



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230



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January 20, 2018

MEMORANDUM FOR To Whom It May Concern

FROM: Kevin E. Mahoney *Denise A. Yrag*
Director of Human Resources Management and
Chief Human Capital Officer

SUBJECT: Notice to Creditors

This letter certifies that employees of the Department of Commerce have been placed on emergency furlough because a Fiscal Year 2018 appropriations bill has not been passed by Congress and/or signed by the President of the United States. Through no fault of their own, Commerce employees will not be paid their salaries for the duration of this furlough.

While I anticipate this will be a short-term event, I recognize that employees have financial obligations that must be met. Therefore, I ask that you consider the temporary and unforeseeable nature of this furlough when making decisions which will affect Commerce employee's finances.

Once the furlough has ended, employees will begin receiving their salaries again.

Your patience and consideration in this matter is appreciated.