



United States Department of State

Washington, D.C. 20520

January 15, 2019

To Whom It May Concern:

Since December 22, 2018, the Department of State has been partially shut down due to a lapse of appropriations. As a result, many State Department employees have been subject to furlough, placing them in a non-pay status. Even those employees who are reporting to work to perform excepted functions have not been receiving pay.

Because they have not been paid during the lapse in appropriations, some of our employees may have difficulty meeting their financial obligations on time. This lapse in appropriations is beyond our employees' control. We appreciate your organization's understanding and flexibility toward State Department employees until this situation is resolved.

Our employees will be returned to pay status as soon as possible. We hope this letter helps explain the furlough process that our State Department employees are subject to through no fault of their own. We extend our thanks in advance for your patience and compassion towards our employees during this time when they are negatively impacted by the lapse in appropriations.

Sincerely,

A handwritten signature in blue ink that reads "William E. Todd".

William E. Todd
Deputy Under Secretary for Management