



Dear Colleagues,

As you know, funding for part of the government expired on December 21st. EPA has sufficient carryover funds to continue to operate for the remainder of this week. However, in the event an appropriation is not passed by midnight Friday, December 28th, EPA will initiate orderly shutdown procedures.

Should a shutdown occur, employees will be placed on furlough. Employees will receive instructions, which includes accessing and reading your furlough notice over email, changing your voicemail message, enabling your electronic out-of-office message, and completing your time card. These activities should be done on your first scheduled workday and employees may conduct these activities remotely. All travel is cancelled for furloughed employees. If you are required to work as part of excepted or exempted activity, you will be notified separately.

We encourage you to review the [Office of Personnel Management's](#) shutdown furlough website, which provides additional guidance.

Thank you for your dedication to EPA and the American people. Have a safe and happy New Year.

Andrew Wheeler
Acting Administrator