



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

## Memorandum

**Date:** September 27, 2013

**To:** Insular Area Heads of Government

**From:** Nikolao I. Pula, Director, Office of Insular Affairs

**Subject:** Preparing for a Partial Federal Government Shutdown

Although the Office of Insular Affairs remains optimistic that an agreement will be reached on the federal budget in time to avoid a partial government shutdown on October 1, 2013, we ask that the insular area governments begin to prepare for the likely impacts of a shutdown should it occur.

Please note that only a small staff will be able to remain on duty within the Office of Insular Affairs in the case of a shutdown. For the immediate future, only the financial assistance functions related to on-going Capital Improvement Program projects can be maintained. We expect, however, that requests for payments will be slowed significantly as fewer financial management personnel will be on duty in the Department of the Interior's offices.

The majority of routine financial assistance functions such as the awarding of grants, the reviewing of proposals and amendments, the collection of reports, as well as the processing of Technical Assistance program and other grant payment (drawdown) requests will cease during the shutdown period.

Scheduled trips by Office of Insular Affairs staff to conduct site visits as well as attend conferences and meetings will be cancelled during the shutdown period. In addition, because the vast majority of staff will be furloughed, they will not be available to respond to any inquiries that are made via email or telephone.

As mentioned, we are hopeful that a shutdown will be averted and ask for your patience and understanding during this period of uncertainty.