DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
12000
MPC
SEP 2 4 2013

From: Deputy Commandant for Manpower and Reserve Affairs
To: All Military and Civilian Personnel

Subj: GUIDANCE FOR POTENTIAL GOVERNMENT SHUTDOWN

Ref: (a) DEPSECDEF Memo dtd 23 Sep 13, Guidance for Potential Government Shutdown

1. The Marine Corps will be required to curtail operations if Congress fails to reach an agreement on a continuing resolution or Fiscal Year 2014 appropriations by midnight on Monday, 30 September 2013. In the event of lapse in funding, we will be required to execute a shutdown furlough for those civilian employees in positions not in direct support of functions/ activities determined excepted from a furlough in accordance with the reference.

2. All military personnel will be required to report to duty during a furlough but will not be paid until appropriations are made available. For Marines and their families requiring assistance, a wide range of charitable organizations are available. Information on nationally available charitable organizations is posted on the Marine Corps Community Services webpage which is available on line and does not require a Common Access Card. Resources can be found at www.usmc-mccs.org; www.miltaryonesource.com; and www.211.org for city and state resources. Civilian employees should contact their Civilian Employee Assistance Program (CEAP) coordinator for information on available assistance. CEAP contact information can be found at https://www.manpower.usmc.mil.

3. In the event no agreement is reached, all Civilian Marines will be required to report to work on Tuesday, 1 October 2013, at which time they will be notified whether they are excepted or non-excepted from furlough. Civilian Marines who are excepted will be required to work during a furlough and will be paid retroactively when appropriations are made available. Non-excepted employees will be required to sign a Notice of Furlough and to shut down operations. Non-excepted employees may potentially be paid retroactively when appropriations are made available.

4. Detailed information regarding the furlough and its impact on military and civilian personnel is available at https://www.manpower.usmc.mil. This website will also post information when non-excepted employees are required to return/report to work.

5. I assure you the Commandant of the Marine Corps is personally involved in working with senior leadership to ensure that, should they become necessary, these measures will result in the least possible impact.

R. E. MILSTEAD, JR.