

**Woodrow Wilson International Center for Scholars  
Plan for Federal Funding Hiatus  
Revised August 2015**

# Table of Contents

<b>Wilson Center Plan of Operations for a Potential Lapse in Appropriations</b>	<b>3</b>
<b>Purchase Orders, Contracts, and Travel Procedures to be Implemented as a Result of a Lapse in Appropriations</b>	<b>4</b>
<b>Individual Fellowship and Public Policy Grantee Procedures to be Implemented as a Result of a Lapse in Appropriations or in Preparation for a Lapse in Appropriations</b>	<b>5</b>

## **Wilson Center Plan of Operations for a Potential Lapse in Appropriations**

The Woodrow Wilson International Center for Scholars (also known as Wilson Center) is a trust instrumentality of the United States funded in part by an annual Federal Appropriation through the Interior, Environment and other Related Agencies Appropriation Bill. The Wilson Center's Federal Appropriation represents about one-third of its total annual budget. The other two-thirds of the Wilson Center's annual budget is funded with Trust funds (sources other than its annual appropriation).

If there is a lapse in Federal funding as a result of failure to pass an appropriation bill, the Wilson Center will **not** close. The Wilson Center has facilities and personnel not funded through its annual appropriation. 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 should no appropriation bill be passed. About two-thirds of Wilson Center staff is not funded through its Federal Appropriation.

In an effort to effect an orderly partial shutdown of the Wilson Center's Federal activities, should there be no additional Continuing Resolution spending authorization or an annual appropriation bill passed, all staff not in a leave status, including Federal employees will be instructed to report to work on the first business day following the lapse in appropriation for their regularly scheduled tour of duty to implement the Center's operating plan for a lapse in government funding. Work status reports will be provided by Federal staff to non-Federal staff and furlough notifications will be issued to Federal employees. 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. Each employee will be advised in the furlough notification that the Center has established a centralized call-in line that will include a recorded message regarding reporting status for Federal employees. The furlough notice will also advise Federal employees that they may not work or volunteer at the Wilson Center during the furlough period and disregard of this law may result in significant fines to the individual Federal employee. The implementation of the Wilson Center's reduced level of activity as a result of a lapse in appropriations is anticipated to be completed within 4 hours, one business day following shutdown to allow Federal employees to impart upon their trust-funded counterparts, knowledge of work that will continue even if Federal activities cease.

The Center's website will remain operational during a Federal funding hiatus with any scheduled or unscheduled repairs or maintenance to be paid with non-appropriated funding throughout the lapse in appropriation.

The Center has identified one excepted employee from the Information Technology Office to protect the intellectual property residing within the Center's network and on its computers. This individual will also monitor the Center's IT infrastructure to ensure that

the network remains secure and will not be compromised during a lapse in appropriations.

During a lapse in appropriations all facilities related questions should be directed to the Director of Support Operations.

**Purchase Orders, Contracts, and Travel Procedures to be Implemented as a Result of a Lapse in Appropriations**

Federal purchase orders (POs) and contracts fully obligated will continue in effect, though payment may be delayed depending on the length of a lapse in appropriations. POs in effect and fully obligated include maintenance and service POs for information systems, phone system, and other equipment. During the period of lapse in appropriations no Federal appropriated funded contracts or POs will be approved or amended. POs which have not had any related expense incurred by the vendor should be canceled. For example: All approved Federal POs for lodging associated with travel shall be canceled.

All Trust funded POs and contracts will continue to be processed but with anticipated delays due to limited staff.

Trust funded travel for event participants, provided they are not U.S. Government employees, and travel for non-Federal Wilson Center staff may continue as scheduled.

All approved Federal appropriated funded travel will be canceled prior to the trip until sufficient appropriated funding is provided through an appropriation bill execution. Likewise, all Federal funded travel in process will be canceled immediately requiring all Federal travelers to return home (or to point of travel origination).

The Fiscal Assistant (Federal Employee) of the Financial Management Office will work with supervisor and SI travel services office to cancel and deobligate necessary travel prior to beginning furlough period.

The Contract Specialist (Federal Employee) of the Financial Management Office will provide Procurement Technician (non-Federal employee) with a list of POs which need to be canceled or suspended as a result of the lapse in Federal Appropriated funding. The Contract Specialist will also provide the procedures to cancel POs with the vendors.

**Individual Fellowship and Public Policy Grantee Procedures  
to be Implemented as a Result of a Lapse in Appropriations or in Preparation for a  
Lapse in Appropriations**

Both Trust funded and Federal appropriated funded fellows, scholars and research interns should continue their research as set-forth in the grant agreement as these grants are already fully obligated/funded. Monthly stipend payments associated with Federal grants may be delayed.

There will not be any new individual Federal grants offered or obligated during a lapse in appropriations.

When a government shutdown appears inevitable, it is recommended that fellows, scholars, and research interns attempt to plan ahead to the extent possible, since many area research resources will not be available during a lapse in appropriations.

The Wilson Center Library doors will remain open with the Circulation Desk closed. The Wilson Center's Federal funded library staff will be furloughed during a lapse in appropriations and therefore will not be available to assist fellows, scholars, interns or staff with internal Wilson Center resources or with requests for books from the Library of Congress. During a lapse of appropriations, library materials should be used in the library only.

During a lapse in appropriations, all fellows, public policy scholars and interns should direct their questions and concerns to the Education Program Specialist (non-Federal employee) of the Wilson Center's Scholar Administration Office.