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September 26, 2025

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-035

TO: All Line Departments and Agencies
FROM: Director of Administration
SUBJECT: Request for Contingency Plans
RE: Federal Government Shutdown

Buenas yan Håfa Adai! A federal government shutdown may occur beginning October 1, 2025, if the federal government does not pass legislation for continued government funding. In preparation for possible interruptions in program administration and services, the Department of Administration is requesting the status of affected programs and/or services, to include any contingency plans for mitigating or addressing the negative impact of a federal government shutdown on departmental or agency operations.

Your department or agency is requested to make the necessary assessments and come up with an actual dollar amount figure of the impact on any shortfalls to program appropriations, should a federal government shutdown occur. To address any shortfalls on program appropriations and services, please be reminded that departmental or agency contingency plans may need to be prepared and implemented should a government shutdown materialize.

Should a federal government shutdown occur, affected departments and agencies are requested to provide their contingency plans to our Department as soon as possible so that we may provide guidance in areas where we are able to assist.

If you have any questions, please do not hesitate to contact our Classification and Pay Branch at (671) 475-1174/1201. ***Si Yu'os Ma'ase!***

EDWARD M. BIRN