

DoW Government Shutdown/Furlough Checklist for Supervisors

General Information:

- ☐ **Announcement of Furlough:** Upon notification of a government shutdown, employees subject to furlough will conduct an orderly shutdown of activities and perform no work outside of shutdown activities. Supervisors have up to four hours to complete orderly shutdown tasks, but they should be completed as quickly as possible.
- ☐ **Teleworking and Remote Employees:** Supervisors will email the furlough notice to any teleworking or remote employee and discuss shutdown activities. Employees will either 1) sign the notice, either physically or digitally, and return it via email to the supervisor; or 2) acknowledge receipt of the notice via a return email to the supervisor.
- ☐ **Employees on Administrative Leave under the Deferred Resignation Program (DRP):** Supervisors will email the furlough notice to employees on administrative leave under the DRP at the employees' personal email and discuss shutdown activities. Employees will either 1) sign the notice, either physically or digitally, and return it via email to the supervisor; or 2) acknowledge receipt of the notice via a return email to the supervisor. Alternatively, supervisors may telephone the employee and then mail the written notice to the latest known address by registered mail with return receipt requested.
- ☐ **Employees on Travel/TDY:** Supervisors of employees on temporary duty travel will follow the "Guidance for Continuation of Operations During a Lapse in Appropriations" issued by the Deputy Secretary of War at the time of the government shutdown with respect to continuation of the travel.
- ☐ **Employees on Reimbursable Detail with Another Agency:** Supervisors of employees on reimbursable details with other agencies will consult the terms of the Memorandum of Agreement or other documents implementing the detail. Generally, if the other agency does not have authority to continue incurring obligations, then the detailee must be returned to DoW. Once returned, the employee will be subject to the same shutdown and furlough guidance applicable to all other DoW employees.
- ☐ **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.
- ☐ **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 Notice:** Supervisors must provide employees copies of their furlough notice and ensure employee acknowledgement of the furlough notice.
- ☐ Notices must be dated and may not be distributed until AFTER a lapse in appropriations has been announced by the Secretary of War.
- ☐ If an employee was not issued a furlough notice prior to the furlough, the notice should be issued to the employee at the conclusion of the furlough period.
- ☐ **Entrance on Duty:** Supervisors should consider delaying the entrance-on-duty date for new employees who are scheduled to report to work for the first time during a shutdown furlough.

☐ **Enable Out-of-Office Messages (Office Phone, Work Cell, and Email):**

- ☐ As appropriate, supervisors should instruct their employees to enable out of office messages.
- ☐ A suggested sample, if a representative is designated to respond to inquiries during the furloughs:

“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].”
- ☐ A suggested 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, following the lapse in appropriation expiration date ending September 30, 2025. All employees (excepted and subject to furlough) will code “KE” (furlough) hours in the Time and Attendance system. Note: Once the DoW appropriation is signed and effective, excepted employees will correct their timesheets to properly code actual hours worked. Employees subject to furlough will correct their timesheets to record time and attendance hours according to their normal work schedule. Employees must complete their timesheet in the Time and Attendance system for supervisory approval prior to beginning furlough.

- ☐ **Secure Files, PII and Equipment:** Supervisors and employees are required to secure files and equipment as necessary. 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 employees are expected to contact their supervisor and let the supervisor 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 are 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 DoW. The OPM website (www.opm.gov) will also provide information.
- ❑ If the notification occurs during duty hours, supervisors should apply a rule of reason in requiring employees to return to work as soon as possible, taking into account the disruption in the lives and routines of furloughed employees that a shutdown causes. In general, employees with telework agreements should resume work promptly during that day. If notification occurs during off-duty hours, employees are expected to resume work on the next scheduled duty day. Employees should contact their supervisor and let them know their status.