



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5001

IN REPLY REFER TO:
12000
MPC
11 Dec 14

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

Subj: 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 2015 appropriations by midnight on Thursday, 11 December 2014. In the event of a lapse in appropriations, 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.

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.militaryonesource.com; and www.211.org for city and state resources. Civilian employees and their families requiring assistance may utilize the Department of Navy Civilian Employee Assistance Program (DONCEAP) resource information found at <http://donceap.foh.hhs.gov> or by phone at 1-844-366-2327.

3. In the event no agreement is reached, civilian employees will be required to report to work on Friday, 12 December 2014, at which time they will be notified regarding their status as excepted or non-excepted from a furlough. Excepted employees will be required to work during the furlough and will be retroactively paid 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 on the M&RA website at <https://www.manpower.usmc.mil>. This website will also post information when non-excepted employees are required to report back 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.


S. E. MURRAY
Acting