

## ACTIONS TO IMPLEMENT AN ORDERLY SHUTDOWN

*The purpose of this paper is to inform the implementation of orderly shutdown activities. In the event Congress does not pass an annual appropriation or continuing resolution before midnight, 18 December 2020, a government shutdown will occur. A shutdown will affect National Guard T32 Technicians and T5 Employees differently, depending on their status. Supervisors must inform each T32 Technician and T5 Employee of their shutdown status, as listed below. T32 Technicians and T5 Employees who have questions regarding their exempt/excepted/non-excepted status or responsibilities during the government shutdown should contact their immediate supervisor. Supervisors should direct questions to the HRO.*

- **“EXEMPT” EMPLOYEES.** *Exempt employees are in positions funded by multiyear appropriations (i.e. RDT&E), revolving funds (i.e. depots), or non-appropriated funds. This does not apply to T32 Technicians and T5 NG Employees..*
- **“EXCEPTED” EMPLOYEES.** *Excepted employees are funded through annual appropriations who are nonetheless excepted from the furlough because they are performing work that, by law, may continue to be performed during a lapse in appropriation.*
- **“EXCEPTED” T32 TECHNICIANS AND T5 EMPLOYEES.** *T32 Technicians and T5 Employees in positions funded by annual appropriations (lapsed) which perform a function under the definition of an “excepted” activity are considered excepted from furlough. These individuals will report for duty on their next scheduled duty day and will earn pay for their hours of work, but will not receive pay until an appropriation is passed. These individuals will perform work during the furlough. These individuals (and their supervisors) must maintain accurate documentation of hours worked to be annotated properly within ATAAPS upon passage of a Continuing Resolution (CR) or FY20 appropriation.*
- **“NON-EXCEPTED” T32 TECHNICIANS AND T5 EMPLOYEES.** *T32 Technicians and T5 Employees in positions funded by annual appropriations (lapsed) and **DO NOT** perform a function under the definition of an “excepted” activity are considered non-excepted from furlough. These individuals will report for duty on their next regularly scheduled duty day to receive their notification of furlough memorandum and to perform orderly shutdown activities. T32 Technician and T5 Employee pay records within ATAAPS will be properly annotated upon passage of a CR or FY21 appropriation. Pay records should be modified to reflect up to 4 duty hours unless additional time is required to complete shutdown activities. Non-Excepted personnel will be released from duty once they have finalized their orderly shutdown procedures.*
- **AGR MEMBERS.** *Military members (occupying **permanent** positions) are not subject to furlough. These individuals will report for duty and will earn pay, but will not receive pay until an appropriation is passed.*

- ***FTNGD (NON-AGR) MEMBERS. FTNGD Orders***—for Military members performing Non-AGR Full-time National Guard Duty—***will be terminated***, unless those members are performing functions excepted under law. These individuals, performing excepted functions will report for duty and will earn pay, but will not receive pay until an appropriation is passed. A roster of ***NON-EXCEPTED*** personnel will be provided by HRO. Please do not amend orders of personnel ***NOT*** on this roster.

| <b>Action</b>  | <b>Description</b>   |
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| <p><b>FOR SUPERVISORS:</b><br/>Review Furlough Guidance</p>              | <p>Review all guidance for Government Shutdown Furlough:</p> <ul style="list-style-type: none"> <li>• DCPAS Furlough Implementation Guidance</li> <li>• DCPAS Shutdown Furlough FAQs - November 2019</li> <li>• Excepted Employee Status Notification T32 - T5</li> <li>• HI-HRO-T5 Furlough Notification Final Packet</li> <li>• HI-HRO-T32 Furlough Notification Final Packet</li> <li>• Supervisor Checklist</li> <li>• Technician Employee Checklist</li> </ul> <p>Additional information is available from the Office of Personnel Management (OPM) at the following link: <a href="https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough">https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/#url=Shutdown-Furlough</a></p>  |
| <p><b>T32 TECHNICIANS and T5 EMPLOYEES:</b><br/>Sign Furlough Letter</p> | <p>- All T32 Technicians and T5 Employees should report for duty or via telework next regularly scheduled work day unless on previously scheduled leave, TDY, telecommuting, or other absence approved by their supervisor.</p> <p>-First-level supervisors will contact each non-excepted T32 Technician and T5 Employee to:</p> <ul style="list-style-type: none"> <li>-- Provide furlough letter and other information via personal delivery or by email.</li> <li>-- Ensure letter is signed and the T32 Technician and/or T5 Employee receives a copy in person or by email.</li> <li>-- In the event the T32 Technician and/or T5 Employee refuses to sign the letter, the supervisor shall note on the letter: “T32 Technician or T5 Employee refused to acknowledge. Copy provided on [DATE]” and sign the document.</li> </ul> <p>- For T32 Technicians and/or T5 Employees not present their next regularly scheduled work day, (individual is on leave, otherwise not present, or in cases where it would cause undue impact to individuals to report), an appropriate contact plan should be in place. Ensure a copy of the furlough notice is sent to the T32 Technician and/or T5 Employee via e-mail, fax, or mail. T32 Technicians and T5 Employees should acknowledge receipt and return a signed copy of the notification to the supervisor.</p> |

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|  | <p>Document telephonic discussions via memo for record.</p> <ul style="list-style-type: none"> <li>- T32 Technicians and T5 Employees who do not perform orderly shutdown work on their next regularly scheduled work day <b><u>will not earn pay</u></b> for that day.</li> <li>- <b>Excepted</b> T32 Technicians and T5 Employees will continue to work a normal schedule and record time and attendance until otherwise notified. Thereafter, these persons may be furloughed in accordance with these instructions if the funds to pay them are exhausted.</li> </ul>   |
| <p><b>ALL T32 TECHNICIANS and T5 EMPLOYEES:</b><br/>Document Time &amp; Attendance (T&amp;A) for Pay Period to Date</p>        | <ul style="list-style-type: none"> <li>- All T32 Technicians and T5 Employees will be paid for work performed through their next regularly scheduled workday in their scheduled paycheck, applicable for that date.</li> <li>- If the government shuts down starting at 0001 on 19 December 2020, as part of their orderly shutdown activity on their next regularly scheduled workday, all T32 Technicians and T5 Employees must input actual time worked and sign their timecard through 19 December 2020 using the appropriate system.</li> <li>- All non-excepted T32 Technicians and T5 Employees will use the <b>code KE</b> for the remainder of the current pay period.</li> <li>- All timecards <b><u>must be completed</u></b>, signed and certified by close of business on 19 December 2020 <b><u>to ensure payment</u></b>.</li> </ul> <p><b>Excepted</b> employees shall document pay and attendance per usual procedures.</p>  |
| <p><b>ALL T32 TECHNICIANS and T5 EMPLOYEES:</b><br/>Document Time &amp; Attendance (T&amp;A) During Lapse in Appropriation</p> | <ul style="list-style-type: none"> <li>- T32 Technicians, T5 Employees, and their supervisors, must keep a record of actual time worked during the lapse in appropriation. <ul style="list-style-type: none"> <li>-- Excepted T32 Technicians and T5 Employees are responsible for maintaining a record of hours worked.</li> <li>-- Records shall document the individuals' total hours for each duty day (e.g. start and end times). The records must contain sufficient detail to support auditability. <ul style="list-style-type: none"> <li>-- Supervisors shall review, verify, and maintain all such records.</li> <li>-- Excepted T32 Technicians and T5 Employees may not take leave during a government shutdown; any excused absence during a lapse in appropriation will be treated as furlough (non-pay status).</li> <li>-- Non-excepted T32 Technicians and T5 Employees are responsible for maintaining a record of hours in excess of 4 hours worked in execution of an orderly shutdown (all T32 Technicians and T5 Employees will be presumed to require at least four hours, unless additional efforts are necessary and pre-approved).</li> </ul> </li> </ul> </li> <li>- Pay earned on/after 19 December 2020 and appropriately</li> </ul> |

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|  | <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><br>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><br>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><br>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>  |

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| <p><b>NON-EXCEPTED T32 TECHNICIANS and T5 EMPLOYEES:</b><br/>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><br/>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>  |