

**U.S. OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION
PLAN FOR SHUTDOWN IN THE ABSENCE OF AN AVAILABLE APPROPRIATION
OR CONTINUING RESOLUTION
JANUARY 2026**

| Lapse Plan Summary Overview | |
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| Estimated time (to nearest half day) required to complete shutdown activities: | 4 HOURS |
| Total number of agency employees expected to be on board before implementation of the plan: | 43 EMPLOYEES |
| Total number of agency employees expected to be furloughed under the plan (unduplicated count): | 41 EMPLOYEES |
| Total number of employees to be retained under the plan for each of the following categories: | |
| Compensation is financed by a resource other than annual appropriations: | 0 EMPLOYEES |
| Necessary to perform activities expressly authorized by law: | 1 EMPLOYEE |
| Necessary to perform activities necessarily implied by law: | 0 EMPLOYEES |
| Necessary to the discharge of the President's constitutional duties and powers: | 0 EMPLOYEES |
| Necessary to protect life and property: | 1 EMPLOYEE |
| Brief summary of significant agency activities that will continue during a lapse: | |
| The information technology specialist will monitor and protect the Review Commission's network infrastructure and collect and safeguard the agency's mail. A Presidential appointee (the agency's Chairman) is necessary to perform activities expressly authorized by law. | |
| Brief summary of significant agency activities that will cease during a lapse: | |
| All duties will cease with the exception of the above. | |

In accordance with the Office of Management and Budget (OMB) Circular, A-11, Section 124, the following constitutes the plan of the Occupational Safety and Health Review Commission (OSHRC or Review Commission) for an orderly shutdown in the absence of an appropriation or continuing resolution.

1. Agency employees will be given the earliest possible notice of a shutdown due to the absence of an appropriation or continuing resolution. As soon as possible, the Review Commission will provide each employee with written notice (either individually or via e-mail) that the agency is shutting down due to the absence of an appropriation or continuing resolution to fund agency operations.

2. To ensure compliance with the requirements of the Antideficiency Act (ADA), 31 U.S.C. §§ 1341-1342, OSHRC's priority during a shutdown is to limit the creation of obligations to the minimum necessary to protect life and property (e.g., agency resources having more than nominal value). During a shutdown, no agency employee shall take any action to disburse Federal funds.
3. When OSHRC officials are notified by OMB to commence a shutdown, the following will occur:
 - a. On the first regular workday following the absence of an appropriation or continuing resolution, all agency employees scheduled to work will, unless informed otherwise by their supervisors, report to work or telework, if appropriate, at their normal start time(s). Agency employees not scheduled to report to the Review Commission's physical workplace may be asked to report or log on remotely at their supervisor's discretion.
 - b. Agency employees reporting to work will begin the orderly shutdown of agency operations. Normally, this will involve securing the workplace and making sure that critical agency infrastructure and/or working material (e.g., case files, important documents, office equipment, etc.) are secured during the shutdown. This process may also include canceling meetings, hearings, and other scheduled Commission business; answering telephones and advising callers of the pending shutdown; securing files, confidential materials, official work papers and documents; documenting the status of projects so that work can be resumed with the least disruption possible, etc.
 - c. Agency employees not designated as excepted will receive a furlough notice and must acknowledge receipt as instructed in the notice. As stated in the notice, the furlough is not expected to exceed 30 days. In the event that the lapse of appropriations extends beyond 30 days, agency employees not designated as excepted will be notified by excepted agency leadership to access their OSHRC email for the sole purpose of receiving another furlough notice and acknowledging its receipt.
 - d. Employees on temporary assignments away from their normal duty stations at the time of an appropriation lapse will be notified to make arrangements to return home immediately. For travel planned at the onset of the appropriation lapse, the Review Commission should make a determination of reasonableness and practicality based on the length of the assignment compared to the anticipated length of the lapse, so as to minimize the burdens of having to reschedule.
 - e. Unless designated under this plan as excepted, Review Commission employees should not, following the cessation of orderly shutdown procedures, conduct any further agency business, whether on a "voluntary basis" or otherwise. Furloughed employees are prohibited from using the agency's information technology systems, communications systems, or other resources during the period of the

shutdown. In addition, furloughed employees are not permitted to monitor their agency email or use the agency intranet (e.g., SharePoint).

- f. All contractor personnel serving the agency under either a time-and-material or labor hour contract will be notified that they should cease work until further notice.
4. The Review Commission's plan for an orderly shutdown also includes the following:
 - a. Time to complete the shutdown. Normally, unless directed and approved by a supervisor, all shutdown activities should be completed as quickly as possible, in a period not to exceed four (4) hours (one half-day). Agency employees will record the time expended on shutdown activities to the nearest fifteen (15) minutes.
 - b. Number of employees expected to be on-board before implementation of the plan. The National Office of the Review Commission is located in Washington, D.C. There are currently thirty-seven (37) employees assigned to this location. There is a regional office in Denver, CO which currently has six employees. The total number of Review Commission employees is currently forty-three (43).
 - c. Total number of excepted employees to be retained under this plan to protect life and/or property. The Review Commission will retain one employee. An information technology specialist will be retained to monitor and protect the Review Commission's network infrastructure which includes the equipment, hardware and software, automated systems, etc. The information technology specialist will also be required to collect and safeguard the agency's mail.
 - d. Total number of excepted employees to be retained under this plan to perform activities expressly authorized by law. The Review Commission will utilize one Presidential appointee (i.e., Chair/Commissioner) for this purpose.
5. The Review Commission has three Commissioners who are Presidential appointees and confirmed by the Senate; the incumbents of these positions are not subject to furlough (only one of these positions is currently occupied). Unless instructed otherwise by the Chair or their designee, Commissioners should not engage in any activity that would cause the agency to incur additional obligational liability.
6. Employees should monitor various media sources (e.g., local news, WTOP, OPM's website at www.opm.gov) for information about when appropriations will be restored. Employees may also check the agency's website using a personal device (e.g., computer, mobile phone) and/or dial (202) 606-5100 extension 222 to hear a recorded message about when agency operations will resume once appropriations are restored. Supervisors will allow the use of annual leave, compensatory time off, or credit hours if reporting to work or teleworking (if applicable) on the day specified by the agency is not possible for

employees. Agency activities, including oversight and disbursement of contract funds, will resume immediately after appropriations are restored.