

Supervisor Government Shutdown/Furlough Checklist

General Information:

- ❑ **Announcement of Furlough:** Upon notification of a government shutdown, all non-excepted employees will conduct an orderly shutdown of activities – no work outside of shutdown activities will be performed. Supervisors have up to four hours to complete the orderly shutdown tasks, but they should be completed as quickly as possible.
- ❑ **Teleworking Employees:** Supervisors will email the furlough letter to any teleworking employee and discuss shutdown activities as stated above. The employee will sign the letter and return via email to their supervisor.
- ❑ **Remote Employees:** Supervisors will email the furlough letter to any remote employee and discuss shutdown activities as stated above. Employees will sign the letter and return it via email to their supervisor.
- ❑ **Employees on Travel/TDY:** Supervisors should advise any employee on travel/TDY to return home. Employees should contact the Commercial Travel Office to make travel arrangements and return home without delay. Excepted employees on travel status can continue TDY travel and are not required to return home.
- ❑ **Retroactive pay** under 31 U.S.C. § 1341(c), after the lapse in appropriations has ended, both excepted and furloughed employees will receive retroactive pay at the employee's standard rate of pay. Supervisors are encouraged to advise employees of this provision and provide a reminder that this is also included on the Furlough Notice of Decision to Furlough Due to Lapse of Appropriations Memorandum.
- ❑ **Employee Assistance Program availability:** Supervisors should advise their employees that emergency counseling and crisis intervention intake screening and referral services will continue to be available through the Department's Employee Assistance Programs during a lapse in appropriations.

Orderly Shutdown:

- ❑ **Furlough Letter:** Supervisors must provide employees copies of their furlough letter, and ensure employee acknowledgements of furlough notices.
 - Memos must be dated and may not be distributed until AFTER a lapse in appropriations has been announced by the SECDEF.
 - Where applicable:
 - EODs for new employees may need to be postponed until after the furlough.
 - Employees TDY must return to their home station as part of the orderly shutdown process using their government-issued travel credit card. The cards will be honored to return employees to their home station.

- If an employee was not issued a furlough memo prior to the furlough, a memo should be issued to the employee at the conclusion of the furlough period.
- ❑ **Enable Out-of-Office Messages (Office Phone, Work Cell, and Email):**
- Supervisors should instruct their employees to use the following sample if a representative is designated to respond to inquiries during furlough:

“Due to a lapse in federal funding, employees are on furlough. Thus, I am unable to monitor or respond to email or voicemail until the furlough has ended. If this is an emergency, please contact [insert first and last name, phone, email].”
 - Supervisors should instruct their employees to use this sample if a representative is *not* designated to respond to inquiries during furlough:

“Due to a lapse in federal funding, employees are on furlough. Thus, I am unable to monitor or respond to email or voicemail until the furlough has ended.”
- ❑ **Timekeeping:** Supervisors will review/verify that all employees have completed their timesheet in the Time and Attendance system for the full pay period (*dates TBD*). For *dates TBD*, all employees (excepted and non-excepted) will code “KE” (furlough) hours in the Time and Attendance system. Employees will concur/authorize their time in the Time and Attendance system. Note: once the DOD appropriation is signed and effective, employees will correct their timesheets to properly code actual hours worked on *date TBD*. Employees must complete their timesheet in the Time and Attendance system and receive supervisor approval for time in the Time and Attendance system prior to beginning furlough.
- ❑ **Secure Files, PII and Equipment:** Supervisors and employees are required to secure files and equipment as required; employees may take their laptop/government cell phone home (if not already in a full-time telework/remote status), however non-excepted employees are not authorized to perform work or use their work laptop or government cell phone while in furlough status.
- ❑ **Notify Supervisor:** All supervisors and employees are expected to contact their supervisor and let them know when they have completed all shutdown activities.
- ❑ **Miscellaneous Orderly Shutdown Guidance:** Ensure disposal of perishable food items, check office refrigerator, turn off coffee pots, etc.
- ❑ **Begin Furlough** – Employees are in a furlough status once all furlough shutdown activities have been completed. Employees not authorized to perform any work duties while in furlough status.

Return To Work:

- ❑ Furloughed employees should monitor media outlets for news about the approval of a continuing resolution or appropriation for DoD. The OPM website (www.opm.gov) will also provide information.

- ❑ If the continuing resolution is approved, employees will be expected to immediately report to the office or begin telework, or take leave. Employees should contact their supervisor and let them know their status.