







	<p>documented will be paid when a continuing resolution (CR) or appropriation bill is passed.</p> <ul style="list-style-type: none"> <li>- Supervisors, T32 Technicians and T5 Employees will use their records to correct time and attendance records in ATAAPS once appropriations are made available; records should be maintained.</li> </ul>
<b>FOR SUPERVISORS:</b> Inform Military of Potential Impact on Military Pay	<p>AGR members will continue in normal duty status during a government shutdown. A shutdown that extends <u>beyond 15 January 2021</u> could result in a delay of the next scheduled pay disbursement.</p>
<b>NON-EXCEPTED T32 TECHNICIANS and T5 EMPLOYEES:</b> Perform Orderly Shutdown Work	<p>Orderly shut-down requirements will vary based upon position. All T32 Technicians and T5 Employees, by policy, are authorized up to a minimum of four hours. Additional time may be required for some T32 Technicians and T5 Employees, but the justification for additional time must be documented. Supervisors must ensure that all non-excepted activities that would create new obligations are terminated as part of an orderly shutdown. Where this effort cannot be performed by non-furloughed civilians or military members, it must be accomplished as part of the orderly shutdown.</p> <p>Supervisors shall ensure that T32 Technicians and T5 Employees limit work only to shutdown activities, examples include:</p> <ul style="list-style-type: none"> <li>- Secure the work area including computers, materials, files and CAC card; take extra care for classified data and any containing Personal Identity Information (PII).</li> <li>- Coordinate work between furloughed and non-furloughed personnel</li> <li>- Take home or locking up personal valuables</li> <li>- Cancel scheduled official travel and/or training plans</li> <li>- Cancel internal and external meetings and informing attendees</li> <li>- Cancel sponsored events and notifying participants</li> <li>- Cancel or suspending non-exempt activities</li> </ul> <p>Place out-of-office messages on email and voicemail</p> <ul style="list-style-type: none"> <li>- Update and/or provide contact information (i.e. home address/email/phone) to supervisor</li> <li>- Temporarily transfer authority for security managers, travel voucher approval, and other approving official functions</li> </ul> <p>Update government-sponsored mass transportation subsidy claims</p>
<b>FOR SUPERVISORS:</b> Brief T32 Technicians and T5 Employees on Reporting and Call-Back Procedures Prior to Departure	<p>Counsel T32 Technicians and T5 Employees that, during the furlough, they must remain away from the workplace, may not work from home, and are legally prohibited from checking Blackberries, iPhones, or using government issued laptops. Information concerning critical information on return to duty will be on the OPM website at: <a href="http://www.opm.gov/">http://www.opm.gov/</a>.</p>

<p><b>NON-EXCEPTED T32 TECHNICIANS and T5 EMPLOYEES:</b> Return to Work</p>	<p>It is each T32 Technician’s and T5 Employee’s responsibility to listen to public broadcasts and to keep abreast of the latest news regarding the budgetary status of the United States Government. When a continuing resolution or a FY21 appropriation for the DoD has been passed, T32 Technicians and T5 Employees will report to work or request leave in accordance with leave procedures. The Joint Operations Center (JOC) will alert Air and Army Commanders and Directors to notify their supervisors to begin the recall of their furloughed personnel. If the announcement occurs during normal duty hours the supervisor will determine whether it is reasonable to report to work that day, telework, or report on your next regularly scheduled work day. If the announcement occurs after normal duty hours supervisors will contact their furloughed personnel within reasonable hours to notify that they are expected to report to duty or telework on their next regularly scheduled work day.</p>
<p><b>ALL T32 TECHNICIANS and T5 EMPLOYEES:</b> Pay Entitlement Once Appropriations are Enacted</p>	<p>Upon passage of a CR or appropriation for FY21 that includes pay entitlement for furlough:</p> <ul style="list-style-type: none"> <li>- Excepted T32 Technicians and T5 Employees will be paid for all hours worked during the lapse once an appropriation is passed.</li> <li>- AGR members will also be paid once an appropriation is passed.</li> <li>- Furloughed Non-Excepted T32 Technicians and T5 Employees will be retroactively paid for time spent receiving their furlough letter and implementing an orderly shutdown.</li> </ul> <p>Retroactively paying furloughed T32 Technicians and T5 Employees for time not worked would require specific legislation.</p>