



**Homeland  
Security**

December 22, 2018

To Whom It May Concern:

On December 22, 2018, the Department of Homeland Security (DHS) was partially shut down due to a lapse of appropriations. As a result, many DHS employees were subject to furlough, which placed them in a non-pay status until Congress passes an appropriation. In addition, even those employees who are reporting to work to perform excepted functions will not receive pay until an appropriation is passed by Congress.

Because these employees will not receive pay during the lapse in appropriations, some of our employees may have difficulty in timely meeting their financial obligations. This lapse in appropriations is expected to be a temporary situation and one that is beyond our employees' control. We appreciate your organization's understanding and flexibility toward DHS 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 for our DHS employees, and we extend our thanks for your patience and compassion towards our employees during this time when they may be negatively impacted by the lapse in appropriations.

Sincerely,

A handwritten signature in cursive script that reads "Angela Bailey".

Angela Bailey  
Chief Human Capital Officer