



Navy Reserve Force Guidance in the Absence of an Appropriation

REF A: Budget Guidance for Continuation of Essential Operations in the Absence of Available Appropriations

REF B: [Contingency Plan in the Absence of Available Appropriations](#)

1. Per REFs A and B, this message announces policy in the event of a lapse in appropriation. Immediate action for Navy Operational Support Center Commanding Officers, Operational Support Officers, Wing and Squadron Commanders, and Unit Commanding Officers applies:
 - A. Inactive Duty Training/Inactive Duty Training Travel/Annual Training (IDT/IDTT/AT): Approval is authorized for required training and exempted military missions, per REF B.
 - B. Active Duty Training (ADT) Special will be on a case-by-case basis subject to unit/supported command/OSO approval. Use of ADT Special shall be restricted to required training and exempted military missions, per REF B.
 - C. ADT schools will not be supported unless there is a mobilization or supported deployment scheduled in the next six months. Unit CO/OSO shall annotate in the justification box in Navy Reserve Order Writing System (NROWS). Example: ADT schools for Navy Reserve Unit Management will be approved, Navy Reserve Advanced Management Seminar will not. Schools POC: CDR Glen Kelso, COMNAVRESFORCOM N71, Comm: (757) 322-6621, e-mail: glen.kelso@navy.mil
 - D. Additional drills (Additional Training Periods/Additional Flight Training Periods/Readiness Management Periods) will be authorized on a case-by-case basis subject to unit/supported command/OSO approval. Use of ADT Special shall be restricted to required training and exempted military missions, per REF B.
2. Payment of orders and drills will be deferred and military personnel will serve without pay until such time as Congress makes Appropriated Funds available to compensate them for this period of service. Use of government travel card is restricted to daily meals and incidental expenses location rate and lodging amount. No advance pay ATM withdrawal authorized. No commercial ticket costs outside of the Defense Travel System will be charged without first contacting COMNAVRESFORCOM N33. Any unauthorized tickets will not be reimbursed.
3. AT/ADT orders should not be presented to servicing Personnel Support Detachment until after an appropriation is passed. No pay and allowances will be paid until further notice by the originator.
4. AT/ADT/IDTT additional drills will not be used to back fill non-exempt civilian positions.
5. Members presently on orders will be allowed to continue for the duration of their approved orders. Order modifications/ extensions will not be approved. Redress to be handled on a case-by-case basis due to operational necessity. Orders that are fund approved in Navy Reserve Order Writing System by 2359 on 8 April 2011 which support exempted activities are considered valid and will be funded per Para 3.
6. Due to the nature of our systems and involvement of transportation agencies, all travel will be handled on a case-by-case basis through NROWS or use of NROWS – Defense Travel System (DTS) import/export interface. Travel arranged outside of NROWS, DTS, and/or Force travel (COMNAVRESFORCOM N33) is not authorized and will not be reimbursed. POC: CDR Mike Fox, COMNAVRESFORCOM N33, Comm: (757) 443-1987, e-mail: mike.fox@navy.mil

7. In support of an ongoing and orderly transition to Operations in the Absence of Available Appropriations, Reserve Component personnel who are mustered on the 9 April 2011 regularly scheduled drill weekend, who are not in support of required training and exempted military missions per Ref B, will be authorized one drill (Saturday am period) and released. Billeting the previous night (Friday) is authorized. Contract messing Saturday through midday is authorized.
8. Reserve Component utilization in support of Military Funeral Honors (MFH) will be minimized. Active Component assets will be utilized first, and coordinated with Commander Navy Installations Command or their designated regional MFH reps prior to authorizing Reserve Component as element of last resort.
9. Related sites
[Rhumb Lines - 7 April 2011 - In the Event of Government Shutdown](#)
[Deputy Secretary of Defense Message on Potential Government Shutdown](#)
[Deputy Secretary of Defense William J. Lynn III Message to DOD Workforce on Potential Government Shutdown](#)
[U.S. Office of Personnel Management](#) - Guidance and Information on Furlough
[Defense Finance and Accounting Service \(DFAS\)](#) - Headlines: Statement on Possible Government Shutdown
[DFAS FAQs on Government Shutdown Impacts on Pay](#)
[Navy-Marine Corps Relief Society \(NMCRS\)](#)
[NMCRS FAQs Regarding Possible Government Shutdown](#)
[OMB Director Memo to Agencies \(PDF\)](#)
[DOD Contingency Plan Guidance \(PDF\)](#)
[Office of Personnel Management Furlough Guidance](#)
[Guidance and Information on Furloughs](#)
[DOD Civilian Personnel Management Service](#)

OSD-Public Affairs

All Media Queries (703) 697-5131

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