach the expiration of the current CR, we will provide you with updated information as soon as it becomes available. For now, I want to provide you with information on how the current situation may impact you.

As soon as funding lapses, Federal departments and agencies will not be permitted to incur further financial obligations performing activities funded by annual appropriations, except those related to the orderly suspension of operations or performance of excepted activities including safety of human life or protection of property. Depending on how quickly a new appropriations bill is enacted, some DOE employees could be furloughed and unable to work. However, unlike most other federal agencies, the Department has no-year appropriations. This would allow us to continue operating for a limited time. Therefore, if a new funding bill is not enacted Friday, all DOE Federal employees are still expected to report to work as usual on their next scheduled work day.

Our contingency planning for the potential funding lapse includes determining which agency functions are excepted from a furlough. Should it become necessary to implement our contingency plans, you will receive formal notice from your manager regarding the designation of your position and furlough status. Again, we want to emphasize that it will not be necessary to furlough any Department Federal employees early next week as a consequence of the expiration of the current continuing resolution at midnight April 8, 2011.

However, we know that you remain concerned about the current unsettled budget situation. With that in mind, we have attached answers to frequently asked questions associated with a general shutdown of the Federal government in these circumstances. In addition, the Office of Personnel Management (OPM) has created a document to address some of your questions at www.opm.gov/furlough2011. Further, I would encourage you to raise any additional questions with your supervisor or your Human Resources office. We will keep you informed of any new developments regarding the likelihood of a shutdown of either part or all of the Department which would trigger employee furloughs.

Thanks to the hard work and dedication of all of you, our department provides critical services to the American public. Your contributions touch people's lives in so many significant ways, and I want you to know how deeply I appreciate your dedication and your expertise. Thank you for your continued service to the Department and the Nation.

Attachment