

January 21, 2018

NATIONAL GALLERY OF ART

Summary of Contingency Plans in the Absence of Appropriations

In the event of a lapse in appropriations, the National Gallery of Art will continue normal operations necessary to remain open to the public to the extent that the availability of unexpired two-year and no-year appropriations will permit in compliance with appropriate guidance from the Office of Management and Budget. Once the Gallery notifies staff that it can no longer continue normal operations, the Gallery will proceed with an orderly shutdown of activities as described below on the next regular workday after unexpired funds are no longer available.

I. Shutdown of the Gallery, cancellation of public programs and events

During a lapse in federal funding, the Gallery and its grounds, including the Sculpture Garden, will be closed to the public. All public programs and events will be cancelled.

The Gallery also will be closed to employees. With few exceptions, the Gallery's employees will be furloughed and will not be permitted to work. The only Gallery employees permitted to work will be those who are needed initially to perform an orderly shutdown of operations and then a small number who are excepted by law from the furlough.

Shutting down the Gallery to the public, curtailing operations, and furloughing non-excepted employees is expected to take no more than one-half of a workday.

Employees excepted by law generally will include only those who are required to protect life and property, including maintaining and protecting the collections and the buildings. Such employees will be required to work during the lapse in funding.

The Gallery is prohibited from accepting voluntary services from federal employees to continue their regular duties and staff who are not excepted will not be permitted to work from home or another site and may not access Gallery email or any other Gallery information technology systems.

II. Excepted activities

Excepted employees will consist of those with the following responsibilities:

- Security for the collections, buildings, grounds and other property and equipment.
- Operations, maintenance, trades and crafts personnel required to maintain environmental controls and critical elements of the facilities to protect the art and to respond to emergencies.

- Experts required for the care and, if necessary, movement of art.
- Certain additional professional and technical staff required to: oversee performance of emergency and safety-related contracts; maintain critical telecommunications, IT, and other systems; and perform additional shutdown related and excepted functions.

III. Procedures

Upon notification from the Office of Management and Budget that the Gallery's shutdown plan is to be implemented, the Gallery will begin orderly shutdown activities. Employees will be instructed as to how to proceed so that the buildings may be closed and secured within four (4) hours of the start of the employee's next assigned duty shift.

If the shutdown occurs on a Saturday or Sunday, employees who are scheduled to work on a Saturday or Sunday will likely be instructed to report for duty on their regularly scheduled day and time. Employees who are not designated as excepted will have up to four (4) hours to complete necessary work for an orderly shutdown of their activities and will be released from duty as soon as that work is completed until funding is restored and normal business resumes.

Employees whose first scheduled duty day within a shutdown period is Monday will likely be required to report for work on Monday to complete necessary work for an orderly shutdown. Employees who are not designated as excepted will be given up to four (4) hours to complete an orderly shutdown and will be released from work until funding is restored and normal business resumes. Supervisors will notify employees of their duty status prior to the expiration of the four hours.

Notice will be posted at the Gallery's entrances to inform the public that the Gallery is closed. The Gallery's website (www.nga.gov) will state that the Gallery is not responding to inquiries, accepting online purchases, sending out newsletters, or updating the site or its calendar. The main Gallery telephone number (202-737-4215) will have a recorded message about the Gallery's status. Furloughed employees will be asked to create out-of-office return email messages and recorded messages on their office phones to explain that they are unavailable because of a lapse in federal funding.

Employees will be directed to consult the Office of Personnel Management's website (www.opm.gov) and to monitor local television and radio stations for information about returning to duty.

[This version of the plan supersedes all previous versions.]