

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# Consolidated Lapse in Appropriations Guidance



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## Authorities and References

1. DHS Procedures Relating to a Lapse in Appropriations (Sep 2022)
2. Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (SERIES)
3. U.S. Office of Personnel Management Guidance for Shutdown Furloughs (Dec 21)
4. 41 U.S.C. § 6301
5. Antideficiency Act, 31 U.S.C. § 1341
6. Government Employee Fair Treatment Act of 2019
7. OMB Circular A-11 Section 124 (2022)
8. OMB Planning for Agency Operations during a Potential Lapse in Appropriations, M-18-05 (19 Jan 18)
9. OMB Update to Frequently Asked Questions During a Lapse In Appropriations (Dec 21)

1. INTRODUCTION. Guidance in the Event of a Lapse in Appropriations is consolidated and updated in this publication. This Guidance supersedes the information contained in Chapter 6 of the Financial Resource Management Manual (FRMM) and Chapter 6 of the FRMM-Procedures. 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. In general, the Coast Guard will continue operations authorized by law that provide for national defense or that are necessary for the safety of life or protection of property. All other activities must be suspended or terminated.

2. DEFINITIONS.

a. EMPLOYEE DEFINITIONS:

(1) EXEMPT: Employees paid by funds that have neither lapsed nor been exhausted, such as unobligated carryover balances and permanent appropriations. Examples of exempt employees include: positions funded by (1) the EC&R PPA; (2) the Yard or Boating Safety fund; (3) employees funded by approved reimbursable agreements that have available current-year funding; or (4) user-fee funded positions.

(2) NON-EXEMPT: Employees funded by appropriations that have lapsed or been exhausted. Non-exempt employees are subject to furlough, unless they are deemed to perform excepted functions.

(3) EXCEPTED: Non-exempt employees who may continue to work because their work supports excepted functions.

(4) EXCEPTED-5 Day: Employees with this categorization start a lapse in appropriations with a Non-Exempt designation, and after five calendar days are categorized as Excepted.

b. FUNCTION/ACTIVITIES DEFINITIONS:

(1) EXEMPT: All functions or activities that are funded by an appropriation that has neither lapsed nor been exhausted.

(2) NON-EXEMPT: All activities not defined in paragraph 2.b.3 below and further defined in Deputy Commandant for Operations (DCO) and Deputy Commandant for Mission Support (DCMS) guidance outlined in paragraphs 10 and 11. No obligation should be incurred to carry out non-exempt activities during a lapse in appropriations.

(3) EXCEPTED:

(a) Necessary for Safety of Human Life or Protection of Property: Functions and/or activities necessary for Safety of Human Life, Protection of Property or National Defense may continue during a lapse in appropriations. To qualify under this exception, there must be some reasonable likelihood that the safety of human life, protection of property or National Defense would be compromised in some significant degree by the delay in the performance of the function in question. The risk must be real, not hypothetical or speculative, and must be sufficiently imminent that delay is not possible.

(b) Necessary for the orderly cessation of non-exempt activities.

- (c) Authorized under law to continue even without funding.
  - (d) Implied by law as necessary to continue even without funding.
  - (e) Necessary to the discharge of the President's constitutional duties and powers.
- c. NON-APPROPRIATED FUND EMPLOYEES (NAF): NAF employees are not funded by appropriations and are not subject to this policy guidance.

3. PREPARATIONS FOR A LAPSE IN APPROPRIATIONS.

a. DESIGNATING EMPLOYEE STATUS:

- (1) MILITARY PERSONNEL: All military members are placed in an excepted status as per 37 U.S.C. §§ 204, 206.
- (2) CIVILIAN PERSONNEL: Prior to a lapse in appropriations, each personnel Resource Management Office (RMO), CG-DCO-5, and CG-DCMS-DPR are provided with a list of all civilian positions under their purview by Commandant (CG-81). RMO's, CG-DCO-5, and CG-DCMS-DPR further disseminate their list down the organizational chain until the appropriate organization level can assign a status to each position. Each position determined to have an excepted status must also be designated with a function/activity as described in paragraph 2.b.3. Changes to the list are reviewed by Commandants (CG-81) and (CG-094). The final list is posted on CG Portal with access provided to RMO's, CG-DCO-5, CG-DCMS-DPR, and Commandant (CG-1C).
- (3) Supervisors of civilian personnel are required to review civilian employees' status designation upon hiring, annually, and for any change in designation. Supervisors of civilian employees should notify and remind employees of their position designation during furlough (e.g. exempt, excepted, non-exempt).

b. CIVILIAN EMPLOYEE GUIDANCE:

- (1) By close of business on the last workday before the possible lapse, employees shall provide contact information (preferably personal phone number and email address) to their supervisors to enable supervisors to send and confirm receipt of individual furlough notices. Employees shall also validate contact information in Direct Access to ensure timely delivery of Alert Warning System (AWS) messages.
- (2) Specific guidance about validating and certifying time cards for employees and supervisors will be issued by Commandant (CG-1C) via email to all civilian employees and supervisors of civilian employees.
- (3) By close of business on the last workday before possible lapse, all civilian personnel who are Time Managers of NAF employees shall ensure all NAF employee Time-Off Requests are addressed and shall delegate a Time Manager to cover timecard management during the lapse. Time Manager Delegations are established in ADP.

4. PROCEDURES FOR AN ORDERLY SHUTDOWN. Upon receipt of a notice from OMB through DHS, CG-DCMS-DPR, and Commandants (CG-8) will authorize the execution of this shutdown plan and the notification of employees that a lapse in appropriations has occurred and shutdown furlough has been activated.

a. **WORKFORCE COMMUNICATIONS:** During a lapse, all workforce communications posted to public websites should be reviewed and cleared by CG-DCMS-DPR and Commandants (CG-1M), (CG-1C) (CG-82), (CG-83), (CG-094) and (CG-0922).

b. **MILITARY PERSONNEL:** Military personnel shall report for duty as directed by their Commanding Officers, Officers in Charge, and supervisors to support missions that are authorized by law to continue during a lapse in appropriations per paragraphs 10 and 11. Military members are authorized to take leave pursuant to 10 U.S.C §§ 701, 704.

c. **CIVILIAN PERSONNEL:** Upon authorization from OMB and DHS, Commandant (CG-1C) will provide detailed guidance to the workforce and supervisors to execute the following actions:

(1) **EXEMPT EMPLOYEES:** Exempt employees shall report to work as previously planned per their normal work schedule.

(2) **NON-EXEMPT EMPLOYEES:**

(a) Non-exempt employees will be furloughed on the next workday following the lapse in appropriations unless required for orderly shutdown as designated by the supervisor (generally for no more than four hours).

(b) Supervisors of civilian employees must return to duty or telework (if approved by their supervisors) to complete orderly shutdown on the next scheduled work day.

(c) All non-exempt employees will receive and shall acknowledge furlough notices electronically and shall not return to work unless needed for orderly shutdown. Telephonic acknowledgement is acceptable, if electronic confirmation is not readily available.

(d) All paid leave for civilian employees (annual, sick, military, compensatory, etc.) that is approved and scheduled to take place during the lapse period shall be cancelled for the duration of the lapse.

(e) Furloughed civilian employees shall not voluntarily perform services for the federal government (including remote or telework).

(f) While on furlough, an individual remains an employee of the federal government and the executive branch standards of ethical conduct found in 5 CFR Part 2635, which includes rules on outside employment, continue to apply.

(3) **EXCEPTED EMPLOYEES:** Excepted employees shall report to work as previously planned per their normal work schedule.

(a) During a lapse in appropriations, all excepted employees must be;

1) At work performing excepted activities, or

- 2) In a furlough status. If an excepted employee is unable to report to work during a furlough, and the supervisor approves the absence from work, they can be placed on a situational furlough, or
- 3) They may request leave in lieu of furlough based on the Government Employee Fair Treatment Act of 2019.

(b) Excepted employees who have leave approved prior to the furlough must reconfirm their absence from work with their supervisors.

(c) Although able to grant situational furloughs to excepted employees, supervisors cannot make changes to the furlough status of the position itself. Change of status request procedures are detailed in paragraph 6.

## 5. PAY GUIDANCE DURING A LAPSE.

### a. MILITARY PAY GUIDANCE:

(1) A prolonged lapse in appropriations has the potential to impact the distribution of military pay (Active Duty and Reserve). While every effort will be made to ensure timely pay distribution for everyone, distribution of pay is dependent upon the duration of the lapse, funds availability for the FY in which the lapse occurs, and the date the lapse occurs.

(2) Salaries earned during and after the lapse in appropriations will be paid to military members once an appropriation, Continuing Resolution (CR), or other congressional action is passed.

(3) During a CR, Commandant (CG-83) will obligate a full month's payroll at the beginning of each month. Should a lapse occur, this will allow for pay to be processed for the full month in accordance with statutory authority that restricts active duty military members from being placed in a non-pay status. In any subsequent months, pay will not be processed.

(4) Military Retirees and SBP Annuitants: Payment of these liabilities, as of 1 Oct 2022, will be made from the Military Retired Pay Trust Fund and is not impacted by shut down.

(5) The most up-to-date details related to pay will be provided at <https://www.mycg.uscg.mil/>.

### b. CIVILIAN PAY GUIDANCE:

(1) EXEMPT EMPLOYEE: EC&R, Yard, and Boating Safety funded employees will be paid during a lapse in appropriations for as long as the appropriation/fund has an available balance and from which payments can actually be made. Once there are not enough funds to pay employees or the payments cannot be made, the employees must be furloughed.

(2) NON-EXEMPT EMPLOYEE: Non-exempt employees will be furloughed and will be paid pursuant to the Government Employee Fair Treatment Act of 2019 at the earliest date possible after the lapse in appropriations ends, regardless of scheduled pay dates.

(3) EXCEPTED EMPLOYEE: Employees designated as excepted will not be furloughed (except for short-term situational furloughs). These employees will be paid retroactively for all time worked and time furloughed during the lapse in appropriations based on the Government

Employee Fair Treatment Act of 2019 (PL 116-1). Overtime is authorized for excepted functions, but shall be approved by Commandant (CG-832) and used sparingly.

(4) EXCEPTED-5 DAY EMPLOYEES: Employees with this categorization start a lapse in appropriations with a Non-Exempt designation, and after 5 calendar days are categorized as Excepted. If the change in status, which results in a recall, would occur on a weekend or holiday, it will instead occur the next business day.

6. RECALL/REPLACEMENT OF NON-EXEMPT EMPLOYEES DURING A LAPSE.

a. RECALL OF NON-EXEMPT EMPLOYEES:

(1) During a furlough, a situation may arise under which a unit may need to recall a non-exempt employee to carry out an excepted function. To include:

(a) an unplanned or unexpected project or activities that qualifies as an excepted function;

(b) a determination that existing excepted functions require additional personnel;

RECALL PROCESS: Each request shall be routed from the requesting unit to the servicing RMO or RA. RMO's and RA's shall utilize process/templates provided at [CG Portal - CGCC - Lapse in Appropriations](#) to submit recall packages to Commandant (CG-832) for formal processing.

b. REPLACEMENT OF EXCEPTED EMPLOYEE: During a furlough, a situation may arise in which a unit may need to replace an excepted civilian employee or military member with a non-exempt employee. Replacement requests may be submitted when an excepted employee is unavailable to work for a period of time (generally for several days or more due to illness or emergency) and a non-exempt employee is needed to perform the work already deemed excepted. RMO's and RA's will utilize process/templates provided at [CG Portal - CGCC - Lapse in Appropriations](#) to submit replacement packages to Commandant (CG-81) for formal processing.

c. RETURNING TO WORK: For recalls and replacements approved by DHS and Coast Guard approving authorities, non-exempt employees must be available to return to work the next business day or the same day of notification when mutually agreed upon. Commandant (CG-1C) will provide supervisors a temporary or permanent return to work memo to issue to recalled or replacement employees.

7. FINANCE/CONTRACTING GUIDANCE DURING A LAPSE.

a. NEW OBLIGATIONS:

(1) Once a lapse in appropriations occurs, funds are no longer available in any annual appropriation. Even if financial management systems indicate an available balance remains from the period preceding the lapse, a lack of budget authority makes the actual funds available \$0.00. However, obligations in support of excepted functions and/or activities are authorized during a lapse in appropriations. These obligations will be scrutinized, so it is imperative that Commanding Officers, Officers-in-Charge, and Supervisors ensure all unit obligations are properly recorded in the associated procurement documentation to include the bona fide need that the obligation meets (i.e. excepted function or activity) and the specific circumstances surrounding the need.

- (2) Since no funds are available, funding targets are not applicable during a lapse in appropriations. New funding targets will be promulgated once the lapse concludes.
- (3) Obligations for exempt and excepted activities shall be entered into financial systems. If financial systems are not available to record obligations, transactions shall be entered into the systems when normal operations resume.
- (4) The documentation for travel expenses shall include justification for the travel that details the relationship between the travel and support for an excepted activity, an explanation of why the travel could not be postponed, and authorizing official information from the first O-6/GS-15 in the chain of command. Further details are provided in paragraph 8.
- (5) Funds in support of excepted Coast Guard missions may be obligated for use by the Auxiliary.
- (6) In the event of a lapse in appropriations, Commandant (CG-834) will continue to monitor and conduct UDO testing on a monthly basis. Testing will focus on validating if obligations were made for excepted or exempt functions.

b. CONTRACTS:

- (1) During a lapse in appropriations, contracts may only be awarded for exempt and excepted functions and activities.
- (2) There is NO requirement to stop, delay, or terminate a contract during a lapse in appropriations if that contract was awarded and funded prior to the onset of the lapse or is funded with no-year, multiple-year, or any other type of exempt funds. However, if oversight/progress of this contract is impacted by the lapse, a stop order may be necessary.
- (3) If a contract is to continue performance, contractors should receive no further guidance. General notice to industry partners will be posted by DHS. For extended lapse, Commandant (CG-91) will provide additional guidance to contracting officers.
- (4) Only military members and exempt or excepted civilians with warranted Contracting Officer authority may issue contractual direction and obligate funds during a lapse in appropriations, if funds are available for that purpose.
- (5) Contracts may only be executed from non-lapsed appropriations which have been authorized by the Funds Manager and have prior approval from the Requiring Office Supervisor. If the Requiring Office Supervisor is inactive due to the lapse in appropriations, then approval must be obtained from the requiring office's alternate designated authorizing official (supervisor and Funds Manager). Documentation to support these authorizations will be made available on the Commandant (CG-91) Acquisition Roadmap portal site, under Lapse Guidance.
- (6) Any contracting obligation of lapsed funding requires coordination with the Chief of Contracting Office (COCO). In general, the requiring office shall prepare a Determination for Anti-Deficiency Act Exception memo to the respective COCO. If the requirement that is being proposed to be contracted for or option exercised supports either an excepted activity or capability identified in paragraph 10 or 11, "Operational Guidance During A Lapse" or "Mission



Support Guidance During A Lapse”, respectively, then the Determination for Anti-Deficiency Act Exception memo shall include documentation of concurrence from the requirements office most senior funds certifier or comptroller. When in doubt that the obligation supports an excepted activity or capability identified in paragraph 10 or 11, consult with servicing legal office for concurrence. If the requirements office believes that the requirement or option being exercised supports an excepted activity or capability that is not identified in paragraph 10 or 11, “Operational Guidance During A Lapse” or “Mission Support Guidance During A Lapse”, respectively, then the COCO must be consulted for guidance regarding the delegation process, as it may require further justification.

(7) Each COCO has excepted personnel available to assist requiring offices. The contracting activity personnel who are excepted are to primarily perform functions associated with excepted activities or to support excepted contracts. In general, any time an excepted employee no longer has excepted functions to perform, they should be furloughed. However, OMB guidance states that in certain limited cases in which an employee performs excepted work intermittently throughout the course of the day, and the intervals in between are too short to enable the employee to be furloughed and then recalled in time to perform the excepted function, the employee may remain at work and perform functions that are not excepted. These situations must be minimized.

c. PURCHASE CARD:

(1) Per the GSA SmartPay3 Master Contract, purchase cards will remain operational and the servicing bank will continue to function as normal and provide services per the master contract.

(2) Purchase cards may be used only for functions and activities that are exempted or excepted. Any purchases made during the lapse using the purchase card must include in the file documentation and a determination that the transaction represents a bona fide need in support of an exempt or excepted mission. Cardholders must use one of the 6 statements in the determination: This action is (a) necessary for safety of human life; (b) necessary for the protection of property; (c) necessary for the orderly cessation of non-exempt activities; (d) authorized under law to continue even without funding; (e) implied by law as necessary to continue even without funding; or (f) necessary to the discharge of the President’s constitutional duties and powers.

(3) Although purchase cards will remain operational in the event of a lapse in appropriations, cardholders are reminded to confer with and receive approval from their unit regarding continued use of the card due to the appropriation limitations described above. Only military members and exempt or excepted civilian cardholders may use their cards during a lapse in appropriations. All purchase limits, purchase guidance, and restrictions will remain in full force and effect during a lapse in appropriations

(4) Purchases may only be made if authorized by the Funds Manager and prior approval is received by the Authorizing Official (AO). If the AO is furloughed, the approval must be obtained from the unit’s alternate designated authorized AO.

(5) If cardholders experience problems during the lapse in appropriations, they may contact the bank at the number on the back of the card.

(6) If a card is due to expire during the lapse in appropriations, new cards will continue to be mailed by the bank to the cardholder's address on file located in the servicing bank system (CitiManager); however, if the card is returned to the servicing bank, the bank will block and re-issue cards based upon a request from Commandant (CG-9131).

d. LIQUIDATION OF PRE-LAPSE OBLIGATIONS:

(1) The January 2018 update to OMB memorandum M-18-05 authorizes federal agencies operating without an appropriation to make payments on a limited basis for lapsed and exempt appropriations as detailed below.

(a) LAPSED APPROPRIATIONS: The Coast Guard is authorized to liquidate obligations that were recorded prior to the lapse. Those obligations incurred after the lapse against a lapsed appropriation for excepted activities are *not* permitted to be liquidated. A robust internal control environment shall be maintained to prevent Anti-Deficiency Act (ADA) violations.

(b) EXEMPT APPROPRIATIONS: Excepted employees are further authorized to liquidate currently available, non-lapsed funding source (multi-year, no-year, carryover, revolving fund, etc.)

(2) This authorization does not include authority to recall non-exempt personnel for general contract management, but does include authority to recall personnel required to assess contracts for sustainment and liquidation.

(3) Payments shall *not* be made to liquidate any obligation that has been incurred in the absence of appropriations.

e. BEST PRACTICE: Prior to the anticipated lapse, identify critical contracts needed to support excepted missions and fund for a minimum of 30 days (e.g. galley, transit, C4IT, utilities, HSWL).

8. TRAVEL GUIDANCE DURING A LAPSE. Prudent judgment shall be exercised in performing travel during a lapse in appropriations. Travel during a lapse in appropriations can only be conducted by exempt or excepted personnel for exempt or excepted activities. All travel during a lapse in appropriations, should be curtailed to prevent the appearance of impropriety in the public eye and travel shall only be performed when absolutely necessary and there is no alternative means of carrying out the activity. Travel should be approved by Senior Leadership as detailed below. Units requiring clarity on these policies or requesting a waiver from this policy shall obtain clearance from the Servicing Legal Offices and their RMO or RA. RMO's and RA's shall forward these requests to Commandant (CG-1M12) for concurrence.

a. NON-EXEMPT TRAVEL PRIOR TO LAPSE: Non-exempt employees already serving on temporary duty assignments at the time of a lapse in funding may hold in place until their RMO or RA makes a determination that they must return to their Permanent Duty Stations (PDS). RMO's and RA's should determine the reasonableness and practicality of changes to temporary duty travel on the basis of the length of the assignment and the time required for return travel, compared to the anticipated length of the lapse, and should generally minimize the burdens and costs associated with a return to PDS.

- b. LOCAL AREA TRAVEL: Travel, including the use of government vehicles, that is either within 50 miles of the PDS, or that is a two hour round-trip commute, is authorized for military members in support of normal duties. These duties must be connected to, but are not required to be in direct support of excepted or exempt activities. This guidance does not supersede guidance on public engagement contained in paragraph 9.
- c. DOMESTIC TRAVEL: Domestic non-local travel for exempt or excepted personnel in support of exempt or excepted activities must be approved by the first O-6/GS-15 in the chain of command. An approval in any written form (e.g. email) is acceptable. For domestic travel, this approval must fully document the nexus to an exempt or excepted activity and must be retained for future audit. For the purposes of this guidance, domestic travel includes any travel away from PDS to any of the 50 States, District of Columbia, U.S. territories, and Naval Station Guantanamo Bay, even if that travel requires a brief stop in a foreign country while enroute.
- d. INTERNATIONAL TRAVEL: International travel requires written approval by the DHS Under Secretary for Management (USM). Requests shall be routed from the first Flag Officer/Senior Executive Service (SES) in the chain of command through the RMO or RA to Commandant (CG-83). However, this requirement does not apply to Coast Guard military members performing excepted field/operational activities necessary for the safety of life and protection of property, which require international travel to fulfill those duties, or for any personnel permanently assigned overseas performing exempt or excepted activities. For either exception, written authorization must still be approved by the first O-6/GS-15 in the chain of command. Travel by personnel permanently assigned to another agency conducting travel funded by another agency does not require DHS/Coast Guard approval.
- e. EXECUTIVE TRAVEL: With the exceptions of local travel (which does not include local travel for public outreach as addressed in paragraph 9.d) all executive travel during a lapse in appropriations must be approved by the Vice Commandant (VCG). Requests shall first be reviewed by the appropriate Area Commander, Deputy Commandant for Operations or Deputy Commandant for Mission Support prior to routing endorsed requests to Commandants (CG-83) and (CG-LGL) for compliance with appropriations law and by Commandants (CG-82) and (CG-092) for public relations and Congressional relations impacts. Because Senior Executive Service (SES) are civilian personnel, certain travel may be approved for a Flag Officer, but not a SES. The executive travel request form is located at: [CG Portal - CGCC - Lapse in Appropriations](#). All Flag Officer/SES travel requests must be submitted to Commandant (CG-83) ([HQS-SMB-CG-831-Approp-Manager@uscg.mil](mailto:HQS-SMB-CG-831-Approp-Manager@uscg.mil)) NLT the Tuesday prior to the week of the requested travel period. Commandant (CG-83) will coordinate the concurrent review process by Commandants (CG-LGL) and (CG-092) for VCG decision by Friday of the same week.
- f. COMMAND STAFF TRAVEL: Domestic and local travel, including the use of government vehicles, by Commanders, including Gold/Silver Badge Command Master Chiefs, to conduct command and control activities, including unit inspections to verify mission readiness and personnel well-being are authorized. Approval for travel by Commanders of flag rank for this purpose does not need to be approved by VCG. All such visits should be conducted by the lowest level commander/command master chief in the chain of command as possible. Use of video teleconference is encouraged when appropriate. All command staff travel should be reviewed by the Servicing Legal Office.
- g. CONFERENCES: Attendance at conferences during a lapse in appropriations is prohibited. This includes conferences that have already been approved by DHS prior to the lapse. Regardless of

furlough status no Coast Guard personnel may attend conferences during the lapse in appropriations either as an attendee or presenter. This prohibition includes no-cost local travel. Units requiring clarity on virtual attendance via teleconference shall obtain clearance from the Servicing Legal Offices and RMO/RA then forward that request to Commandants (CG-81) and (CG-LGL) for concurrence.

h. CASUALTY ASSISTANCE: Support to military funerals will, to the maximum extent possible, be performed by military members within the local travel area. Use of government vehicles to provide ceremonial support to local funerals is authorized. If travel outside the local travel area is required, such travel must be approved by the first O6/GS-15 in the chain of command and only the minimum contingent necessary can be sent.

i. RESERVE TRAINING ORDERS: Reservists authorized Active Duty Training-Annual Training (ADT-AT) orders to Class "C" schools, and reservists authorized Initial Activity Duty Training (IADT) orders to attend recruit training and Class "A" schools are not subject to the travel approval process outlined in paragraph 8.c.

j. MILITARY CLASS "A" AND CLASS "C" SCHOOL TRAVEL: Coast Guard Active Duty and Reserve members shall execute orders to Class "A" and Class "C" Schools during a lapse in appropriations unless otherwise advised by Education & Training Quota Management Command (ETQC). Active duty and Reserve members currently in attendance or in receipt of orders to Class "A" School or any enlisted or officer accession training shall continue training as planned.

k. CIVILIAN CLASS "C" SCHOOL TRAVEL: Civilian employees in receipt of Class "C" school orders shall not execute those orders. Units shall send a cancellation notice to ETQC. Civilian employees currently in attendance at Class "C" school are responsible for contacting their supervisor to determine their status (i.e., exempt/non-exempt/excepted).

(1) EXEMPT AND EXCEPTED: Upon notification from their supervisor, civilian employee students in attendance at Class "C" schools who are deemed exempt or excepted should disenroll and return to their permanent duty station (PDS) to perform critical operations deemed necessary under the lapse. Exempt and excepted employees may choose to remain in training, if approved by their supervisor.

(2) NON-EXEMPT: Upon receipt of a furlough letter, students deemed non-exempt employees will be disenrolled and should return to their PDS.

l. AUXILIARY CLASS "C" SCHOOL TRAVEL: Auxiliarists will not be permitted to attend Class "C" school training on funded orders during a lapse. Auxiliarists may, however, attend Class "C" school training on no cost orders.

m. LAW ENFORCEMENT TRAINING: The Maritime Law Enforcement Academy (MLEA) and Federal Law Enforcement Training Centers (FLETC) may be affected by the shutdown. Students in receipt of orders to MLEA or FLETC are not to cancel travel arrangements until contacted directly by ETQC, MLEA, or FLETC staff. ME Class A School students are instructed to email [D07-DG-MLEACHASN-ADMIN@uscg.mil](mailto:D07-DG-MLEACHASN-ADMIN@uscg.mil) to receive updated logistical and travel information.

n. RECRUIT TRAVEL: Recruits authorized orders for Military Entry Processing Station (MEPS) and to attend recruit training are not subject to the travel approval process outlined in paragraph 8.c.

o. PERMANENT CHANGE OF STATION (PCS) TRAVEL: While PCS travel is permitted as an excepted function, the DHS USM approval requirements for international travel outlined in paragraph 8.d are still applicable. This includes international travel by dependents pursuant to a JTR authorized travel entitlement.

p. GOVERNMENT TRAVEL CHARGE CARD (GTCC):

(1) For approved travel as per paragraph 8, the restrictions on GTCC cardholders from using the Centrally Billed Account (CBA) for common carrier transportation expenses (i.e. airfare, train tickets, etc.) contained in COMDTINST M4600.18 are temporarily suspended during a lapse. The following statement shall be placed in the remarks section of the travel orders: ‘Use of the CBA is authorized.’

(2) Travel claims shall continue to be completed and processed through ETS within three business days during a lapse in appropriations (for non-exempt employees travel claims shall be completed within three days after a return to work order is issued). However, they will not be processed, and payment not issued until an appropriation or CR is signed. Personnel who incur fees due to a class/orders cancellation (i.e., service fees/cancellation fees) are entitled to reimbursement of those fees, and will receive payment following the conclusion of the lapse in appropriations.

(3) The Coast Guard and DHS will work with the GTCC bank, to re-age accounts during a lapse in appropriation for travel if the period of lapse approaches 30 days. This re-aging of debt prevents a member from incurring delinquency and interest charges. Account delinquency shall be handled on a case-by-case basis by commands. Travelers who have submitted a timely travel voucher within three days of returning from travel, but, due to the lapse in appropriations, have not received reimbursement, should not be subject to adverse action by the chain of command for account delinquency.

(4) Travelers who require credit limit adjustments as a result of not being reimbursed during the shutdown should contact their local Travel Manager. The local Travel Manager may increase the credit limit on the account up to \$9,999. For limit increases above this level, the cardholder should submit an e-mail request to [HQS-SMB-CGPSC-CITI-GTCC@uscg.mil](mailto:HQS-SMB-CGPSC-CITI-GTCC@uscg.mil) via their supervisor providing a brief justification, the requested credit limit, and a copy of the approved travel orders.

(5) Travelers are encouraged to review the Government Shutdown Frequently Asked Questions (FAQ) sheet posted at [Guidance for Shutdown Furloughs \(opm.gov\)](https://www.opm.gov/policy-data-oversight/shutdown-faq/).

q. EVACUATION ORDERS FOR FURLOUGHED PERSONNEL: During an emergency that requires the evacuation of personnel, furloughed employees may be issued evacuation TONOs on the premise of “protection of life and property” to evacuate them and their family. These furloughed employees do not need to be recalled to be issued evacuation orders/TONOs. Furloughed personnel should process travel claims within three days after returning to work.

## 9. EXTERNAL COMMUNICATIONS DURING A LAPSE.

a. PUBLIC AFFAIRS: Headquarters, Area and District Public Affairs Officers and their designated staff members are the only spokespersons authorized to address shutdown-related queries, in

accordance with approved Public Affairs Guidance (PAG). Press releases related to authorized missions may be issued by servicing public affairs offices. This includes press releases for active searches, post-event information on authorized missions and public safety warnings such as approaching weather or other maritime hazards. All other press releases are not authorized.

- (1) Media requests for interviews, embarks and embeds concerning the shutdown are not authorized.
- (2) Media interview, embark or embed requests for excepted missions are permitted, but must be coordinated with the unit's servicing public affairs office.
- (3) As needed, separate PAG will provide additional direction regarding external posture and engagement.

b. **GOVERNMENTAL AFFAIRS:** Specific information will be provided to Governmental Affairs Officers by Commandant (CG-0921) as necessary.

c. **SOCIAL MEDIA/EXTERNAL WEBSITES:** This guidance applies to all official Coast Guard social media and websites, including Enterprise/National, Area, District, and unit-level accounts across all platforms, including Facebook, Twitter, Instagram, LinkedIn, Flickr, YouTube, blogs, podcasts, and publicly accessible websites.

- (1) All Coast Guard Internet websites and social media accounts will remain active and may be monitored and updated by excepted employees and uniformed members. Non-exempt federal civilian employees cannot update any of these sites.
- (2) Coast Guard websites shall have the following statement posted on all main (home) pages within the .mil domain: NOTICE: DUE TO THE LAPSE IN FEDERAL FUNDING, INFORMATION ON THIS WEBSITE MAY NOT BE UP TO DATE. TRANSACTIONS SUBMITTED VIA THIS WEBSITE MIGHT NOT BE PROCESSED AND WE CANNOT GUARANTEE A RESPONSE TO INQUIRIES UNTIL AFTER APPROPRIATIONS ARE ENACTED. For USCG websites hosted on the Armed Services Public Information System (AFPIMS), the main site manager or Commandant (CG-0922) will be the primary method for posting these statements.
- (3) All Coast Guard social media accounts should post the following text on each account and pin the post to the top of the account, if capability exists: NOTICE: DUE TO THE LAPSE IN FEDERAL FUNDING, INFORMATION ON THIS SOCIAL MEDIA SITE MAY NOT BE UP TO DATE. FOR THE MOST UP-TO-DATE INFORMATION FROM THE COAST GUARD, VISIT WWW.USCG.MIL.
- (4) Any comment or feedback function that can be turned off in the tools security setting should either be turned off and an automatic reply should be set, with the same notice as above, in messaging functions of social media platforms, if capability exists. However, all official social media sites must still be monitored for comments or queries pertaining to national defense, disaster assistance, disaster response/recovery and safety of human life or protection of property.
- (5) Exceptions to this guidance include sharing information that directly contributes to excepted Coast Guard activities during the lapse in appropriations. Commandant (CG-0922) may create a

webpage to provide information to Coast Guard members regarding the lapse. This includes information about essential services that are included in our national defense, search and rescue, safety of human life, and protection of property. Do not post updates on community service events, or other program or general information. This content should be held until after appropriations are enacted.

d. **PUBLIC OUTREACH:** Recruiting outreach with targeted applicants, communities of interest and local, no cost efforts critical to direct activities are authorized. Direct activities are defined as maintenance of readiness status, responses to incidents, Search and Rescue (SAR) cases, and threats.

(1) All other public and community outreach by Coast Guard units will, in nearly all cases, cease. Prohibited activities include, but are not limited to, public speaking engagements, ceremonies, community events, band or honor guard performances at public events, color guards and static displays. Attendance at conferences, whether as presenters or attendees, is prohibited.

(2) Additionally, any outreach activity that requires obligation of appropriated funds for a non-exempt activity is prohibited. This includes use of government vehicles in support of local outreach activities.

(3) Scheduled events taking place on Coast Guard units, at no cost to the government, including additional personnel costs, security, transportation, etc., may continue, but should not be actively initiated while the lapse in appropriations continues.

(4) Partnership in Education (PIE) activities, including tutoring and mentoring, may continue as long as no government resources including government vehicles are utilized.

(5) This guidance does not restrict volunteer activities undertaken by Coast Guard personnel on their own time. Members may not, however, volunteer to support an event that is disapproved or cancelled as a unit outreach event.

(6) Given the unknown duration of the potential lapse in appropriations, units should proactively contact community organizations with which they anticipate collaborating in the coming weeks and months. Depending on the nature of the event, and organizers needs, the decision may be made to cancel or postpone an event immediately. Units have the option to reschedule an event for a pre-determined future date assuming appropriations will be provided by that pre-determined future date.

(7) Where non-attendance at an event defined in paragraph 9.d.1 will cause harm to an important relationship, and the event cannot be postponed, waiver approvals for prohibited activities can be granted at the PAC/LANT level for operational units, at the CG-DCO/DCMS level for Coast Guard Headquarters directorates and units, and by VCG for above the line staff. The requirements of paragraph 9.d.2 cannot be waived.

e. **WORKFORCE COMMUNICATIONS:** During a lapse, all workforce communications posted to the public web should be reviewed and cleared by Commandants (CG-DCMS-DPR), (CG-1M), (CG-1C), (CG-82), (CG-094) and (CG-0922).

10. **OPERATIONAL GUIDANCE DURING A LAPSE.** Specific guidance to operational commanders will be promulgated by CG-DCO via ALCOAST. The following is a list of high level excepted missions for the purpose of determining excepted obligations and employees; specific guidance on the level of

operations for each activity must be reviewed in the CG-DCO ALCOAST. All non-exempt functions and activities must be suspended or terminated with the exception of those normal duties performed by Active Duty service members, subject to the capacity/competency of the remaining workforce and any travel restrictions. Reserve ADT/IDT in support of excepted functions, including training to maintain proficiency, shall be in accordance with paragraph 11. The term “function” in this context is not synonymous with our statutory missions. Operational commanders shall continue activities that are necessary for Safety of Human Life, Protection of Property or National Defense (excepted functions).

- a. SEARCH AND RESCUE
- b. PORTS, WATERWAYS AND COASTAL SECURITY
- c. MARINE ENVIRONMENTAL PROTECTION
- d. COMMERCIAL VESSEL SAFETY
- e. INTERNATIONAL PORT SECURITY
- f. ENFORCEMENT OF LAWS AND TREATIES
- g. MARINE SCIENCE ACTIVITY
- h. ICE OPERATIONS
- i. MARINE ENVIRONMENTAL RESPONSE
- j. RECREATIONAL BOATING SAFETY
- k. WATERWAYS MANAGEMENT
- l. ADMINISTRATION, TRAINING, AND SUPPORT
- m. DEFENSE READINESS/SUPPORT OF OTHER AGENCIES
- n. FORCE PROTECTION
- o. CYBERSPACE OPERATIONS
- p. INTELLIGENCE

11. MISSION SUPPORT GUIDANCE DURING A LAPSE. Additional guidance to mission support commands will be promulgated by CG-DCMS via ALCOAST.

12. CGHQ INFORMATION COORDINATION.

- a. LAPSE ACTION CENTER: To ensure critical communications and centralize risk management for senior leaders, leadership may choose to establish a Lapse Action Center.

- (1) Composition:



(a) Team Lead: CGHQ, Captain

(b) Support Staff: Commandants (CG-DCMS-RA), (CG-DCO-RA), (CG-81), (CG-82), and (CG-83)

(2) Timeline: The Lapse Action Center need not be established on day one, but can be a useful coordination node for extended shutdowns. The following is a notional stand-up schedule:

(a) T-24hrs: Establish command center, set up computers, phones, and centralized mailbox ([HQS-SMB-SDCELL@uscg.mil](mailto:HQS-SMB-SDCELL@uscg.mil)) and portal page (*under development*).

(b) T-8: Initial Operational Capability Stakeholders establish battle rhythm and conduct senior leader brief on baseline readiness metrics.

(c) T+5: Full Operational Capability commence senior leader sync/brief.

Time	Action	Location/Distribution
0730 EST	Placemat Metrics Refresh	
0930 EST	Draft Placemat Complete	Emailed to 3 star EAs/COS
1000 EST	CG-DCO/DCMS/CG-8 Pre Brief	LAC (7N15-01)
1045 EST	Final Placemat Complete/Emailed/Posted to Portal	
1100 EST	CCG/VCG/AREA/DCO/DCMS Brief	CCR
1300 EST	O-6 & Senior Civilian HR Advisor Working Group Teleconference	LAC (7N15-01)
1500 EST	Daily Reports due for next briefing cycle	<a href="mailto:HQS-SMB-SDCELL@uscg.mil">HQS-SMB-SDCELL@uscg.mil</a>

b. PPC CALL CENTER: for extended lapse that will impact military pay, Commandant (CG-1M) may establish a call center for FAQ at PPC. This call center should be fed, in part, by questions that come in to a “lapse inbox” maintained by Commandant (CG-1M1). Further, the answers to the military FAQs should be posted to a centralized Lapse Website.

c. COAST GUARD MUTUAL ASSISTANCE (CGMA) AND EXTERNAL PARTNERS: Engage CGMA to increase loan amounts and work with external entities (banks) to provide pay day loans.

d. CIVILIAN HUMAN RESOURCE MAILBOX: Consistently used to provide direct responses to civilian employee and management inquiries. Frequently Asked Questions (FAQs) for civilian employees and supervisors are issued at the beginning of a lapse and periodically updated as needed.

### 13. ETHICS GUIDANCE DURING A LAPSE.

a. All federal ethics rules still apply to all personnel, including military and civilian members whether furloughed or not. See the Standards of Conduct Manual, COMDTINST M5370.8 (series), as well as [Office of Government Ethics Regulations](#) and DHS supplemental regulations and furlough guidance for further reference. While gifts cannot be solicited, it is permissible to identify needs to charitable organizations that ask. Authorizing charitable organizations to access impacted CG units for the purpose of assessing needs is also permissible.

b. Any command or member with a gift question should call their servicing legal office or the CGHQ Office of General Law.

c. Gifts solicited or accepted by a parent, spouse, sibling, child, dependent relative or a member of the household of a Coast Guard employee/member with the knowledge and acquiescence of that employee/member will be imputed to the employee/member. Members of Coast Guard Spouse's Clubs must adhere to fundraising guidance in the Spousal Club Instruction, COMDTINST 1750.6 (series).

d. In general, employees/members can accept opportunities and other similar benefits offered by someone other than a prohibited source (i.e. company we regulate, company that does business with us, etc.) to a group or class that does not discriminate among Coast Guard employees on the basis of type of official responsibility or on a basis that favors those of a higher rank or rate of pay. Closely affiliated organizations such as the Chief Petty Officers' Association (CPOA), local Spouses Club, and Auxiliary Flotillas are permissible sources.

(1) ACCEPTABLE:

- (a) Restaurants offering free meals to Coast Guard members impacted by the lapse in the local area;
- (b) Food bank offering groceries to all furloughed federal employees (can take advantage repetitively);
- (c) Cash grants from charitable organizations to all veterans impacted by a government shutdown;
- (d) Gift cards (cash equivalent and store) offered to all members of a Coast Guard unit by the Coast Guard Foundation and Chief Petty Officers' Association.

(2) UNACCEPTABLE:

- (a) Gift cards (cash equivalent and store) offered to all members of a Coast Guard unit by the owner of an inspected vessel;
- (b) Offer of cash to just one or two persons at a unit from a local member of the community;
- (c) Free meals offered to the command cadre of a Coast Guard units.

e. Prospective donors who approach Coast Guard commands to ask how they can benefit Coast Guard members should be referred to the Coast Guard Mutual Assistance (CGMA). CGMA can provide grants to the entire CG family (active, reserve, civilian, auxiliary, retirees and, in some instances, to family members). Additionally, CGMA has a unique status as the CG's Military Aid Society, and has the ability to account for distributions. Cash given to the Coast Guard units must be deposited in a unit's Morale, Welfare, and Recreation (MWR) account or the General Gift Fund and not provided to individual members.

f. If a donor does not wish to donate to the CGMA or another affiliated private organization, it might be possible for the Coast Guard to accept or distribute a gift to the Coast Guard as described in

COMDTINST M5760.14. Ordinarily, gifts redistributed to personnel are those intended for the recreation or entertainment benefit of Coast Guard personnel. Gifts offered to the Coast Guard or Coast Guard members by a **prohibited source** are always analyzed pursuant to COMDTINST 5760.14. Sometimes it may be prudent to decline a gift. Generally, the Coast Guard cannot redistribute to Coast Guard personnel cash equivalent gift cards or in-kind store cards that do not have an entertainment or recreational MWR nexus. For example, the command could accept and distribute Starbucks or movie theatre gift cards because both have a recreational or entertainment nexus but not Home Depot, Lowes, grocery store or cash equivalent cards. Coordination with the Servicing Legal Office is recommended.

g. However, as described in paragraph c above, gifts that are offered by an entity that is **not a prohibited source** to a group of Coast Guard members that is defined in a manner that does not specifically discriminate between government employees on the basis of type of official responsibility or on a basis that favors those of a higher rank or rate of pay are frequently distributed directly to Coast Guard personnel by a command representative under the personal gift rules in the Standards of Ethical Conduct. For example, a local grocery store is not a prohibited source and wants to make \$50 grocery store cards available to all members of a unit. The grocery store cards could be distributed by a command representative such as the chaplain or Command Senior Enlisted Leader (CSEL) in a non-discriminatory manner to CG personnel in need. Similarly, if the CPOA wanted to distribute cash equivalent gift cards to members in need utilizing the chaplain or CSEL doing so may be authorized by the Command. Coordination with the servicing legal office is recommended.

h. While the Coast Guard cannot endorse or support any non-federal entity, we can thank non-federal entities that make gifts directly to the Coast Guard or Coast Guard people. COMDTINST M 5760.14 requires Commands to thank donors for gifts to the Coast Guard in writing. The Coast Guard can only thank those entities that donated directly to the Coast Guard or Coast Guard people and not entities who donated to other non-federal entities that support the Coast Guard. For example, if the Coast Guard Foundation (CGF) supports Coast Guard members by distributing cash equivalent gift cards during a furlough, the Coast Guard can and should thank the Foundation. If the Coast Guard learns of the donor to the CGF, the Coast Guard should not thank those who donated to the CGF. CGF is responsible for thanking CGF donors.

i. Outside Employment and Activities – Coast Guard employees remain federal employees even during a furlough due to a lapse of appropriations. As such, they continue to be bound by the rules relating to outside employment and activities in the Executive Branch Standards of Ethical Conduct, DHS Supplemental Standards set forth at 5 C.F.R. 4601 (all military and civilian employees) and the Military Civil and Dependent Affairs Manual (COMDTINST M1700.1 (series) - (or military members). Pursuant to those regulations, Coast Guard military members and civilian employees are required to obtain prior approval for outside activities, if fiduciary or compensated, unless an exemption applies. All personnel considering outside employment should review ALCOAST 475/22 for a full description of how and when to obtain approval for all kinds of outside activities. Per the ALCOAST, the servicing legal office should receive notice of all outside employment approvals for both military and civilian members.

j. Employees are permitted to apply for unemployment benefits and other public services provided by their state or local government that are open to any other member of the public on the same terms. But rules for such programs differ from state to state, and the Coast Guard does not assist with the application for these benefits. If an employee eventually receives back pay for the time period where they are receiving unemployment benefits, there is a requirement to pay the benefit money back.

k. The CG has limited authority to distribute in-kind goods and is often ill-equipped to handle such donations. It is frequently prudent to refer such donations to an affiliated private organization for management and distribution such as the CPOA or local spouses club. These goods remain the property of the affiliated private organization who are responsible for final disposition of the materials. Commands may authorize the limited use of Coast Guard facilities for the distribution of materials as described in paragraph (n) below.

l. The CG has limited authority to distribute in-kind goods and is often ill-equipped to handle such donations. It is frequently prudent to refer such donations to either Coast Guard Mutual Assistance or to an affiliated private organization for management and distribution. While the Coast Guard is not permitted to endorse or support any non-federal entity, Coast Guard members who are offered in-kind donations may educate/inform donors of supporting organizations who may be able to receive donations. In doing so, members should not direct donors to a specific organization but should merely inform donors of the local supporting organizations that are active in their AOR who may be able to assist the donor. These goods remain the property of the affiliated private organizations who are responsible for final disposition of the materials.

m. Commands may have to remind personnel who belong to non-federal affiliated private organizations that they should not, ordinarily, accept donations from non-federal people or entities on behalf of private organizations, particularly prohibited sources, because doing so may have the appearance of engaging in a federal felony. See, 18 U.S.C. § 209. Members with questions should consult their servicing legal office.

n. De minimis Exceptions for Use of Government Property and Office Equipment by Non-Federal Entities: There is support for the proposition that a de minimis rule is embedded in 5 C.F.R. 2635.704 (Use of Government Property) and recognized in the Coast Guard Limited Personal Use of Government Desktop Equipment, Wifi, and Mobile Devices, COMDTINST M5375.1 (series).

(1) Use of Government Property: The de minimis rule embedded in 5 CFR 2635.704 provides the legal basis for permitting affiliated private organizations to use Coast Guard property. For example, the de minimis rule provides the basis for authorizing the use of government property to associations such as the Spouse's Club or the CPOA to conduct meetings, store materials or set up a distribution space. This de minimis rule comports with GSA legislation and implementing regulations allowing for the occasional, non-disruptive use of a federal facility for noncommercial purposes. (See, e.g., 40 U.S.C. § 581(h)(2)). Commands may authorize the use of a designated space on a not-to-interfere basis with Coast Guard operations.

(2) Only public areas should be used for such purposes. Public areas include, but are not limited to: roadways, athletic fields, lobbies, courtyards, auditoriums, and entrances to Coast Guard Exchange System and MWR facilities. See the Standards of Conduct Manual, COMDTINST M5370.8 (series),

(3) Federal members of affiliated private organizations may not use the Coast Guard Data Network (CGDN) to advertise or solicit fundraising activities but may use the CGDN for organizational activities internal to the group's members. For example, members of an affiliated private organization may use the CGDN to send an email to the group's internal distribution list to arrange a meeting or schedule the group's volunteer activities.

- o. If any non-federal entity other than CGMA, the Coast Guard Foundation, a local Spouses Club, or the CPOA (including the Coast Guard Enlisted Association (CGEA)) desires to engage in any on-base distribution of gift cards or in-kind support, contact your Servicing Legal Office for guidance.
- p. If unsolicited, in-kind goods show up at CG units, they may be distributed to CG or outside victims or to charitable organizations assisting victims. While the underlying authority, 14 U.S.C. § 521, permits official resources and funds to be used to store and distribute goods, it does not provide authority to procure goods for distribution or transport goods from outside the immediate area. Referring such unsolicited donations to an affiliated private organization for management and distribution as described above is the best course of action.
- q. Official information channels (e.g., management communications) may be used to share factual information about charities with members but Coast Guard commands and employees cannot recommend or endorse a particular charity. Further, members of affiliated private organizations may not use the CGDN to broadcast information outside of their internal distribution lists but may coordinate distribution of information relating to benefits through their chain of command.
- r. Federal employees may not engage in fundraising in an official capacity or in the Federal workplace, except in limited circumstances (see [5 CFR 2635.702](#) and [5 CFR 2635.808](#)). Generally, Coast Guard employees may only fundraise in their official capacity for the annual Combined Federal Campaign (CFC) campaign, CGMA, MWR activities, and certain disaster relief fundraisers authorized by the Office of Personnel Management (OPM), the Secretary of the Department of Homeland Security (S-1), and the Commandant (CCG). Unless authorized by OPM, S-1, and CCG, furlough is not one of the events for which official fundraising is authorized. Generally, however, federal employees acting in their personal, off-duty capacity who do not feature or mention their Coast Guard title or position may participate in charitable fundraising with a non-federal entity so long as they do not solicit a prohibited source or solicit subordinates. Volunteer activities do not qualify as an outside activity requiring approval unless the member holds a fiduciary position with the organization. See COMDTINST M5370.8 (series) section 2.I.4.e and ALCOAST 475/22.
- s. Coast Guard employees have previously sought financial assistance through electronic “crowdsourcing” campaigns through platforms such as GoFundMe. Such campaigns raise a variety of ethics concerns and require careful planning to avoid violating ethics rules, employees are urged to always check with their Servicing Legal Office prior to launching a crowdsourcing campaign. Generally, federal employees or those related to federal employees may not use a crowdsourcing campaign to raise funds simply because they are in a non-pay status. This is because an employee (or a person acting on the employee’s behalf, such as a spouse) may not use their government position or title to induce a benefit, nor may they refer to their official position in an online solicitation in any manner that would, under all the circumstances, cause a reasonable person to conclude that the government sanctions or endorses their solicitation. Accordingly, a Coast Guard members, title, or status as a federal employee should not be used in any such solicitation. Additionally, employees cannot generally accept gifts from prohibited sources. Therefore, an employee would need to be able to identify and reject such prohibited donations. An employee could accept donations from the employee’s friends or relatives when it is clear that any donations accepted are based on that friendship or family relationship. Given the number of potential ethical pitfalls, Coast Guard employees are strongly encouraged to consult an ethics official before any such campaign begins. In some instances a Coast Guard employee may desire to accept assistance from a crowdsourcing campaign that was done to aid federal employees in a non-pay status. Whether they can accept such assistance depends on a number of factors. For example, such offers of assistance may be accepted if (1) the assistance is offered to a broad class of government employees that does not discriminate

based on responsibility, rank, or rate of pay (such as all furloughed federal employees) and (2) the campaign organizer is not a prohibited source. See Office of Government Ethics Legal Advisory LA-20-07 dated 06 October 2020.

14. CONCLUSION OF A LAPSE. Upon receipt of a notice from OMB through the office of the Secretary of DHS that the lapse in appropriations has concluded, Commandants (CG-8) and (CG-1M) will direct employees to return to work.

15. POINTS OF CONTACTS. An up-to-date list of POCs for lapse queries at each office listed below is maintained at <https://www.mycg.uscg.mil/>:

- |                             |                      |
|-----------------------------|----------------------|
| a. CGMA                     | Commandant (CG-1M)   |
| b. Social Media             | Commandant (CG-0922) |
| c. Media relations          | Commandant (CG-0922) |
| d. Congressional affairs    | Commandant (CG-0921) |
| e. Domestic Travel          | Commandant (CG-1M12) |
| f. International Travel     | Commandant (CG-1M12) |
| g. Flag Travel              | Commandant (CG-1M12) |
| h. Employee Recall          | Commandant (CG-832)  |
| i. Civilian Human Resources | Commandant (CG-1C)   |
| j. Employee Replacement     | Commandant (CG-81)   |
| k. Ethics                   | Commandant (CG-LGL)  |

16. ADDITIONAL GUIDANCE. The most up-to-date frequently asked questions and amplifying details can be found at <https://www.mycg.uscg.mil/>.