

Supervisor Checklist

- Understand that you must complete all the requirements of Supervisor Checklist within the first four (4) hours of your duty day.
- Review your list of assigned technician personnel and confirm if they were identified as “Furlough” or on the HING approved “Excepted Employee” List.
- Understand that all Technicians you supervise whom were identified as “Furlough” must complete their Technician Employee Checklist and depart their HING worksite with the first four (4) hours of their duty day.
- Complete Supervisor Checklist. Digital or Pen signature is authorized. Return notification and signed checklist and additional documents by uploading it to the designated respective Furlough 2018 folders.
- Ensure all schedule leave is canceled. (Regardless if Technician is identified on Excepted or Furlough status).
- Review HRO website for information on Furlough. Inform employees of the government shutdown and remind the employee to continue to monitor media coverage of the 2018 Appropriation to include visiting the HIDOD HRO website: <http://dod.hawaii.gov/hro/2018-government-shutdown/>.
- Ensure each technician employee complete the Technician Employee Checklist and (based on your identified status during the furlough) complete either the T32 Acknowledgment of Notification of Furlough Employee, T5 Acknowledgment of Notification of Furlough Employee, or the Acknowledgement Notification of Excepted Employee Status. Digital or Pen signature is authorized. Return Acknowledgement Notification and Employee Checklist documents to by uploading to the respective Furlough 2018 folders. For folder access questions, please contact the following:
 - HIARNG FOLDERS: CW3 Masaki, 808-672-1245, melvin.k.masaki.mil@mail.mil
 - HIANG FOLDERS: CMSgt Orr, 808-672-1888, carol.orr@us.af.mil
- Update your Employee Rosters (Furlough and Excepted) for the personnel you supervise. If you have personnel not on your list, add their information to the roster. If you have personnel who have retired/transferred/resigned, annotate in the signature block. The roster will be loaded under your respective folder.
 - Identify employees not available to sign Employee Rosters and annotate in the signature block.
 - Ensure contact information for your personnel is current for recall purposes once the CR is approved or the Appropriation Bill signed.
- If you are Supervisor(s) on the Furlough List, you will need to delegate and provide the information for the alternate Excepted Supervisor or AGR Supervisor.

□ **FOR ALL IDENTIFIED FURLOUGH TECHNICIAN EMPLOYEES:**

- You MUST ensure that furlough technicians depart their HING workplace no later than the first four (4) hours of your duty day on Monday, 22 January 2018. No additional duty time will be authorized during the remaining furlough period.
- Ensure all furlough technicians have read and understood the “Employee information and instructions during Government Shutdown”. This document is located on the HIDOD HRO website: <http://dod.hawaii.gov/hro/2018-government-shutdown/>. This clearly explains the payroll deductions that will continue with respect to your technician benefits and entitlements.
- Ensure your furlough technicians enable their automatic replies (Out of Office) in Outlook and update telephone voicemail to reflect out of office.
- Ensure furlough technicians understand that during the furlough any government issued devices and government issued cell phone/blackberry are not authorized for use.
- Code timecard correctly. You must ensure furlough technicians complete and submitted their ATAAPS with code Regular (“RG”) for the first 4 hours on Monday, 22 January 2018 to complete orderly shutdown activities. Then, denote Leave without Pay for Furlough time code (“KE”) for the remainder of the pay period. You must complete your ATAAPS prior to being released on furlough.
- Ensure furlough technicians provide you with their contact information for Recall notification. You are required to ensure the furlough technicians provides you at least one (1) form of personal civilian communication (civilian email, civilian cellphone, or home phone).
- Ensure furlough technicians complete any remaining program requirements within the four (4) hour window to ensure an orderly shutdown.
- Ensure furlough technicians review HRO website for information on Furlough. Continue to monitor media coverage of the 2018 Appropriation to include visiting the HIDOD HRO website: <http://dod.hawaii.gov/hro/2018-government-shutdown/>
- Collect completed and signed Technician Employee Checklist and Acknowledgment forms.

□ **Instructions for uploading of all Checklists, Excepted/Furlough Rosters, and Acknowledgments (ALL DOCUMENTS MUST BE UPLOADED IN PDF FORMAT)**

- ARMY NATIONAL GUARD: Click on this link [\\ngih\hiarnq\FY18\JFHQ\SPEC_STAFF\HRO\FURLOUGH \(RESTRICTED\)](\\ngih\hiarnq\FY18\JFHQ\SPEC_STAFF\HRO\FURLOUGH (RESTRICTED)) to get to the HRO Furlough Restricted folder, and then load the file into your respective sub-folder.
- AIR NATIONAL GUARD: Contact your CSS to load your documents into the HIANG CSS Workflow under your respective folder. Load the file into the sub-folder titled (FOUO) ! FURLOUGH 2018.
- For folder access and file questions, please contact the following:
 - HIARNG FOLDERS: CW3 Masaki, 808-672-1245, melvin.k.masaki.mil@mail.mil
 - HIANG FOLDERS: CMSgt Orr, 808-672-1888, carol.orr@us.af.mil

- Complete the accountability portion of this form and upload this checklist in your respective Furlough Folder.**

Total number employees you supervise: _____

AGR: _____

Tech T32: _____

Tech T5: _____

Total number of employees furloughed: _____

Tech T32: _____

Tech T5: _____

Total number of employees Excepted: _____

Tech T32: _____

Tech T5: _____

Total number of other personnel: _____

ADOS: _____

Contract: _____

Total number of employees (Tech) notified and acknowledged in person: _____

Total number of employees (Tech) notified and acknowledged by e-mail (w/read receipts): _____

Total number of employees (Tech) unable to notify: _____

Printed Supervisor Name: _____

Name of Unit/Office/Department: _____

Email Address: _____ Telephone: _____

Supervisor Signature: _____

Date: _____