
REFERENCE GUIDE

IMPLEMENTATION PROCEDURES FOR A FURLOUGH DUE TO LAPSE IN APPROPRIATIONS

Background

A shutdown furlough is the placing of an employee in a temporary non-duty, non-pay status because there is a lapse in appropriations. Prudent management for such an event requires preparation. The following guidance addresses the process for notifying employees of a shutdown furlough to ensure an orderly shutdown of operations.

Issuing Notices

1. Personal Delivery - Most employees will be directed to report to work to receive their Notice of Furlough in person and complete the orderly shutdown of operations.
2. Electronic Delivery and Electronic Signatures - Employees who are not available or who have not been directed to report to the office for personal delivery of their furlough notice may receive their notice electronically through agency email. The employee's name, address, and/or e-mail address should be included on the decision notice so that it is clear the employee is receiving personal notification. The email notification must include instructions for the employee to acknowledge receipt. Acknowledgment of the notice may include a return e-mail from the employee acknowledging receipt; a copy of the notice returned with either a scanned copy of the personally signed document; or an electronic signature, if this feature is available. If agency email access is not available or a receipt of an email notice is not received, the notice must be mailed to the employee's home address of record by registered mail with return receipt requested.

Activities that use electronic signatures will have to be prepared to establish the foundation for the authenticity of such signatures. Auto pens can be used as long as the Deciding Official can personally testify that he or she has personally made the decision in the case and has directed use of the auto pen. The person actually operating the auto pen must be able to testify that he or she acted at the specific direction of the Deciding Official.

Orderly Shutdown Procedures

1. General - Non-excepted employees will be expected to report to work on their next scheduled work day to carry out orderly shutdown activities. These shutdown activities may include: receiving and acknowledging furlough notices; completing any required time and attendance; setting email/voicemail out-of-office notifications; securing files; and other activities necessary to preserve the employee's work. Employees performing these activities will be entitled to compensation. Supervisors must ensure shutdown activities are completed in the most expeditious manner possible; generally such activities may not exceed three to four hours.
2. Telework/Remote Activities - Supervisors may permit non-excepted employees who are scheduled to telework on their next scheduled work day to perform necessary shutdown activities from their telework location, if an existing telework agreement is in place. To the greatest extent practical, and as locally determined, agencies may allow other employees to conduct necessary shutdown activities from a remote location, even without an existing telework agreement, if the nature of the employees' shutdown activities are *de minimis* (i.e., can be completed in approximately 15 minutes). For example, such activities would include receiving and acknowledging receipt of an electronic furlough notice and adjusting voicemail and email to reflect current work status.

If you have any questions concerning this reference guide, please contact the Labor and Employee Relations Line of Business at 703-545-7482. You may also contact this office through email at: dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil.