

**Woodrow Wilson International Center for Scholars
Contingency Plans for Lapse in Appropriations
Revised February 2018**

Overview and Open Status

The Woodrow Wilson International Center for Scholars (aka Woodrow Wilson Memorial and Wilson Center) is a trust instrumentality of the United States established by Congress in 1968 within the Smithsonian Institution (82 Stat. 1356).

Given the Wilson Center has facilities and personnel not funded by current year appropriation and prior year appropriation have funded some activities including residential grantees the Woodrow Wilson Memorial will remain open during a lapse in appropriation. The Wilson Center will also continue activities deemed “excepted” by Office of Management and Budget (OMB) guidance (details below).

The Wilson Center’s facilities at the Ronald Reagan International Trade Center Building are under a GSA lease agreement that waives any payment of rent through August 2028 and the building personnel have advised that the Ronald Reagan Building will not close during a government shutdown, but will operate with reduced levels of services.

Trust-funded activities will continue as scheduled in the event of a federal shutdown as long as they do not require the Wilson Center to incur incidental current-year federal expenses, which cannot be covered with carryover appropriation funding (e.g. an event requiring after-hour guard services may need to be canceled, re-scheduled, or funded through non-appropriated funds).

Federal purchase orders (POs) and contracts which have commenced and are fully obligated will continue in effect provided supervision is not required by a furloughed employee. Contractors should be advised that payments might be delayed depending on the length of a lapse in appropriations.

During a government shutdown this plan will be reviewed periodically and updated as needed.

Employees Status and Reporting for Duty

All federal and trust employees should report to work on the first business day following the lapse in appropriation. Normal business hours shall be observed as duty hours for all employees on this day (i.e. a one day hiatus in alternative work schedules).

Excepted employees are those Federal employees that will be performing excepted activity during a government shutdown. Excepted employees will be notified on or before the first business day following the lapse in appropriation. Excepted employees will not receive a furlough notice unless the excepted activity is eliminated during the lapse in current year appropriation.

As part of the orderly partial shutdown process federal employees who are not excepted will convey to a staff counterpart (federal excepted employees and/or trust employees) knowledge and status of work that will continue when federal funded activities cease during the government shutdown period.

Furlough notifications will be issued to federal employees who are not excepted on the first business day following a lapse in appropriation. Prior to departure from work on furlough status each Federal employee should validate their T&A in webTA for the current pay period. Up to 4 hours of regular time is allowed for orderly shutdown procedures and all remaining time for the current pay period should be marked furlough leave (code 74).

Federal employees in leave status will be notified via email and telephone (or overnight mail when unable to reach via email and telephone) that their leave status has been changed to furlough status.

Federal employees on travel status must return home immediately even when travel authorization is not funded by appropriated funds. Supervisors must notify employees on travel status that they must return to Washington, D.C. immediately and their travel status will change to furlough status as of the completion of the Wilson Center's orderly shutdown procedures.

Information regarding pay and employee benefits is available on the OPM website. The OPM website should be watched for government status of "open," to confirm all Federal employees shall return to work following a government shutdown.

While many employees on furlough may be willing to continue to carry out their research or other duties from their usual office, another site, or from home without pay, the Wilson Center may not legally accept these voluntary services. Personal liability may result if a federal employee on furlough provides voluntary services to their usual place of work.

Operations

The Wilson Center will follow guidance from the Office of Management and Budget as well as the Office of Personal Management in an effort to effect an orderly partial shutdown of Wilson Center's Federal operating activities.

OMB guidance allows for "excepted" Federal activities to continue during a government shutdown. These "excepted" activities at the Wilson Center include the protection of life or property, orderly shutdown of operations, and performing contractual obligations under multi-year funds. OMB guidance also allows for the use of prior-year carryover funding for operations during a government shutdown due to a lapse in current year appropriation. The Wilson Center will engage this guidance to the extent necessary and will not exceed available carryover funding before ceasing federally funded activities. The Wilson Center Director or designee will notify all department heads regarding which personnel are designated as being "excepted" from the shutdown, not to exceed fifteen percent or 6 federal employees of the Wilson Center's current federal employees (37). Department heads from the following Departments and designated staff are to be excepted from furlough: Scholar and Academic Relations; Financial Management, Human Resources, Information Technology, and Support Operations.

Wilson Center Federal employees performing the following Wilson Center activities will be “excepted from a furlough due to lapse in current year appropriation:

Employees responsible for the care, custody, and protection of National Collections, archival materials, and the library;

Employees responsible for the care, custody, and protection of the facility that house the National Collections, archival materials, and library;

Employees providing for the security and safety of the staff and other individuals in the Wilson Center’s facility, including the care and safety of excepted employees;

Employees responsible for the preservation and security of the physical plant and essential communications and information technology systems, including staff who support excepted employees;

Employees fulfilling obligations under existing contracts necessary to protect life or property; and

Human Resources Office staff and Financial Management Office staff performing activities related to the furlough, service to non-furloughed staff, payroll validations and certifications for both furloughed and non-furloughed staff, and the continuation of human resource services and financial services for the excepted activities.