



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D. C. 20503

November 13, 1995

THE DIRECTOR

M-96-02

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS
AND AGENCIES

FROM: Alice M. Rivlin *AMR*
Director

SUBJECT: Planning for Agency Operations in the Absence
of Appropriations

This memorandum follows up on my memorandum of last week, and is intended to provide further guidance on planning for shutdown.

The current Continuing Resolution (CR) expires at midnight tonight, Monday, November 13, 1995. We have no indication yet whether Congress will act today and pass an acceptable CR. Therefore, beginning tomorrow morning, Tuesday, November 14, 1995, the head of each agency must be prepared to implement his or her existing plan for closing down operations funded by accounts that have not received appropriations.

All employees should report to work tomorrow. During the day tomorrow, we will advise you on whether your shutdown plan is to be implemented, as follows:

- Shutdown. If no CR has been enacted or will likely be enacted Tuesday, we will issue instructions initiating a phase-down of activities for non-excepted employees.
- Normal Operations. If a CR will likely be enacted on Tuesday, we will advise agencies to operate in a normal manner.

Again, we thank you for your cooperation in these difficult circumstances. We will continue to keep in close touch with you as developments unfold.