



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

DEPUTY DIRECTOR
FOR MANAGEMENT

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MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Margaret M. Weichert
Deputy Director for Management

SUBJECT: Preparing for an Orderly Reopening Following the Partial Lapse in
Appropriations

Although the partial lapse in appropriations has not ended, agencies are directed to prepare for an orderly reopening that carefully considers the timing and necessary steps needed to restart operations in a manner consistent with each agency's mission and with appropriate consideration for preserving the life, health, and safety of employees, contractors, and the general public. As agencies identify these steps, they should be prepared to prioritize restoring pay and benefits for employees, ensuring appropriate physical and information technology systems security access, recalling employees from furlough status, and performing any other critical support function needed to carry out these activities.

In support of this preparation, agencies are reminded that excepted activities include those required for an orderly return to normal operations in a reasonable timeframe given the extent and duration of this lapse. Agencies should begin the appropriate internal planning process to ensure that needed Federal employees and any other support services are mobilized to perform priority restart functions as soon as the lapse is over. To assist agencies as they work through their plans, the Office of Management and Budget (OMB) will provide additional guidance on OMB's website (www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/) to support these efforts.

Once the President has signed legislation to end the lapse, OMB will issue a memo that re-opens Departments and Agencies. The Office of Personnel Management (OPM) will then immediately notify employees through the OPM website and other media channels that they should expect direction from their employing agencies as to when to report for duty, so agencies should be prepared to provide appropriate direction. Similarly, agencies should reach out to their contractors and grantees as soon as practicable to provide instructions on restarting activities and addressing other impacts of the lapse.