



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

September 30, 2015

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

SUBJECT: Supplemental Guidance for Continuation of Operations in the Absence of Available Appropriations

Reference: DEPSECDEF memo, Guidance for Continuation of Operations During a Lapse of Appropriations of 25 September 2015

As you are aware, annual appropriations provided under the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-83) expire at 11:59 PM on Wednesday, September 30, 2015. I hope that a lapse in appropriations does not occur. Nevertheless, we must take prudent steps to support our Sailors, Marines, their families, and civilians who continue to provide for our national security and defense.

By the reference, the Deputy Secretary of Defense provided instructions to the Secretaries of the Military Departments and others concerning the continuation of essential operations in the event of possible expiration of the Department's appropriations. As stated in the memorandum, the responsibility and authority for determining which functions are excepted from shutdown reside with the Secretaries of the Military Departments and Heads of the Department of Defense (DoD) Components. Unless previously approved by me or otherwise delegated in this memorandum, I shall determine which missions, functions, and activities are excepted from a lapse-in-appropriations shutdown.

Military Operations and Activities. In accordance with the reference and unless otherwise limited by this memorandum, I am delegating to the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) the authority to determine which United States Navy (USN) and United States Marine Corps (USMC) military operations and activities, respectively, are excepted from shutdown. Such delegation shall not extend to the USN and USMC activities, functions, and missions within the following categories in the reference.

- Acquisition and Logistic Support; and,
- Financial Management.

The CNO and CMC must abide by the requirements set forth in this memorandum, its reference, and any documentation issued by DoD setting forth military operations necessary for national security, with respect to excepted military operations and activities

SUBJECT: Supplemental Guidance for Continuation of Operations in the Absence of Available Appropriations

that require the need to enter into contracting actions, make exception determinations for civilians, or approve Temporary Duty/Temporary Additional Duty (TDY/TAD) travel. The CNO and CMC may further delegate this authority as they deem appropriate but not lower than a Flag or General Officer or Senior Executive Service (SES) member.

Immediate Emergency Action. In the event of a man-made or natural disaster that poses a present threat to the safety of human life or the protection of property, the CNO and CMC, or their designees, may further delegate their authority under this memorandum. Such delegation shall expire after 48 hours, unless extended by me. Under these circumstances, and consistent with the reference, contracting officers shall abide by their warrant levels, and their contracting actions in direct support of the excepted response shall not exceed a total of \$1 million for any single event. Approval authorities may also require the return to work of civilian personnel who are needed to directly support the response. Such civilian personnel shall be excepted to execute these emergency duties for a period not longer than 48 hours, unless extended by me.

In addition to the guidance provided in the reference regarding military personnel, civilian personnel, TDY/TAD travel, and contracts, the following additional guidance applies:

Military Personnel. I am delegating to the CNO and the CMC the authority to determine which non TDY/TAD movement of military personnel is excepted from shutdown. The CNO and CMC may further delegate this authority as they deem appropriate but not lower than a Flag or General Officer or SES member.

Civilian Personnel. Initial reporting of civilian personnel in each of the excepted activities was previously provided by each Budget Submitting Office. Unless otherwise provided in this memorandum, I must approve all additional exceptions for civilian personnel assigned to the Department of the Navy (DON), its two uniformed services, its commands, its installations, and all other DON components.

TDY/TAD Travel. Per the reference, the only authorized TDY/TAD travel and conference participation during the shutdown period is that which is:

- Required for the direct return of personnel whose TDY/TAD has been terminated as part of an orderly shutdown;
- In direct support of military operations in Afghanistan and to counter al-Qaeda and the Islamic State of Iraq and the Levant, including preparation of forces for deployment into those conflicts;
- Other travel/conference participation directly related to safety of life and protection of property as set forth in the reference; or,

SUBJECT: Supplemental Guidance for Continuation of Operations in the Absence of Available Appropriations

- Travel directly related to the foreign relations of the United States, e.g., negotiating international agreements.

I am delegating to the CNO and CMC the authority to approve in writing:

- TDY/TAD travel that is in direct support of military operations in Afghanistan and to counter al-Qaeda and the Islamic State of Iraq and the Levant, including preparation of forces for deployment into those conflicts;
- TDY/TAD travel that is required for the direct return of personnel whose TDY/TAD has been terminated; and,
- TDY/TAD travel/conference participation that is directly related to training which has already been approved by me.

I retain TDY/TAD travel/conference participation approval authority for:

- All four and three-star flag and general officers who are assigned to the DON, its two uniformed services, its commands, its installations, and all other DON components;
- All travel related to ceremonies, social functions, or public speaking engagements, irrespective of source of funding, particularly since such travel as a general matter is not directly related to safety of life and protection of property; and,
- Military personnel assigned to the Office of the Secretary of the Navy.

The CNO and CMC may delegate their authority as they deem appropriate but not lower than officers in the rank of Vice Admiral or Lieutenant General, or SES member. Prior to granting permission for TDY/TAD travel and conference participation, the approving authority should specifically justify in writing whether the travel could be deferred and whether there are alternative means of achieving the mission. The size of travel parties should also be kept to an absolute minimum.

All other TDY/TAD travel and conference participation may be approved in writing only by me, in accordance with the reference.

Contracts. The DON, including its two uniformed services, commands, installations, and other DON components, may continue to enter into new contracts, place task orders under existing contracts, and exercise options to obtain supplies and services necessary to carry out or support excepted activities even though there are no available appropriations. This authority; however, may be exercised only when determined to be necessary, i.e., where delay in contracting would endanger national security or create a risk to human life or property. For DON contract actions, including those funded by

SUBJECT: Supplemental Guidance for Continuation of Operations in the Absence of Available Appropriations

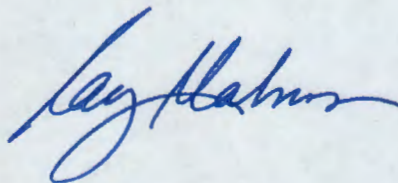
working capital funds, that support an excepted activity, my approval is required for any contracting action of \$1 million or greater. Only Heads of Contracting Activities may approve contracting actions that carry out or support excepted activities that are less than \$1 million but exceed the simplified acquisition threshold.

This contracting process is intended to strike a balance between executing the Department's essential business, and stopping non-essential work. We will continuously monitor this policy during the government shutdown and adjust it if necessary.

With the delegations in the memorandum comes the responsibility for ensuring that all reports required by the DoD and/or the DON are submitted in a complete and timely manner. I reserve the right to adjust the delegations based on a review of the submitted reports.

The Deputy Under Secretary of the Navy (Management), Performing the Duties of the Under Secretary, supported by the DON Assistant for Administration, is directed to issue guidance to implement the process for the consideration and approval of requests for exception determinations. Such guidance shall include reporting requirements.

Approval authorities shall strictly adhere to the letter and spirit of the reference and this memorandum. They are also encouraged to consult with personnel, comptroller, and legal experts to ensure adherence and to minimize disruptions for our committed military and civilian personnel as well as the mission of the DON.



Copy to:

Assistant Secretary of the Navy (Research, Development and Acquisition)
General Counsel
Assistant Secretary of the Navy (Financial Manager and Comptroller)
Assistant Secretary of the Navy (Energy, Installations and Environment)
Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Deputy Under Secretary of the Navy (Management)
Deputy Under Secretary of the Navy (Policy)
Department of the Navy Assistant for Administration
Director, Marine Corps Staff
Director Navy Staff
Judge Advocate General
Director, Naval Criminal Investigation Service
Naval Inspector General

SUBJECT: Supplemental Guidance for Continuation of Operations in the Absence of Available Appropriations

Auditor General
Chief of Legislative Affairs
Chief of Naval Research
Chief of Information
Department of the Navy Chief Information Officer
Director, Sexual Assault Prevention and Response Office
Director, Office of Small Business Programs
Director, Civilian Human Resources