



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

SEP 26 2013

MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE EMPLOYEES

SUBJECT: Potential Government Shutdown

The Department continues to strongly believe that a lapse in funding should not occur. There is enough time for Congress to prevent a lapse in appropriations, and the Administration is willing to work with Congress to enact a short-term continuing resolution to fund critical government operations and allow Congress the time to complete the full year 2014 appropriations. However, prudent management requires that we continue to prepare for all contingencies, including the possibility that a lapse could occur at the end of the month. As part of our effort to keep employees apprised of planning efforts, we are providing further information on how a potential lapse will affect our staff and operations. Under a lapse in funding, our actions and decisions about what operations continue are governed by legal opinions issued by the Attorney General and the Office of Legal Counsel of the Department of Justice.

We have worked to determine which of our activities may continue under these legal requirements. Similarly, we have worked to determine which of our employees would continue to report to work in the event of a lapse in funding, and which employees would be placed on furlough. Should a lapse occur, and depending on the length of the lapse period, these determinations may change over time as circumstances evolve. All military personnel would continue in a normal duty status; however, a large number of our civilian employees would be temporarily furloughed. Importantly, the categorization of employees and whether or not someone is furloughed is not a reflection on the quality of their work, nor of their importance to our agency. It is merely a reflection of the legal requirements that we must operate under should a lapse occur.

Your commanders and supervisors will be reaching out to you to provide additional detail on our contingency plans and your status under a potential lapse. These conversations are designed to provide clarity on how a potential lapse will affect you, but they do not constitute an official notice of furlough. Official furlough notices will only be issued on October 1st if a lapse in funding has occurred.

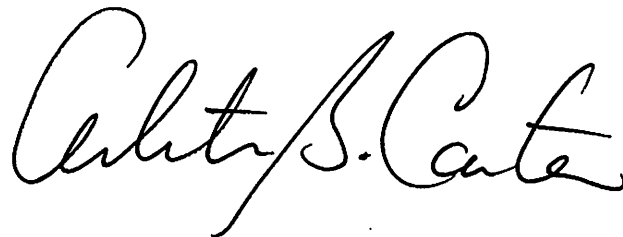
The uncertainty of the current circumstances puts our workforce in a difficult situation. Should a lapse occur, it could impose hardships on many employees, as well as the people that we serve every day. We will work closely with all staff to do our best to support you throughout this period. In addition, the Office of Personnel Management (OPM) has created a document to address some of the questions related to a lapse that may be on your mind. The document can be accessed on OPM's website (<http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance>).

I want to thank you for your hard work, dedication, and patience, particularly during such a period of fiscal duress. I know how hard this has been for you and your families, and I regret that a lapse in funding could impose further hardship. Secretary Hagel and I value greatly your



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contributions to national security and we appreciate your continued devotion and service to this Department and to the Nation.

A handwritten signature in black ink, reading "Carly S. Cate". The signature is written in a cursive, flowing style with a large initial 'C' and a distinct 'S'.