



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

October 31, 2025

MEMORANDUM FOR To Whom It May Concern

FROM: Crystal Taylor *Crystal Taylor*
Acting Chief Human Capital Officer

SUBJECT: Notice to Creditors

This letter certifies that employees of the Department of Commerce (DOC) have been placed on emergency furlough because a Fiscal Year 2026 appropriations bill has not been passed by Congress and/or signed by the President of the United States. Through no fault of their own, DOC 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 DOC employee's finances.

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

Your patience and consideration in this matter is appreciated.