



U.S. COMMODITY FUTURES TRADING COMMISSION

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Human Resources Branch

MEMORANDUM

TO: Whom it May Concern

FROM: Laurie Lindsay 
Chief Human Capital Officer

DATE: October 1, 2013

SUBJECT: Financial Hardship Resulting from Federal Shutdown due to Lapse of Appropriation

As you may be aware, on October 1, 2013, many federal agencies were partially shut down due to a lapse of appropriations. As a result, most of the Commodity Future Trading Commission (CFTC) employees are subject to furlough until funding is authorized by Congress which can result in personal hardships. While we do not anticipate this shut down to last longer than 30 days, at this time we cannot confirm when the employees will be returned to work status.

Those employees who face required furlough (i.e. will be in a non-duty/non-pay status) have been given an official notice from CFTC documenting the required furlough. This official notification is communicated on CFTC letterhead and signed by a CFTC designated official. This furlough action may make it difficult for CFTC employees to meet their financial obligations. We would appreciate your organization's cooperation in making feasible arrangements with employees in meeting their financial obligations to reduce the impact of this involuntary act.

We want to assure you that this is a temporary situation beyond our employees' control and they will be returned to pay status as soon as possible. This cover letter is intended to be used in conjunction with the mailed formal furlough notification as well as any other employer related identification a creditor may request from the employee to show proof of CFTC employment.

We hope this letter will help facilitate the process for our CFTC employees and we ask that you remain patient and show compassion towards our employees during this time when they may be negatively impacted by the government-wide shut down.