

**NATIONAL RECONNAISSANCE OFFICE**

14675 Lee Road  
Chantilly, VA 20151-1715

**Office of the Director Announcement**

**Number 2015-17**

**11 September 2015**

**(U) PLANNING IN THE EVENT OF AN ABSENCE OF CONGRESSIONAL APPROPRIATIONS**

(U) The following summarizes the planning guidelines and personnel resources required to deal with an absence of congressional appropriations as addressed in Office of Management and Budget (OMB) Circular A-11, Section 124. This plan has been reviewed by the National Reconnaissance Office (NRO) General Counsel and supersedes all previous direction on this topic.

**(U) PLANNING GUIDELINES:**

(U) This plan applies to all NRO personnel detailed or assigned to the NRO.

~~(S//NF)~~ In the event of a funding hiatus, the NRO will maintain [redacted] sustain core corporate decision-making capabilities, [redacted]. These functions will be defined as "essential." All others will be characterized as "non-essential." Government civilian personnel associated with non-essential activities will be furloughed or otherwise directed not to report to work. Contractors will follow the direction contained in the CONTRACTORS AND CONTRACTING paragraph below.

(b)(1)  
(b)(3)

**(U) NRO essential functions are defined to include:**

a. (U) Maintain [redacted] services and products; and

(b)(3)

b. ~~(S//NF)~~ Maintain [redacted] capabilities to ensure the timely delivery of critical national reconnaissance data.

(b)(1)  
(b)(3)

**(U) Essential functions are further limited to:**

a. (U) Activities and sites required to maintain [redacted]

(b)(3)

CL BY: [redacted]  
DECL ON: 20400917  
DRV FROM: INCG 1.0, 13 February 2012

(b)(3)

~~SECRET//NOFORN~~

SUBJECT: (U) Planning in the Event of an Absence of Congressional Appropriations

b. (U) Activities required to keep all NRO facilities, information, and assigned personnel to support the above functions;

c. (U) Assignment of minimal government staff required to oversee the above functions;

d. (U) A core corporate decision making body consisting of [redacted] directed as necessary to make and implement decisions; and

(b)(3)

e. (U) Activities required to support [redacted]

(b)(3)

**(U) IN ADDITION:**

a. (U) No travel will be authorized except as necessary to support essential functions;

b. (U) Special access control procedures will be implemented at all NRO facilities to enforce furlough staffing guidelines; and

c. (U) Development programs will be sustained to the extent they can be supported with already-obligated funds. However, all associated program management activities to include program status review, design reviews, and site visits will be postponed.

**(U) MINIMUM-ESSENTIAL STAFFING REQUIREMENTS:**

a. (U) See the Attachment for summary of NRO essential staffing requirements.

b. (U) Directorate and Office (D and O) Directors will identify essential personnel on a case-by-case basis based on the prevailing circumstances at the time the furlough is expected to start. Because military personnel are exempt from a furlough, Ds and Os should first check to see if appropriate military personnel are available to perform essential functions. Ds and Os recommended personnel, identified by name, position, and career service affiliation, will be forwarded to the Office of Strategic Human Capital for coordination and the NRO Front Office for approval. D and O Directors will provide justification if the number of retained civilian essential personnel exceeds [redacted] of the civilian personnel actually on-board at the start of the furlough.

(b)(3)

SUBJECT: (U) Planning in the Event of an Absence of Congressional Appropriations

**(U) GENERAL GUIDANCE FOR THE GOVERNMENT WORKFORCE:**

a. (U) All military personnel designated as supporting essential activities will report to their duty stations as assigned. Military personnel supporting non-essential activities will remain on call to support surge activities.

b. (U) Government civilians designated as essential will report to work as directed by their supervisors. All other government civilian personnel will be on furlough.

**(U) CONTRACTORS AND CONTRACTING:**

(U) During a funding hiatus, the NRO may enter into contracts, or place task orders under existing contracts, only when necessary to support essential activities. For existing contracts for which all funding has been exhausted, the NRO may continue to accept goods or services only if these deliverables support an essential activity. Contractors will not be paid for such obligations incurred during the funding hiatus until an appropriation is enacted. For existing contracts with available funding, work may continue regardless of whether the deliverables support essential activities, but no payments will be made during the funding hiatus.

**(U) CONTINUING ACTIVITIES:**

~~(S//NF)~~ [redacted] as well as essential supporting functions will be sustained. These mission essential supporting functions include [redacted] as well as [redacted]. In addition, [redacted] will be maintained to preserve and protect NRO resources and to maintain a corporate decision making capability. [redacted] will be specifically exempted from furlough requirements.

(b)(1)  
(b)(3)

**(U) CURTAILED ACTIVITIES:**

(U) Everything not characterized as essential.

**(U) SUSTAINABILITY/IMPACT:**

a. (U) Retained personnel should be sufficient to sustain essential operations for approximately three weeks of minimum operations. However, in the event of a crisis or major system anomaly, additional personnel will be designated essential.

b. ~~(S//NF)~~ Consistent with OMB guidelines, most routine acquisition management, contract administration, contractor oversight,

SUBJECT: (U) Planning in the Event of an Absence of Congressional Appropriations

and financial operations will cease as will most headquarters administrative functions. All non-mission-essential security operations to include [redacted] will also cease as will [redacted]. More importantly, [redacted] [redacted] will largely cease. Due to the stand-down of most NRO contract administration and financial operations capabilities and the furlough of associated personnel, the backlog of undefinitized contract actions; and unprocessed contractor invoice payments will [redacted] [redacted]. Depending on the length of the funding hiatus, major system acquisitions may eventually have to be delayed or even terminated which will result [redacted] [redacted] as well as [redacted].

(b)(1)  
(b)(3)

**(U) ESTIMATED TIME TO IMPLEMENT A SHUTDOWN:**

(U) All non-essential functions will be shutdown in one-half day or less.

  
 Betty J. Sapp  
 Director

Attachment:  
 (U) Funding Hiatus Personnel Planning  
 Summary Retained Personnel (U)

**Attachment**  
 Funding Hiatus Personnel Planning Summary  
 Retained Personnel

Personnel Category		Personnel On-Board at the Start of the Shutdown	Personnel Designated as Essential	Percentage	
1.	Military, law enforcement or provision of health care*		Exempted	Exempted	(b)(3)
2.	Compensation financed other than by annual appropriations		None	NA	
3.	Employees not otherwise exempt retained to protect NRO facilities, information, assigned personnel and to sustain mission-essential operations				

\* Note: The NRO does not have law enforcement personnel or personnel involved in the direct provision of health care services.

\*\* Note: Includes total government civilian personnel in all categories assigned to NRO as of 31 Aug 15.

**EXPLANATION FOR RETAINED PERSONNEL:**

The number of retained Category 3 personnel [redacted] (b)(3)  
 [redacted] sustain uninterrupted overhead reconnaissance operations to meet critical national intelligence and military operational support requirements; [redacted]  
 [redacted] and the decision to [redacted]