



## AGENCY OPERATIONS IN THE ABSENCE OF APPROPRIATIONS

### PURPOSE AND APPLICABILITY:

Section 124.2 of OMB Circular A-11 requires all agencies to maintain contingency plans in the event of a lapse in appropriations. This document serves as the plan for the US Arctic Research Commission (USARC). This plan will be updated and submitted to OMB when there is significant modification or change to the agency's program, staffing, or funding source.

Appropriations to USARC have been made on a no-year basis and remain available until expended. In the event of a lapse in appropriations, and subject to the availability of carryover no-year funding, all USARC employees and contractors will continue to report to work in the initial period after the lapse. Should a lapse in appropriations extend for a prolonged period, to which USARC expends all available funds, this contingency plan will direct the agency's actions for an orderly shutdown.

LAPSE PLAN SUMMARY OVERVIEW	
Estimated time (to the nearest half day) required to complete shutdown activities:	½ day
Total number of agency employees expected to be on board before implementation of the plan:	2 FTEs
Total number of agency employees expected to be furloughed under the plan (unduplicated count).	0 FTEs
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:	2 FTEs
Necessary to perform activities expressly authorized by law:	0 FTEs
Necessary to perform activities necessarily implied by law:	0 FTEs
Necessary to the discharge of the President's constitutional duties and powers:	0 FTEs
Necessary to protect life and property (as described in the general procedures below):	2 FTEs
Summary of significant agency activities that will continue during a lapse	
US Arctic Research Commission will use available carryover no-year balances to continue daily operations until those balances are exhausted. No new contracts or obligations will be initiated during the lapse period.	
Summary of significant agency activities that will cease during a lapse	
Once no-year fund balances are exhausted, USARC's Executive Director will notify OMB that agency shut down procedures will be implemented, and other than excepted activities, including planning and preparation of the Fiscal Year 2027 Budget, all agency daily activities will cease for the duration of the lapse in appropriations.	

## **GENERAL PROCEDURES:**

When USARC has identified that agency funding is close to being fully expended, (an amount to be determined by the Executive Director in consultation with the USARC Chair), a gradual shutdown of agency such as cancelling travel and suspending non-mission critical contracts and services will be initiated. It is expected that such a shutdown in USARC operations is temporary and of a short duration thus resulting in no action being undertaken that will impede the orderly resumption of operations once funds are available.

In preparation for a shutdown of agency activities, the Executive Director will ensure any pending priority work being performed is addressed and USARC's offices, physical assets, and property will be secured during the shutdown period. Once the shutdown is imminent, whereas all travel has been suspended and non-critical contracts and services have been temporarily put on hold, the Executive Director will notify the Chair that shutdown action has been initiated. USARC staff and contractors will be advised that no current or new work will be continued or undertaken during a shutdown of USARC operations. A notice will be posted on the agency website notifying the public that USARC will be closed and agency email and voice mail will be programmed to indicate the agency's shutdown status. Vendors will be notified to cease operations until further notified.

When the agency's status is "shutdown" the Executive Director and Deputy Executive Director occupy positions that will continue to perform excepted functions such as communicate with the Office of Management and Budget, ensure the agency's property is secure, and perform any necessary administrative functions relevant to the shutdown. The Executive Director or Chair may direct designated USARC contractors to continue to work under current agreements in support of excepted activities that are authorized to continue but will not be paid until an appropriation of funds is made.

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