

**Treasury Office of Inspector General
Lapse in Appropriations Contingency Plan**



November 20, 2017

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Purpose

This shutdown plan provides policy guidance and instructions for actions to be taken by the Treasury Office of Inspector General (OIG) when Congress fails to enact regular appropriations, a continuing resolution, or needed supplements, resulting in an interruption of appropriated funds available to continue OIG's activities.

Background

The Attorney General issued two opinions in the early 1980s that the language and legislative history of the Anti-deficiency Act unambiguously prohibits agency officials from incurring obligations in the absence of appropriations ("Applicability of the Anti-deficiency Act upon a Lapse in an Agency's Appropriations" (1980) and "Authority for the Continuance of Government Functions during a Temporary Lapse in Appropriations" (1981)). The Office of Legal Counsel of the Department of Justice issued an opinion dated August 16, 1995, that reaffirms and updates the 1981 opinion. In general:

- Employees of affected agencies performing non-excepted activities (as discussed in the Department of Justice opinions) may not perform any services other than those involved in the orderly suspension of non-excepted activities; excepted activities that may be continued are generally those that are authorized by law or that protect life and property;
- Agencies may not permit voluntary performance of non-excepted services; and
- Agency heads make the determinations that are necessary to operate their agencies during an appropriations hiatus (within the guidance established by the Department of Justice opinions and pursuant to normal agency processes for the resolution of issues of law and policy).

Summary of Activities During Funding Lapse

In the event of a lapse in funding, the OIG would suspend most operations (including audits) except those required by law. Approximately ten employees could be required (and others possibly recalled) for the protection of life and property, including those involved in investigative cases in which investigators would be compelled to testify in any state/federal grand jury or court proceeding and/or to act on significant threats or assaults on Department of the Treasury personnel or property. Limited support personnel in information technology and facilities would also be required. Oversight activities for the Small Business Lending Fund would also continue since funding is provided through non-appropriated funds. In addition, oversight activities for RESTORE Act activities would continue since two-year funding is available. The Inspector General

would remain in work status to fulfill his role in the discharge of the President’s constitutional duties. Should a lapse in funding exceed five days, the OIG would expect to take no additional actions.

Summary of Shutdown Impacts

1. Estimated time to complete shutdown of non-excepted activities	Not in excess of a half day
2. Number of employees expected to be on board prior to implementation of shutdown plan	169
3. Number of employees to be retained due to:	
a. Funded by other than annual appropriated funds	13
b. Activities expressly authorized by law	0
c. Necessary for protection of life and property	8*
d. Authorized by necessary implication	3**
e. Discharge of President’s constitutional duties	1
4. Total number of excepted employees	25**

* Some investigators within the Office of Investigations would be required to remain on duty during a shutdown to continue criminal investigations when compelled to testify in any state/federal grand jury or court proceeding and/or to act on significant threats or assaults on Department of the Treasury personnel or property. As needed, additional investigators could be recalled. Limited support personnel in information technology and facilities would also be required.

**Approximately ten OIG employees will be needed to ensure an orderly shutdown. Time should not exceed one-half day. These employees are not included in the total count of excepted employees.

Shutdown Plan Requirements

Current List of Functions

A list of “excepted” and “non-excepted” organizational functions is included in the ATTACHMENT. Definitions include:

“Excepted” Activities are those where positions would not be furloughed as a result of a shutdown, per one of the below statutory exceptions:

1. Funded by other than annual appropriated funds: Some functions are covered by a multi-year, no-year and revolving funds or advance appropriation and thus would not be affected by an annual appropriation lapse.
2. Authorized by necessary implication: Certain activities could be implicitly authorized because of their connection with other operations which are mandated to continue by law or for which funds otherwise continue to be available
3. Necessary for safety of human life or protection of property: The Budget Enforcement Act of 1990 amends Section 1342 of Title 31 to make clear that regular, on-going functions whose suspension would not pose an imminent threat to life and property would not qualify as excepted activities. The risk to life or property must be real, not hypothetical, so that a delay in activities is not permissible. In particular, administrative, research and other overhead activities supporting excepted activities should be carefully reviewed to make certain their continuance is essential to carrying out such activities.
4. Discharge of President’s Constitutional duties: There are some executive branch functions that are considered instrumental in the performance on the President’s constitutionally assigned duties.
5. Necessary for the orderly shutdown of functions: Agencies may obligate funds during periods of lapsed appropriations to bring about the orderly close down of non-excepted activities. Contingency plans which call for winding down operations of an agency after an appropriations lapse should be consistent with the Anti-Deficiency Act. At the same time, the activities of employees during this period must be wholly devoted to closing down the function and, upon completion, these employees would be released.

“Non-Excepted” Activities are all other functions than those designated as “excepted” above. Positions in these functions would be furloughed, where “excepted” positions would remain on duty. This could also include positions that may have to be recalled at a later date, if the furlough continues for more than a week.

Employee Notification Procedures

Employees will be advised of the potential shutdown of operations and their “excepted” or “non-excepted” status prior to the implementation phase of shutdown. Sample notifications are included as attachments to this contingency plan.

Employees will be assured that, should a shutdown be necessary, their health and life insurance coverage will not be affected. Employees may arrange to pay their portion of the health benefit costs on an on-going basis or upon their return to duty.

Shutdown Implementation

Shutdown Procedures

When a lapse occurs, all normal operations will cease and all further efforts will be devoted solely to closing down operations, protection of human life and health, protecting government property, and performing essential operations for outside agencies whose operations must continue. Management will determine the number of employees required to do this work.

Routine operations already in process at the time the lapse begins should be carried forward to completion, or to a point where they can safely be interrupted, in order to avoid losing the investment in the work which has already started. The invested work is a form of government property which should be protected from loss.

Employees in a travel status will be notified by management, whether to return home or to continue with their off-site business.

Employees on paid leave (i.e. annual, sick, administrative, military, etc.) and unpaid leave (i.e. absence without leave, leave-without-pay, etc.) will be notified by their managers of the Agency’s shutdown due to a lapse in appropriations. Managers will inform employees that their leave will be canceled and they will be placed in a furlough status. According to 5 CFR, 752.402(c), a furlough means: “the placing of an employee in a temporary status without duties and pay because of lack of work or funds or other nondisciplinary reasons.”

When a lapse occurs, essential operations for outside agencies whose operations must continue is allowable. An example would be continuing computer operations to prevent the loss of data in process. This (these) activitie(s) are typical with those identified with the “excepted” category.

When a funding lapse becomes imminent, OIG will develop procedures for furloughing employees. The procedures will take into consideration the various categories of employees: managerial, temporary, etc. Detailed instructions will be developed and issued when the need arises.

Actions necessary to transfer real and personal property will require some coordination within OIG and between those agencies associated with OIG. In some instances because of a significant connection with other agencies, activities may be continued according to law.

Contracting Procedures

The Treasury OIG, Assistant Inspector General for Management (AIGM), Chief Procurement Officer (CPO), has responsibility for the oversight of the OIG procurement process. All contracts beginning in FY 2018 include the following language:

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability. The current status of Fiscal Year 2018 funding and any necessary action required of the Contractor will be made available at the following website: <http://www.treasury.com> (select OIG at the bottom of the page). It is the Contractor's responsibility to monitor this website for information regarding Fiscal Year 2018 funding.

During a lapse in annual appropriations, the Treasury may continue certain activities, which fall under established exceptions to the Anti-deficiency Act. OIG procurement office, in consultation with customer program offices and legal counsel, has reviewed its active contracts to determine whether or not performance may continue.

The list of OIG contracts where Performance continues on October 1 and where Performance is suspended on October 1 is available through the OIG website.

- Performance continues on October 1 means that the goods/services provided under the contract will continue to be provided during a lapse, i.e. contract performance is not affected.
- Performance suspended on October 1 means the contract is suspended during the lapse, i.e. contract performance cannot continue until the contractor receives direction in writing from the contracting officer to resume work.

Shutdown Reactivation of Functions

Reactivation of functions is effected when funds are appropriated for OIG to continue its mission and all employees are able to return to work. In most cases, it is impossible to notify all employees that they should return to work with a moment's notice. In events like this, managers are encouraged to inform their employees that they should stay tuned to the media for information on returning to work. If possible, other sources of communications should also be made available such as:

1. OIG hotline or employee message line
2. A central point-of-contact should be established where employees may obtain information.
3. OIG phone tree will be activated.

Listing of Functions by Shutdown Category

Office	Position	Exempt 1	Excepted 2	Excepted 3	Excepted 4	Excepted 5	Non-Excepted
Inspector General's Front Office	Inspector General			X			
	Deputy Inspector General (vacant)					X	
	Director, External Relations (vacant)						X
Office of Audit	Administrative Specialists						X
	AIG for Audit				X*		
	DAIG for Cyber and Financial Assistance Audits						X*
	DAIG for Financial Management and Transparency Audits						X*
	DAIG for Financial Sector Audits						X*
	Supervisory Auditors						X
	Auditors						X
	Supervisory Program Analysts						X
	Program Analysts						X
	Information Technology Specialists						X
	Administrative Specialist						X
	All Students (Pathways)						X
		Audit employees funded by RESTORE Act (two-year funding)	X				
	Audit employees funded by the Small Business Lending Fund	X					
Office of Counsel	Counsel to the IG				X*		
	Attorneys						X
	Administrative Specialist						X

Codes

Exempt 1 – Employees who have a continuing source of funding.

Excepted 2 – Employees who are necessary to ensure the safety of human life or the protection of property.

Excepted 3 – Employees who are necessary for the discharge of the President's constitutional duties.

Excepted 4 – Employees who are necessary for a short period to ensure an orderly shutdown of operations.

Excepted 5 – Employees who are authorized by necessary implication.

*These positions could be called back on an as needed basis.

Listing of Functions by Shutdown Category (continued)

Office	Position	Exempt 1	Excepted 2	Excepted 3	Excepted 4	Excepted 5	Non-Excepted
Office of Investigations	AIG for Investigations		X				
	DAIG for Investigations		X				
	Special Agent in Charge (SAC)		X				
	Assistant Supervisory Criminal Investigators (ASAC)		X				
	Criminal Investigators						X*
	Program Analysts						X*
	Administrative Specialists						X
Office of Management	AIG for Management				X*	X*	
	Deputy AIG for Management				X*	X*	
	Administrative Specialists				X*		
	Contracting Officer				X*		
	Senior Human Resources Specialist				X*		
	Human Resources Specialists				X*		
	Budget Director				X*		
	Budget Analyst						X*
	Information Technology Director				X*		
	IT Systems Administrators				X*	X*	
	IT Specialists				X		X*
All Students (Pathways)						X	

Codes
 Exempt 1 – Employees who have a continuing source of funding.
 Excepted 2 – Employees who are necessary to ensure the safety of human life or the protection of property.
 Excepted 3 – Employees who are necessary for the discharge of the President’s constitutional duties.
 Excepted 4 – Employees who are necessary for a short period to ensure an orderly shutdown of operations.
 Excepted 5 – Employees who are authorized by necessary implication
 *These positions could be called back on an as needed basis.

Listing of Contracts

OIG CONTRACT NUMBER:	VENDOR/ COMPANY NAME:	SERVICE:	CONTRACTING OFFICER (CO)	CONTRACTING OFFICER EMAIL:	COR NAME:	COR EMAIL:
TFSAOIG160003	Colonial Parking	Senior Gov't Parking	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Cynthia Poree	Poreec@oig.treas.gov
TFSAOIG16K0009	Kastle Systems, LLC	Bldg. Alarms System - Security	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Valerie Toye	ToyeV@oig.treas.gov
TOIG-OIG-17-F-0001	Commuter Check Services Corp	Employee Transit Subsidy	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Cynthia Poree	PoreeC@oig.treas.gov
TOIG-OIG-17-P-0003	Washington Metro Area Transit Authority	Employee Transit Subsidy	Pamela Robinson	RobinsonP@oig.treas.gov	Valerie Toye	ToyeV@oig.treas.gov
TIRNO-16-Z-00010/ TOIG-OIG-16-K-0001	Cellco Partnership	Verizon Wireless	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Ava Davis	DavisA@oig.treas.gov

Listing Of Contracts

TFSAOIG160005	IMPARK Parting	Parking Law Enforcement	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Jennifer Ward	wardj@oig.treas.gov
TOIG-MCFO-15-0051	AGI	Help Desk	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Ava Davis	DavisA@oig.treas.gov
TFSAOIG16K0014	McConnell & Jones LLP	Gulf Coast Risk Assessment	Victor Chavez	Victor.Chavez@fiscal.treas.gov	Eileen Kao	Kaoe@oig.treas.gov



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

DATE

NON-EXCEPTED MEMORANDUM TO GENERAL SCHEDULE EMPLOYEES

In the absence of either an FY 2018 appropriation, or a continuing resolution for the Department of the Treasury and the Office of Inspector General (OIG), no further financial obligations may be incurred by OIG, except for those related to the orderly suspension of OIG's operations or performance of excepted activities as defined in the Office of Management and Budget memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are not necessary for the orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective [date]. At this time we do not know when this furlough (e.g., nonpay, nonwork status) will end. You should listen to public broadcasts and when you hear that a continuing resolution or an FY 2018 appropriation for the U. S. Department of the Treasury has been approved, you can check your smart phone for further instructions on when you will be expected to return to work.

The lapse in appropriations for the OIG and the resulting curtailment of OIG activities qualifies as an emergency. Thus, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404 (d)(2).

If employees are being retained in your competitive level, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

During the furlough period, you will be in a nonpay, nonduty status. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer, and must remain away from your work place unless and until recalled. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.

Please remember that while you are furloughed, you are still bound by the laws, regulations, and policies governing federal employees, including the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR Part 2635), the Supplemental Standards of Ethical Conduct for Employees of the Department of the Treasury (5 CFR Part 3101), and the Rules of Conduct for Employees of the Department, (31 CFR Part 0). If you decide to engage in outside activities or employment while furloughed, you must comply with OIG Policy Directive 810-01, and obtain prior approval.

Because your supervisor may be furloughed and therefore unable to review your request, please send your outside employment request form to Tricia Hollis, Assistant Inspector General for Management, at hollisp@oig.treas.gov .

You can access the policy and form on your personal computer at the following address: www.treasury.gov/about/organizational-structure/ig/Documents/PD_810-01.pdf.

Employees who have completed a probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing. Employees in the excepted service who have veterans preference may appeal to the MSPB if they have completed one year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal to the MSPB if they have completed two years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to two years or less.

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information from the MSPB at <http://www.mspb.gov/appeals/appeals.htm>. If you do not have internet access, please contact Tricia Hollis, Assistant Inspector General for Management at 202-927-5200 for a copy of the MSPB regulations and appeal form.

Sincerely,



Eric M. Thorson
Inspector General

I acknowledge receipt of this decision.

Employee's Signature

Date

Note – if you responded to the email notification, you do not need to sign this letter. All others will need to return a signed copy to HR in the enclosed envelope.



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

DATE

NON-EXCEPTED (CALL BACK) MEMORANDUM TO GENERAL SCHEDULE
EMPLOYEES

Dear Employee Name,

In the absence of either an FY 2018 appropriation, or a continuing resolution for the Department of the Treasury and the Office of Inspector General (OIG), no further financial obligations may be incurred by OIG, except for those related to the orderly suspension of OIG's operations or performance of excepted activities. These exceptions are defined in the Office of Management and Budget memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are not required for the orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective [date]. You are subject to recall should a determination be made that your services are necessary.

During the furlough period, you will be in a non-pay, non-duty status. While on furlough you will not be permitted to serve as an unpaid volunteer, and must remain away from your work place unless and until recalled. You must also refrain from using your smart phone, laptop or other OIG-issued equipment. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.

At this time, we do not know when this furlough (e.g., nonpay, nonwork status) will end. You should listen to public broadcasts for updates. When you hear that a continuing resolution or an FY 2018 appropriation for the Department of the Treasury has been approved, you should check your smart phone for further instructions on when you will be expected to return to work. If you do not have a smart phone, you should expect to be contacted by your supervisor with instructions.

The lapse in appropriations for the OIG and the resulting curtailment of OIG activities qualifies as an emergency. Thus, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404 (d)(2).

If employees are being retained in your competitive level, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

Please remember that while you are furloughed, you are still bound by the laws, regulations, and policies governing federal employees, including the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR Part 2635), the Supplemental Standards of Ethical Conduct for Employees of the Department of the

Treasury (5 CFR Part 3101), and the Rules of Conduct for Employees of the Department, (31 CFR Part 0). If you decide to engage in outside activities or employment while furloughed, you must comply with OIG Policy Directive 810-01, and obtain prior approval. Because your supervisor may also be furloughed and unavailable to review your request, please send your outside employment request form to Tricia Hollis, Assistant Inspector General for Management, at hollisp@oig.treas.gov. You can access the policy and form on your personal computer at the following address: www.treasury.gov/about/organizational-structure/ig/Documents/PD_810-01.pdf.

Employees who have completed a probationary or trial period or one year of current continuous employment in the competitive service under other than a temporary appointment may appeal this action to the Merit Systems Protection Board (MSPB). Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing. Employees in the excepted service who have veterans preference may appeal to the MSPB if they have completed one year of current continuous service in the same or similar positions as the one they now hold. Employees in the excepted service who do not have veterans preference and who are not serving a probationary or trial period under an initial appointment pending conversion to the competitive service may appeal to the MSPB if they have completed two years of current continuous service in the same or similar positions in an Executive agency under other than a temporary appointment limited to two years or less.

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information from the MSPB at <http://www.mspb.gov/appeals/appeals.htm>. If you do not have internet access, please contact Tricia Hollis, Assistant Inspector General for Management at 202-927-5200 for a copy of the MSPB regulations and appeal form.

Thank you for your continued support and cooperation during this time.

Sincerely,



Eric M. Thorson
Inspector General

I acknowledge receipt of this letter.

Employee's Signature

Date

Note – if you responded to the email notification, you do not need to sign this letter. All others will need to return a signed copy to HR in the enclosed envelope



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

DATE

MEMORANDUM TO SENIOR EXECUTIVE STAFF EMPLOYEES

Dear Employee Name,

In the absence of either an FY 2018 appropriation, or a continuing resolution for the Department of the Treasury and the Office of Inspector General (OIG), no further financial obligations may be incurred by OIG, except for those related to the orderly suspension of OIG's operations or performance of excepted activities. These exceptions are defined in the Office of Management and Budget memorandum for Heads of Executive Departments and Agencies dated November 17, 1981. Because your services are not required for the orderly suspension of operations and you are not engaged in one of the excepted functions, you are being placed in a furlough status effective [date]. You are subject to recall should a determination be made that your services are necessary.

During the furlough period, you will be in a non-pay, non-duty status. While on furlough you will not be permitted to serve as an unpaid volunteer, and must remain away from your work place unless and until recalled. You must also refrain from using your smart phone, laptop or other OIG-issued equipment. Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled.

At this time, we do not know when this furlough (e.g., nonpay, nonwork status) will end. You should listen to public broadcasts for updates. When you hear that a continuing resolution or an FY 2018 appropriation for the Department of the Treasury has been approved, you should check your smart phone for further instructions on when you will be expected to return to work. If you do not have a smart phone, you should expect to be contacted by your supervisor with instructions.

The lapse in appropriations for the OIG and the resulting curtailment of OIG activities qualifies as an emergency. Thus, no advance notification is possible. The customary 30-day advance notice period and opportunity to answer are suspended under the provisions of 5 CFR 752.404 (d)(2).

If employees are being retained in your competitive level, they are required for orderly suspension of agency operations or they are performing one of the excepted activities defined in the OMB memorandum.

Please remember that while you are furloughed, you are still bound by the laws, regulations, and policies governing federal employees, including the Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR Part 2635), the Supplemental Standards of Ethical Conduct for Employees of the Department of the Treasury (5 CFR Part 3101), and the Rules of Conduct for Employees of the

Department, (31 CFR Part 0). If you decide to engage in outside activities or employment while furloughed, you must comply with OIG Policy Directive 810-01, and obtain prior approval. Because your supervisor may also be furloughed and unavailable to review your request, please send your outside employment request form to Tricia Hollis, Assistant Inspector General for Management, at hollisp@oig.treas.gov. You can access the policy and form on your personal computer at the following address: www.treasury.gov/about/organizational-structure/ig/Documents/PD_810-01.pdf.

Senior Executive Service career appointees adversely affected may appeal this action to the Merit Systems Protection Board (MSPB). Employees have a right to representation in this matter and may be represented by an attorney or other person of their choosing.

If you have the right of appeal to MSPB and wish to appeal this action to the MSPB, you must file the appeal within 30 calendar days after the effective date of your furlough. If you wish to file an appeal, you may obtain information from the MSPB at <http://www.mspb.gov/appeals/appeals.htm>. If you do not have internet access, please contact Tricia Hollis, Assistant Inspector General for Management at 202-927-5200 for a copy of the MSPB regulations and appeal form.

Thank you for your continued support and cooperation during this time.

Sincerely,



Eric M. Thorson
Inspector General

I acknowledge receipt of this letter.

Employee's Signature

Date

Note – if you responded to the email notification, you do not need to sign this letter. All others will need to return a signed copy to HR in the enclosed envelope.



OFFICE OF
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

MEMORANDUM FOR EXEMPT EMPLOYEES

FROM: [enter from text]

SUBJECT: Notice of Duty Status

Work for the Small Business Lending Fund/RESTORE Act is not impacted by the absence of either an appropriation, or a continuing resolution for the U.S. Department of the Treasury, Office of Inspector General (OIG). Because of this, your services are necessary and will remain in work status.

During this time, your supervisor will provide you with additional details.

Supervisor Signature

Date