
TO ALL NATIONAL GUARD FULL TIME EMPLOYEES:

1. As of 20 Jan 2018, Congress has failed to prevent a lapse in appropriations resulting in a Government Shutdown. Federal Agencies have been ordered to execute an orderly shutdown for those activities not considered excepted from the Government Shutdown.

2. The Hawaii National Guard is conducting an Orderly Shutdown Monday, 22 JAN 2018.

3. All full time federal employees are impacted by this Government shutdown. National Guard Federal Technicians have been identified into two groups: Furlough or Excepted.

a. A Technician who is furloughed is placed in a temporary nonduty, non-pay status because of a lack of funds. Furloughed Technicians should not expect to be paid. Congress will determine whether furloughed technicians receive pay for the furlough period.

b. A Technician who is deemed excepted is performing work that, by law, must continue to be performed during a lapse in appropriations. Excepted technicians include technicians who are performing emergency work involving the safety of human life or the protection of property or performing certain other types of excepted work. The Adjutant General is responsible for identifying those technicians considered "excepted" from a shutdown furlough. Excepted technicians will be paid when Congress passes and the President signs a new appropriation or continuing resolution.

c. AGR Members will not be furloughed, however will not be paid until Congress passes and the President signs a new appropriation or continuing resolution.

4. All National Guard Federal Technician will report to your place of duty, Monday, 22 JANUARY 2018 to execute activities for an orderly shutdown. Your supervisor will inform you if you are furlough or excepted.

a. Excepted employees will submit the acknowledgment memo to your supervisor and continue your normal duty.

b. If you are furloughed, you must accomplish this within 4 hours before vacating your work premise. You must read, complete, and sign the acknowledgement of your notification and submit your time and attendance through ATAAPS.

c. Additional instructions are included on the Technician Employee Checklist and the Supervisor Checklist attached.

5. Supervisors will gather and upload all Orderly Shutdown documents into the electronic folders as specified on the Supervisor Checklist by 1200 hrs, 22 JAN 18.

a. Employee notification and acknowledgement Memo

b. Excepted/Furlough Roster

c. Supervisor Checklist

d. Technician Employee Checklist

6. You may find additional information as well the attachments to this email at the Hawaii DOD HRO Website: <http://dod.hawaii.gov/hro/2018-government-shutdown/>.

7. Attached:

- a. Notification for Excepted Employees (T32 and T5) [FOR EXCEPTED EMPLOYEES ONLY]
- b. Notification for T32 Furloughed Employees [FOR FURLOUGHED T32 EMPLOYEES ONLY]
- c. Notification for T5 Furloughed Employees [FOR FURLOUGHED T5 EMPLOYEES ONLY]
- d. Additional Instructions-Information Memo
- e. MSPB Form 185
- f. SF 8 - Unemployment Compensation
- g. Technician Employee Checklist
- h. Supervisor Checklist

8. Note: Services will be very limited from our office as many of our HR Specialists are furloughed. The few employees deemed excepted are to assist with furlough actions. Services from staffing, classification, training, employee benefits (outside of furlough) will not continue. AGR Branch will be available, however, will not be processing any new hires during the shutdown.

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