

URGENT MESSAGE FROM THE DEPUTY UNDER SECRETARY FOR MANAGEMENT

As a national security agency, it is imperative that the Department of State carries out its mission. We are best positioned to do so with fully staffed embassies, consulates, and domestic offices.

Recognizing the increasing hardship to employees caused by the ongoing lapse in appropriations, the Department is taking steps to make additional funds available to pay employee salaries. By taking these steps, the Department expects to be able to resume most personnel operations and fund most salaries beginning with Pay Period 2. **As a result, all State Department direct-hire employees and State Department locally employed staff are expected to report to work on their first work day in Pay Period 2.** For most employees, that will be January 22. For some overseas posts, where Sunday is the first day of the work week, that will be January 20. Contractors should contact their COR for reporting instructions.

Employees will be paid for work performed beginning on or after January 20 and will receive paychecks for Pay Period 2 on time on February 14. Beyond Pay Period 2, we will review balances and available legal authorities to try to cover future pay periods.

Employees, including those who have performed excepted functions, will not be paid for Pay Period 26 and Pay Period 1 (the time period between December 22, 2018, and January 19, 2019) until FY 2019 appropriations are enacted.

Although most personnel operations can resume, bureaus and posts are expected to adhere to strict budget constraints with regard to new spending for contracts, travel, and other needs, consistent with Section B of the Department's guidance on lapse in appropriations.

Thank you for your continued cooperation.

Very Best Regards,

Bill Todd  
Deputy Under Secretary for Management