



U.S. AbilityOne Commission Operations in the Absence of Appropriations

March 11, 2025

1. Purpose

To outline Agency policy guidance and instructions for actions to be taken when Congress fails to enact regular appropriations, a continuing resolution, or a needed supplemental, resulting in an interruption of funds availability.

In the absence of appropriations:

- a) Federal officers may not incur any obligations that cannot lawfully be funded from prior appropriations unless such obligations are otherwise authorized by law.
- b) Federal officers may incur obligations as necessary for orderly termination of an agency's functions, but funds may not be disbursed.

2. Scope

This plan applies to all personnel to include the one (1) Special Government Employee (a private citizen Presidential appointee).

3. Policy and Procedures

To execute an orderly shutdown, the following information is provided:

- a) Estimated time to complete shutdown: One half-day.
- b) Number of on-board employees prior to execution: 45 (includes OIG).
- c) Number of employees retained under plan: The Commission will retain a total of six (6) employees -- four (4) from the Agency staff (Executive Director, Deputy Executive Director, General Counsel, and Director of Business Operations) and two (2) from the Office of the Inspector General. These six (6) employees will perform only those work functions that are necessary during a shutdown.
- d) Executive Director will notify OMB that shutdown procedures have been initiated.
- e) Chief of Staff will notify building management of shutdown status.

- f) Chief of Staff will notify all agency personnel of shutdown status.
- g) Chief of Staff will initiate action to issue furlough notices and other instructions as appropriate.
- h) Chief of Staff will direct the Contracting Officer to notify agency contractors of shutdown status and other instructions as appropriate.
- i) Chief Information Officer will ensure IT equipment is secured.
- j) Brief summary of significant work activities that will continue during a lapse in appropriations:

Agency:

The excepted designation applies to certain work functions performed by the Executive Director, Deputy Executive Director, General Counsel, and Director of Business Operations that ensure the completion of necessary contract actions for requirements across the AbilityOne Program that are not subject to the lapse in funding, or are excepted from the lapse in funding. These employees must periodically review incoming contract requests and transactions, to determine whether they require immediate action to prevent interruptions in critical supplies or services, which may result in loss or serious injury. If it is necessary to complete or approve a funded or exempted contract action to prevent interruption of critical supplies or services, necessary steps may be taken.

Office of Inspector General:

The excepted designation applies to the Acting Assistant Inspector General for Investigations, periodically reviewing Hotline Calls for complaints of a serious or life-threatening nature. In the event of an immediate and serious threat to health or safety, necessary steps may be taken to prevent loss or serious injury. The excepted designation also applies to the Inspector General, periodically reviewing incoming messages to ensure there are no urgent items that threaten public health, welfare, or safety that come to the Inspector General's attention and that require immediate action. The Inspector General or the Assistant Inspector General for Investigations may take the necessary steps to prevent loss or serious injury.

- k) Contracting efforts not impacted by the shutdown will continue.
- l) Brief summary of significant agency activities that will cease during a lapse:

Apart from the work being performed by the employees identified in 3(c) of this plan, who will be working during a shutdown, the remainder of U.S. AbilityOne Commission operations will discontinue for the duration of a shutdown. Operations to process nonprofit organizations' routine procurement transactions will cease during the shutdown period. This will cause administrative delays in documentation but not will not impact AbilityOne performance of mission-critical services for Federal customers.



m) Resuming operations:

Chief of Staff will notify agency personnel when the shutdown ends and employees are due back to work.

When directing employees to “close down” their individual and group work functions, the Commission will provide information to employees to monitor the status of appropriations.

This information will include links to OMB websites that will provide updates on the status of agency appropriations.

Employees will also be informed that they will be expected to return to work the workday following resolution of conditions that led to the shutdown.

After resumption of orderly operations, supervisors will be informed of their ability to offer leave flexibility to employees who may not have returned to work as scheduled due to extenuating circumstances.

4. References

- a) OMB Circular No. A-11 (2024), Section 124
- b) OPM [Guidance for Shutdown Furloughs](#)

5. Review

This plan for Operations in the Absence of Appropriations, also known as a Section 124 Plan, has been prepared and reviewed by the undersigned. It complies with guidance provided in the reference documents and approved.

Kimberly M. Zeich
Executive Director

