

Arlington National Cemetery

Plan of Operations During a Lapse in Appropriations

Date: September 1, 2015

Description: This Plan of Operations describes the agency's plan for operating in the event of a lapse in appropriations

Purpose

This document describes Arlington National Cemetery's (ANC) plan for operating in the event of a lapse in appropriations.

ANC is funded by the Cemeterial Expenses, Army appropriation and will use remaining funding authority from multi-year appropriations to conduct essential operations during the 1st Quarter of FY 16.

Applicability

The procedures herein apply to all ANC personnel funded through a multi-year appropriation with sufficient available funds at the time of the lapse in appropriations. Employees will report for work at normal times on October 1, 2015.

Designation of Excepted Employees

ANC will continue to conduct operations as normal using remaining funding authority from multi-year appropriations. Sufficient funding remains to pay the salaries of all ANC employees conducting essential operations. The Executive Director, in conjunction with CPAC, will notify excepted employees of their designation. These excepted employees will be expected to show up for normal duty on October 1, 2015.

During the period in which there is a lapse in appropriations, the Executive Director will periodically reassess the agency's functions that need to be maintained, and may amend its designation of those excepted from furlough to increase, decrease, or change those so designated. Upon approval of any change, the Executive Director, in conjunction with CPAC shall make the appropriate notifications to the union and employees.

Employees Subject to Furlough

ANC does not intend to furlough any employee and all employees are expected to report to work on the first day of business following a lapse in appropriations to conduct normal activities

All employees on preapproved official travel are to complete their training, if possible, and to return to their duty station. Any upcoming non-essential official travel shall be cancelled or

postponed.

Any upcoming training shall be cancelled or postponed.

All paid leave will be canceled. Accordingly, any excepted employee who has received preapproval for paid leave during the shutdown period will be furloughed. Any employee who is excepted must report to work.

During the shutdown, should the Executive Director later designate exempted employees as non-exempted employees they may not volunteer to work without pay. Such voluntary services are a violation of the Antideficiency Act and will not be permitted under any circumstances.

Funds Control

The ANC RM or designee will control funds during the shutdown and ensure compliance with applicable laws and regulations. Specifically the ANC RM may, as required and as permitted under the Antideficiency Act and other applicable law:

1. Authorize obligations of funds to the extent permitted during a lapse in appropriations (for example, for excepted activities, or if prior year no-year funds remain unobligated and available)
2. Establish and disseminate procedures for the initiation, review, and approval of purchase requests to ensure that no contractual or other financial commitments are entered into after a lapse in appropriations other than those deemed essential
3. Take necessary actions to adjust allocations as appropriate during periods of lapsed appropriations
4. Ensure that funds are not disbursed that are not available for disbursement.

Human Resources

ANC RM Human Resources Specialists and CPAC will ensure that personnel actions affecting the furlough are processed for all affected employees and that time and attendance records accurately reflect employees' status during the period of furlough. ANC RM Human Resource Specialist will work with the agency's divisions and offices to ensure that records for deferred payment for personnel retained during a shutdown are maintained.

Notification to OMB

The ANC RM is responsible for notifying the Office of Management and Budget (OMB) of the agency's operations in compliance with Section 124 of OMB Circular A-11.

Shutdown Activities for Staff Subject to Furlough

This paragraph is not applicable. Among other things, staff will be instructed to:

1. Report for work at the normal time on October 1st to conduct normal operations;
2. Update "exempted" personnel on their status during the period of the shutdown;
3. Input information into the Defense Civilian Payroll System application on hours worked and leave taken before the lapse in appropriations;

Notification to Public and Staff

The ANC Call Center and the ANC Public Affairs Office will notify the public and employees that ANC remains open for normal operations via the website and telephonically. The Call Center will ensure that the ANC phone lines contain a message regarding the current status of the agency's operations.

Additionally, the agency will utilize the chain of command to contact employees regarding changes in agency status.

Employees are expected to report to work on October 1, 2015 to conduct normal operations.

Required Estimates

- Time required to complete shutdown: Not Applicable
- Number of employees expected to be on-board before implementation of the plan: 143 GS/WG and 19 military
- Number of employees to be retained because their salaries are paid from multi-year appropriations: 143
- Number of employees to be retained to protect life or property: Not Applicable