

UNCLAS //N07500//

ALCOAST 153/11

COMDTNOTE 7500

SUBJ: PREPARATION FOR A POTENTIAL LAPSE IN APPROPRIATIONS

A. FINANCIAL RESOURCES MANAGEMENT MANUAL (FRMM) COMDTINST M7100.3 (SERIES)

B. OMB CIRCULAR NO. A-11 (2010)

C. OMB SUPPLEMENT TO FREQUENTLY ASKED QUESTIONS CONCERNING CONTINGENCY PLANNING FOR LAPSE IN APPROPRIATIONS

1. THE CURRENT CONTINUING RESOLUTION FUNDING THE FEDERAL GOVERNMENT AND THE COAST GUARD EXPIRES AFTER 08 APRIL 11. IN THE ABSENCE OF AN ENACTED APPROPRIATION OR CONTINUING RESOLUTION, THE COAST GUARD IS REQUIRED TO EXECUTE AN ORDERLY SUSPENSION OF SOME OPERATIONS AND ACTIVITIES IAW FISCAL LAW.

2. IN GENERAL, THE COAST GUARD WILL CONTINUE OPERATIONS AUTHORIZED BY LAW THAT PROVIDE FOR NATIONAL SECURITY OR THAT PROTECT LIFE AND PROPERTY. THESE EXEMPT MISSIONS AND ACTIVITIES ARE CONDUCTED EVEN DURING A LAPSE IN APPROPRIATIONS. ALL OTHER MISSIONS AND ACTIVITIES MUST BE SUSPENDED OR TERMINATED. REFERENCE DOCUMENTS USE BOTH THE TERMS EXCEPT AND EXEMPT TO DESCRIBE PERSONNEL TO BE RETAINED AND MISSIONS TO BE CONTINUED DURING A LAPSE IN APPROPRIATIONS. THE TERM EXEMPT WILL BE USED TO REFER TO EITHER SCENARIO. ADDITIONAL GUIDANCE IS CONTAINED IN REF (A), CHAPTER 6.

3. INTERIM GUIDANCE TO PERSONNEL IN THE EVENT OF A LAPSE IN APPROPRIATIONS:

A. IAW REF (B), ALL MILITARY PERSONNEL ARE TO BE RETAINED AND SHOULD REPORT FOR DUTY AS NORMAL.

B. CIVILIAN PERSONNEL:

(1) ON 08 APRIL 11, RESOURCE MANAGEMENT OFFICERS (RMOS) WILL PROVIDE THE EXEMPT LIST OF CIVILIAN EMPLOYEES NOT IMPACTED TO THE CHAIN OF COMMAND, INCLUDING SUPERVISORS. ALL SUPERVISORS WILL RECEIVE A NOTIFICATION VIA WEBTA AFTER THE LIST HAS BEEN TRANSMITTED. SUPERVISORS WILL NOTIFY THEIR SERVICING RMO OF ANY ERRORS ON THE LIST. RMOS WILL PROVIDE CONSOLIDATED LISTS TO COMDT (CG-121).

(2) SUPERVISORS WILL THEN NOTIFY CIVILIAN EMPLOYEES OF THEIR STATUS WITHIN THE NEXT 24 HOURS. A STATUS NOTIFICATION LETTER WILL BE PROVIDED THRU THE RMOS AND CHAIN OF COMMAND OR VIA CG PORTAL: [HTTPS://CGPORTAL.USCG.MIL/CTL/RUMM5A](https://cgportal.uscg.mil/ctl/rumm5a).

(3) FORMAL NOTICE OF FURLOUGH WILL THEN BE ISSUED TO AFFECTED EMPLOYEES NLT THEIR FIRST DUTY DAY FOLLOWING A LAPSE IN APPROPRIATIONS. NOTIFICATION OF FURLOUGH TO AN

EMPLOYEE CAN BE MADE BY E-MAIL AND SENT TO THEIR HANDHELD DEVICE, COMMON ACCESS CARD REMOTE ACCESS SYSTEM ACCOUNT, OUTLOOK WEB ACCESS ACCOUNT OR THEIR PERSONAL E-MAIL. STANDARD TEXT OF FURLOUGH NOTIFICATION WILL BE PROVIDED BY SEPCOR. FAILING ELECTRONIC NOTIFICATION, TELEPHONE NOTIFICATION CAN BE MADE, BUT IT MUST BE MADE TO THE FURLOUGHED INDIVIDUAL (NOT BY VOICE MAIL). CIVILIAN EMPLOYEES WILL EITHER BE FURLOUGHED (I.E., SENT HOME THROUGHOUT THE LAPSE IN APPROPRIATIONS AS THEIR POSITION PERFORMS A NON-EXEMPT FUNCTION) OR WILL REMAIN AT WORK IN ACCORDANCE WITH REF (A).

(4) CIVILIAN EMPLOYEES FURLOUGHED MAY NOT VOLUNTARILY PERFORM SERVICES FOR THE GOVERNMENT INCLUDING WORKING REMOTELY.

(5) UNIT COMMANDING OFFICERS, OFFICERS IN CHARGE, HEADQUARTERS, AREA, AND DISTRICT OFFICE CHIEFS SHALL ENSURE THAT PAY PERIOD 07 TIMECARDS FOR ALL CIVILIAN EMPLOYEES ARE VALIDATED AND CERTIFIED BY 1200EST ON 11 APRIL 11. IF DIRECTED, MORE DETAILED TIMEKEEPING GUIDANCE WILL BE SENT VIA SEPCOR.

(6) IF UNIT TIMEKEEPER(S) AND/OR SUPERVISOR(S) ARE SUBJECT TO FURLOUGH, THEY SHALL EXECUTE ELECTRONIC DELEGATIONS OF THEIR ROLE TO ANOTHER MANAGEMENT OFFICIAL WHO IS NOT SUBJECT TO FURLOUGH. ELECTRONIC DELEGATIONS ARE PERFORMED ON THE TIMEKEEPER AND SUPERVISOR MAIN MENUS WITHIN WEBTA. THE STEPS TO DELEGATE ARE OUTLINED IN THE TIMEKEEPER AND SUPERVISOR USER GUIDES AT [HTTP://WWW.USCG.MIL/CIVILIANHR/WEBTA.ASP](http://www.uscg.mil/civilianhr/webta.asp).

DURING THE FURLOUGH PERIOD, TIMECARD ISSUES SHOULD BE ADDRESSED TO THE WEBTA HELPDESK AT [USCG.WEBTA\(AT\)USCG.MIL](mailto:USCG.WEBTA(AT)USCG.MIL).

C. ALL RESERVE PERSONNEL SHALL CONTINUE OPERATIONS AND TRAINING FOR NATIONAL SECURITY MISSIONS, SUPPORT OF EXEMPTED REGULAR COAST GUARD MISSIONS, SCHEDULED EXERCISES, AND ORDERLY TERMINATION OF REMAINING FUNCTIONS. SENIOR RESERVE OFFICERS (SROS) SHALL PROVIDE AMPLIFYING GUIDANCE.

D. NON-APPROPRIATED FUNDS EMPLOYEES MAY CONTINUE TO WORK IF NO OBLIGATION OF COAST GUARD APPROPRIATED FUNDS IS INVOLVED, OR AS OTHERWISE AUTHORIZED.

E. FUNDS IN SUPPORT OF EXEMPTED COAST GUARD MISSIONS MAY BE OBLIGATED FOR USE BY THE AUXILIARY.

4. FUNDING TARGETS: FUNDING TARGETS ARE NOT APPLICABLE DURING A LAPSE IN APPROPRIATIONS. FUNDING TARGETS WILL BE PROVIDED ONCE A NEW CONTINUING RESOLUTION OR A DHS APPROPRIATIONS BILL IS ENACTED. FUNDING SHALL ONLY BE OBLIGATED FOR THOSE ITEMS OR ACTIVITIES IN DIRECT SUPPORT OF EXEMPT MISSIONS SPECIFIED IN REF A.

5. TRAVEL GUIDANCE:

A. MILITARY AND EXEMPT CIVILIAN PERSONNEL IN A TRAVEL STATUS THAT DIRECTLY SUPPORT EXEMPT MISSIONS SHOULD CONTINUE THE SCHEDULED MISSION TRAVEL. IN THE EVENT OF A LAPSE, TRAVEL THAT DOES NOT DIRECTLY SUPPORT EXEMPT MISSIONS SHALL BE TERMINATED AND SUPERVISORS SHOULD DIRECT THOSE EMPLOYEES TO RETURN TO THEIR PERMANENT DUTY STATION IN AN ORDERLY FASHION WHENEVER REASONABLE AND PRACTICABLE IAW REF (C). IN DETERMINING THE REASONABLENESS AND PRACTICALITY CONSIDER: THE LENGTH OF ASSIGNMENT, TIME REQUIRED FOR RETURN, AND THE COSTS INVOLVED WITH CHANGING TRAVEL ITINERARIES.

B. TRAVEL SCHEDULED TO COMMENCE AFTER A LAPSE IN APPROPRIATIONS MUST BE CANCELLED UNLESS SPECIFICALLY AUTHORIZED IN SECTION 6.D.2 OF REF (A).

6. ETHICS: EVEN WHILE ON FURLOUGH, AN INDIVIDUAL REMAINS AN EMPLOYEE OF THE FEDERAL GOVERNMENT AND THE EXECUTIVE BRANCH STANDARDS OF ETHICAL CONDUCT AT 5 CFR PART 2635, WHICH INCLUDE RULES ON OUTSIDE EMPLOYMENT, AS WELL AS A VARIETY OF LAWS, CONTINUE TO APPLY. ADVICE MAY BE OBTAINED DURING A LAPSE IN APPROPRIATIONS FROM THE JUDGE ADVOCATE GENERAL, ANY STAFF JUDGE ADVOCATE, OR THE COMMANDING OFFICER, LEGAL SERVICE COMMAND. CALL 202-372-3815 FOR CONTACT INFORMATION.

7. ADDITIONAL PLANNING GUIDANCE FOR UNIT COMMANDING OFFICERS AND SUPERVISORS:

A. WORKFORCE: COMDT (CG-1) WILL PROMULGATE AMPLIFYING GUIDANCE, IF NECESSARY, FOR PAY, TRAVEL, CONFERENCES AND RELATED PERSONNEL ISSUES.

B. OPERATIONS: DCO AND AREAS WILL NOTIFY FIELD UNITS OF ANY NECESSARY CHANGES TO LEVEL OF MISSION ACTIVITIES.

C. TRAINING CENTERS: DCMS WILL ISSUE ANY CHANGES TO CADET, RECRUIT OR TRAINEE SCHEDULES.

D. MISSION SUPPORT: DCMS WILL PROMULGATE, IF NECESSARY, ANY CHANGES TO DEPOT LEVEL MAINTENANCE AND PRODUCT LINE SUPPORT.

E. ACQUISITIONS AND CONTRACTING: COMDT (CG-9) WILL ISSUE COCO ALERTS PROVIDING ADDITIONAL GUIDANCE TO PROGRAM MANAGERS AND CONTRACTING OFFICERS.

8. DO NOT ACT ON UNOFFICIAL REPORTS. OFFICIAL NOTIFICATION OF APPROPRIATION STATUS WILL BE COMMUNICATED VIA RECORD MESSAGE TRAFFIC OR THE CHAIN OF COMMAND. AMPLIFYING INFORMATION AND SUPERVISORY TOOLS WILL BE AVAILABLE VIA CG PORTAL:

[HTTPS://CGPORTAL.USCG.MIL/CTL/RUMM5A](https://cgportal.uscg.mil/ctl/rumm5a).

9. VADM SALLY BRICE-OHARA, ACTING COMMANDANT SENDS.

10. INTERNET RELEASE AUTHORIZED.

