

# DoD Government Shutdown/Furlough Checklist

## General Information:

- Upon notification of a government shutdown, all non-excepted employees must conduct an orderly shutdown as quickly as possible, not to exceed four hours. No work outside of shutdown activities should be performed.
- 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 Defense at the time of the government shutdown with respect to continuation of the travel.

## Orderly Shutdown:

### Furlough Letter

Supervisors must provide employees copies of their furlough letter, and ensure employee acknowledgements of furlough notices.

### Enable Out-of-Office Messages (Office Phone, Work Cell, and Email)

- This sample is suggested 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]**.”

- This sample is suggested 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

Employees must complete their timesheet for the full pay period ending November 18, 2023, if normally scheduled to work on November 18, 2023, and the pay period ending December 2, 2023. Use code “KE” (furlough) for hours in furlough status.

Note: Once the DoD appropriation is signed and effective, excepted employees will correct their timesheets to properly code actual hours worked on November 18, 2023, or the regularly scheduled duty day after November 18, 2023, to the conclusion of the furlough. 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, and receive supervisor approval, prior to beginning furlough.

### Secure Files, PII and Equipment

Supervisors and employees are required to secure files and equipment as appropriate; employees may take equipment home that they are authorized to use at home, such as government laptops and cell phones. However, non-excepted employees are not authorized to perform work or use their work laptop or government cell phone while in furlough status.

## ❑ **Begin Furlough**

Employees begin furlough status and are not authorized to perform any work duties while in a furlough status.

## Return To Work:

- Furloughed employees should monitor media outlets for notification that a continuing resolution or appropriation for DoD has been signed by the President. The OPM website ([www.opm.gov](http://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.
- 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.