



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



10/23/23

October 23, 2023

DOA CIRCULAR NO.: 2024-004

MEMORANDUM

To: All Line Departments and Agencies
From: Director, Department of Administration
Subject: Request for Contingency Plans
RE: Federal Government Shutdown

Buenas yan Håfa Adai! As you know, after 45 days beginning October 2, 2023, potentially another federal government shutdown may occur. In preparation for possible interruptions in program administration and services, the Department of Administration is requesting for the status of affected programs and/or services to include any contingency plans for mitigating or addressing the negative impact of a federal government shutdown on departmental or agency operations.

Your department or agency is requested to make the necessary assessments and come up with an actual dollar amount figure of the impact on any shortfalls to program appropriations should a federal government shutdown occur. To address any shortfalls on program appropriations and services, please be reminded that departmental or agency contingency plans may need to be prepared and implemented should a government shutdown materialize (see additional information previously provided).

If you have any questions, please do not hesitate to contact our Classification and Pay Branch at 671-475-1174/1201/1131. **Si Yu'os Ma'ase!**

for
EDWARD M. BIRN

Attachment