



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

DEC 9 2016

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Continuation of Operations in the Absence of Appropriations

Reference: (a) DoD Contingency Plan Guidance of September 2015

On December 9<sup>th</sup>, the current continuing resolution expires. If required action is not taken by Congress by that date, and approved by the President, we would experience an absence of appropriations and a government shutdown. In the unlikely event that this did occur, the expectation is for the entire workforce to report to work on their regularly scheduled workday and be prepared to implement an orderly shutdown (in three to four hours). For purposes of implementing necessary actions, the uniform time of implementation is 12:01 a.m. Eastern Daylight Time. The Administration expects a government shutdown will be averted but we must plan prudently.

While the Office of the Secretary of Defense has not yet updated guidance for continuation of essential operations in the absence of appropriated funds, reference (a) provides detailed guidance from last year on which functions are considered "excepted" and "non-excepted". Please review this information and ensure that identification of your personnel as "excepted" or "non-excepted" is consistent with this guidance.

Addressees should coordinate the application of this guidance to their reporting commands (within one day of receipt of this official guidance), with protections against disclosure until directed. Your previously established shutdown teams should be prepared to answer or relay questions associated with the shutdown. Your activities should be prepared to identify non-excepted individuals for notification, but defer verbal or written notification to employees until such action is directed. The Department of the Navy Civilian Human Resources public website will be the primary repository of shutdown information and can be accessed at the following link  
<http://www.secnav.navy.mil/donhr/Employees/Furlough/Pages/Default.aspx>

We ask that you and appropriate staff review this guidance carefully. If you have questions about the shutdown, please contact Mary K. Tompa at (703) 692-4925/  
[maryk.tompa@navy.mil](mailto:maryk.tompa@navy.mil).

Again, we believe that a government shutdown will be averted. We appreciate your assistance in disseminating the guidance to your activities and updating your plans.

  
RDML B.E. Luther  
DASN (Budget)

SUBJECT: Continuation of Operations in the Absence of Appropriations

Attachment:

As stated

Distribution:

Director, Field Support Activity (FSA)  
Department of the Navy Assistant for Administration (DON/AA)  
Chief of Naval Research (OCNR)  
Director, Naval Intelligence Agency (NIA)  
Chief, Bureau of Medicine and Surgery (BUMED)  
Commander, Naval Air Systems Command (NAVAIR)  
Chief, Naval Personnel (CHNAVPERS)  
Commander, Naval Supply Systems Command (NAVSUP)  
Commander, Naval Sea Systems Command (NAVSEA)  
Commander, Naval Facilities Engineering Command (NAVFAC)  
Commandant of the Marine Corps (HQMC)  
Director, Strategic Systems Programs (SSP)  
Commander, Space and Naval Warfare Systems Command (SPAWAR)  
Director, Naval Systems Management Activity (NSMA)  
Commander, Navy Installations (CNI)  
Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM)  
Commander, U.S. Pacific Fleet (COMPACFLT)  
Commander, Naval Reserve Force (COMNAVRESFOR)  
Commander, Special Operations (NAVSOC)

Copy to:

UNSECNAV  
CNO  
CMC  
VCNO  
ACMC  
ASNs  
GC  
DUSNs  
NAVIG  
JAG  
NCIS  
CHINFO  
DNS  
DMCS  
OLA  
OCHR