




Arnold I. Palacios
Governor

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Lieutenant Governor

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR

DIRECTIVE 2025-001

Date: October 9, 2024
To: All Executive Branch Department, Office, and Activity Heads
From: Governor Arnold I. Palacios 
Subject: Providing for Modified Government Hours of Executive Branch Departments and Agencies for Fiscal Year 2025

Fiscal recovery is one of my administration's highest priorities, and I ask for the full cooperation of all government employees and appointees to ensure that public resources are used conservatively and efficiently in the delivery of essential services. We all play an important role in reducing government spending and realigning operations with available resources to avoid further, more drastic cuts. Our collective goals are fiscal stability, more efficient government operations, and improvements in the delivery and responsiveness of public services as efficiency measures are implemented.

In light of the recent passage of Public Law 23-26, the Appropriations and Budget Act of 2025, I am directing all departments, offices, and activities of the Executive Branch to continue cost containment measures.

By the authority vested in me as Governor by the Constitution and the laws of the Commonwealth of the Northern Mariana Islands, it is hereby ordered as follows:

Section 1.

a) All executive branch departments and agencies of the CNMI Government shall observe Austerity work as defined in Section 4 in Fiscal Year 2025; except as provided in Subsection(b) of this Section.

b) The reduction in work hours does not apply to the federally-funded programs and functions of the government, or to Commonwealth government employees who are funded 100% by other federal funding sources, or whose federally funded salaries require a local match.

Section 2.

The heads of executive branch departments and agencies may determine that certain offices and installations of their organizations, or parts thereof, must remain open, and that certain employees must report for duty during the Austerity period, for reasons of public safety, health, and welfare.

Section 3.

The reduction in work hours is effective October 1, 2024 and will continue ~~through the end of Fiscal Year 2025~~until lifted.

The work hours, pay, and leave of employees of executive branch departments and agencies of the CNMI Government will be subject to Austerity in compliance with this Directive and with Public Law 23-26 as enacted on September 30, 2024.

Section 4.

Under this Directive, departments and agencies of the executive branch will be subject to Austerity hours of operation as follows:

Monday through Thursday, 0730–1630, except as noted below;

Friday, 0830–1630;

On a Monday following payday offices will be closed.

A department or agency will not be required to implement the shortened workday provided in this Section if the principal executive of such department or agency presents an expenditure plan for personnel that does not exceed the appropriation threshold established by Public Law 23-26, by nonrenewal of contracts or identification of outside sources of funding. Any such plan must be approved by the Governor after review by the Special Assistant for Management and Budget and the Secretary of Finance.

Austerity that falls on a paid holiday will be observed on the next day following the holiday.

The government must remain open for business during regular working hours as provided in this Section, including during the lunch hour.

I encourage all departments and agencies to continue to modify operation schedules to comply with this Directive.

Section 5.

Law enforcement officers will be subject to a 2-hour adjustment per pay period, as follows:

- a) The biweekly pay period shall not exceed 84 hours for sworn Department of Public Safety and Department of Corrections officers; and
- b) The biweekly pay period shall not exceed 104 hours for sworn Department of Fire and Emergency Medical Services officers.

Section 6.

Restrictions pursuant to Directive 2023-002 regarding personnel actions, overtime costs, travel, and utility and fuel conservation will remain in effect ~~throughout FY 2025~~until lifted.

Section 7. Use of Revolving Funds for Operations

All general revolving account limitations and restrictions are suspended in FY 2025. Revolving account funds may be expended for personnel and for the following operational uses: fuel; communications; office supplies; and interisland travel for training purposes. All expenditures will be subject to funding availability.

Commonwealth Utilities Corporation monthly utility billings for all executive departments and agencies shall be applied to general revolving accounts until exhausted. General Fund utility budget allocations will be provided as necessary.

Section 8.

The Director of the Office of Personnel Management shall take such actions as may be necessary to implement this order.

Section 9.

Pursuant to PL 23-26, Section 603(d), for Fiscal Year 205, notwithstanding any provision of law to the contrary, austerity measures shall apply to all Resident Department Heads of the First and Second Senatorial Districts and CNMI Department Heads.

Section 10. General Provisions.

(a) This order shall be implemented consistent with applicable law and subject to the availability of appropriations pursuant to Public Law 23-26.

(b) Nothing in this order shall be construed to impair or otherwise affect:

- (i) the authority granted by law to an executive department or agency, or the head thereof; or
- (ii) the functions of the Department of Finance relating to collection of revenues.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Commonwealth, its departments, agencies, or entities, its officers, employees, or agents, or any other person.