

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the City Administrator

Kevin Donahue  
City Administrator



**CITY ADMINISTRATOR'S ORDER**  
**NO. 2025-1**

**DATE:** March 14, 2025

**SUBJECT:** Restrictions on Personnel Actions, Travel, Training, and Expenditures

By virtue of the authority vested in me as City Administrator by section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code § 1-204.22(7)), and Mayor's Order 2015-036, dated January 9, 2015, pursuant to the authority set forth in sections 422(2) and (3) and 449 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2) and (3) and 1-204.49), as delegated to the City Administrator by Mayor's Order 2015-036, dated January 9, 2015, and in accordance with the authority, requirements, and principles of sections 442(a)(1) and (c), 448(a)(1), and 603(d) and (e) of the District of Columbia Home Rule Act, 87 Stat. 790, Pub. L. 93-198; D.C. Official Code §§ 1-204.42(a)(1) and (c), 1-204.48(a)(1), and 1-206.03(d) and (e) (2016 Repl.), Chapter 13 of Title 31 of the United States Code (the Federal Anti-Deficiency Act, 31 USC §§ 1341 *et seq.*), and the District Anti-Deficiency Act of 2002, effective April 4, 2003, D.C. Law 14-285, D.C. Official Code §§ 47-355.01 *et seq.*, it is hereby **ORDERED** that:

**I. BACKGROUND**

The District of Columbia Government ("District Government") faces a projected drop in revenue across the four-year financial plan, economic uncertainty at the national and regional levels, and ongoing spending pressures in the Fiscal Year 2025 approved budget. To address these financial issues, the expenditure restrictions and restrictions on personnel actions, travel, and training set forth in this Order are hereby ordered.

**II. APPROVAL ON THE HIRING OF NEW EMPLOYEES, PROMOTIONS, BONUSES, AND CERTAIN OTHER PERSONNEL-RELATED ACTIONS**

A. Each subordinate executive branch agency shall obtain approval from the Office of the City Administrator ("OCA") before it finalizes the following personnel actions:

1. Posting any vacant position for hiring, except:
  - a. Uniformed members of the Metropolitan Police Department;
  - b. Firefighters and emergency medical service providers of the Fire and Emergency Medical Services Department;

- c. Corrections officers of the Department of Corrections;
  - d. School-based staff at the District of Columbia Public Schools;
  - e. Call takers and dispatchers of the Office of Unified Communications;
  - f. Employees of the District of Columbia National Guard;
  - g. Social workers and family support workers of the Child and Family Services Agency;
  - h. Employees of St. Elizabeths Hospital;
  - i. Service coordinators, service coordination supervisors, investigators, supervisory investigators, nurse practitioners, and Medicaid waiver specialists of the Department on Disability Services;
  - j. Youth development representatives, supervisory youth development representatives, care coordinators, and medical and behavioral health employees of the Department of Youth Rehabilitation Services;
  - k. Individuals with restoration rights mandated by law or regulation;
  - l. An agency position that was approved on or before March 14, 2025 to be posted for hiring; and
  - m. Employees whose salaries are funded one hundred percent (100%) by non-governmental funds.
- 2. Promotions (except temporary promotions of one hundred and twenty (120) days or less, career ladder promotions, and promotions that do not result in an increase in salary or pay);
  - 3. Reclassifications (except for reclassifications that do not result in an increase in salary or pay);
  - 4. Pay raises and other salary adjustments (except for step increases and cost of living adjustments required by law, regulation, court order, or a collective bargaining agreement);
  - 5. Additional income allowances;
  - 6. Bonuses;

7. Awards; and
  8. Payments and reimbursements of relocation expenses of new employees.
- B. A subordinate executive branch agency shall not use a contract to augment agency staffing, unless approved by OCA.

### **III. FREEZE ON TRAVEL AND TRAINING**

There is imposed on each subordinate executive branch agency a freeze on:

1. Travel, except:
  - a. Travel within the District or within fifty (50) miles of the District;
  - b. Travel paid for or reimbursed in full by non-governmental funds;
  - c. Travel that is essential to accompany clients under the care of the Child and Family Services Agency, Department on Disability Services, Department of Youth Rehabilitation Services, or Office of the State Superintendent of Education; and
  - d. Travel that is essential to a criminal investigation being conducted by the Metropolitan Police Department; and
2. Training, seminars, and conferences, except:
  - a. Training, seminars, or conferences conducted by District Government employees at District Government facilities;
  - b. Training, seminars, and conferences required by law to maintain certification necessary to carry out the employee's District Government duties; and
  - c. Training, seminars, and conferences that are paid for or reimbursed in full by non-governmental funds.

### **IV. FREEZE ON THE PURCHASE OF FOOD, BEVERAGES, DECORATIVE ITEMS, AND PROMOTIONAL ITEMS**

There is imposed on each subordinate executive branch agency a freeze on the purchase of food, beverages, decorative items, and promotional items (such as apparel, mugs, water bottles, pens, stress balls, and other similar items).

**V. FREEZE ON THE CONSTRUCTION OF NEW OFFICE SPACE AND IMPROVEMENTS TO EXISTING OFFICE SPACE**

- A. There is imposed on each subordinate executive branch agency a freeze on the construction of new office space, and on alterations to, improvements to, and rehabilitation of existing office space, that are not determined by the Department of General Services to be necessary to protect the health or safety of individuals working in the office space. This freeze shall not apply to office construction, alteration, improvement, or rehabilitation projects that are substantially underway on the effective date of this Order, as determined by the Department of General Services in consultation with the Office of the City Administrator.
- B. Unless authorized by the City Administrator, the Department of General Services and the Office of Contracting and Procurement shall not process, approve, or implement any new contract or procurement request, nor any work order or purchase order request under an existing contract or procurement, for any improvements to office space at any facility that is owned, leased, or occupied by any District Government agency.

**VI. WAIVER OF RESTRICTIONS**

- A.
1. The City Administrator may waive any of the restrictions set forth in section II, III, IV, or V of this Order pursuant to the standards set forth in subsection B of this section.
  2. The Mayor's Chief of Staff, with notice to the City Administrator, may waive any of the restrictions set forth in section II.A. of this Order, with respect to an employee in the Executive Office of the Mayor, pursuant to the standards set forth in paragraph B of this section and the procedures set forth in subsection C of this section.
- B. A waiver may be granted for an action or expenditure that is:
1. Necessary to protect or promote the public health, safety, or welfare;
  2. Necessary to ensure compliance with a law, regulation, collective bargaining agreement, or court order;
  3. Necessary to carry out an essential function of the District Government.
  4. Expected to result in the generation of revenue for the District Government; or
  5. Funded in whole or in significant part by non-governmental funds.

- C. To seek a waiver:
1. An agency shall submit a waiver request to the Deputy Mayor to which the agency reports (or, in the case of an agency in the Government Operations cluster, to the Assistant City Administrator and, in the case of an agency that reports to the Executive Office of the Mayor, to the Mayor's Chief of Staff).
  2. The Deputy Mayor, Assistant City Administrator, or Mayor's Chief of Staff shall review each waiver request and submit to the City Administrator their recommendation to approve or disapprove the waiver request, along with a statement of the reasons for their recommendation.
  3. In the circumstances described in subsection A.2. of this section, the Mayor's Chief of Staff shall instead consult with the City Administrator on the requested waiver.
- D. Notwithstanding subsections A, B, and C of this section, no waiver request shall be submitted, and no waiver request shall be approved, for international travel.

**VII. CONTROLS BY THE OFFICE OF THE CHIEF FINANCIAL OFFICER**

The Office of the Chief Financial Officer shall, in consultation with the Office of the City Administrator, impose such obligation and expenditure controls as are appropriate to implement the limitations and restrictions imposed by this Order.

**VIII. CONTROLS BY THE OFFICE OF CONTRACTING AND PROCUREMENT, DEPARTMENT OF GENERAL SERVICES, AND DEPARTMENT OF HUMAN RESOURCES**

The Office of Contracting and Procurement, Department of General Services, and Department of Human Resources shall, in consultation with OCA, impose such contracting, procurement, purchase card, and human resource controls as are appropriate to implement the limitations and restrictions imposed by this Order.

**IX. PROHIBITIONS; PENALTIES FOR VIOLATION**

- A. No officer or employee of the District Government may make or authorize an expenditure, obligation, personnel action, or other action that is inconsistent with this Order.
- B. An officer or employee who violates this Order shall be subject to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay, or removal from office.

**X. APPLICABILITY**

- A. This Order shall apply to all subordinate executive branch agencies of the District Government.
- B. All other agencies of the District Government, including the Office of the Attorney General, the Office of the Chief Financial Officer, and all independent agencies and instrumentalities are strongly encouraged to comply with the provisions of this Order and to consult with OCA on the application of the provisions of this Order to their operations.

**XI. EFFECTIVE DATE**

This Order shall be effective as of 1:00 p.m. on March 14, 2025.



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**KEVIN DONAHUE  
CITY ADMINISTRATOR**