

# FACT SHEET

## Employees Receiving Furlough Notices

- Unless instructed otherwise by your supervisor you must complete your shutdown functions within the first 4 hours of work day
- Unless otherwise designated by your supervisor, today you will be paid for 4 hours worked. The remaining of hours for today will be in a non-pay status (furlough)
- Your furlough letter provides you information about the furlough and additional information such as an Unemployment Compensation fact sheet
- There will be no admittance to the federal facility until official notice to return to duty is received
- You are not authorized to perform work while furloughed and therefore, you are not authorized to utilize any government-issued equipment while on furlough (e.g., blackberry, laptop, iPad, government vehicle, etc.).
- You are not authorized to remotely access government IT systems (e.g. Department webmail, Commerce Learning Center, VPN access to networked applications or information, etc.) to conduct any official business, even if those equipment/services remain available and functional.
- Although Department policies allow for limited personal use of government resources (including IT resources such as official e-mail account or government issued phone), no use of government resources for personal use is authorized while on furlough, even if those equipment/services remain available and functional.
- Properly secure all classified national security information (Confidential, Secret and Top Secret), Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII). Ensure security containers are properly secured and recorded via the SF 702. Ensure SIPRNet and JWICS terminals are logged-out and classified rooms/SCIFs are properly secured.

### **During your paid hours of work today you must:**

- Secure all personal belongings and effects, personal financial paperwork related to employment (SF-50, Life and health insurance information, Leave and Earning statements, etc.), and other personnel documentation.
- Take personal belongings home or at least lock them up in your work area.
- Prepare out-of-office messages for your e-mail and voicemail (see suggested script below).
- Log off all workstations, laptops, iPads, and servers. Shut down printers, copiers, and any non-networked computers, and leave networked computers turned on unless you receive local bureau-level guidance recommending turning off networked machines.
- Do not remove government issued equipment, including laptops. It is okay to remove a government issued wireless device (Blackberry, cell phone, iPad) to ensure they are secure and not lost upon your return. Please keep in mind; you will not be able to use these devices during a shutdown.
- Take any food stored home, clean out refrigerators, microwaves.
- Unplug all space heaters and coffee makers.
- Turn off all lights.
- Place trash outside of the office door in the main corridor for pick-up (the cleaning contractor can only pick up trash from hallways and bathrooms during a shutdown).
- Water plants or take them with you when you leave.

- Lock inside and main doors leading to the outside corridor.
- Provide supervisor with all updated contact information.
- Log into the WebTA system and if not done, validate and certify time and attendance for pay period 01. Ensure time and attendance is validated by the timekeeper for absent employees and certified by the managers before leaving.
- Receive a copy of the creditor obligation letter stating to creditors that you are in a non-pay status and seeking flexibility in payments.
- Retrieve any medications or records from the Health Unit that may be needed during the shutdown.
- Stay tuned to local news and check the OPM web site at [www.opm.gov](http://www.opm.gov) for status of shutdown. Or, call the Commerce information line at 202-482-7400 or 877-860-2329.

**Suggested Out-of-Office Message for e-mail and voicemail:**

Due to the federal government shutdown, I am unable to access e-mails or telephone voicemails. I will respond to your message in a timely manner once funds have been appropriated and the shutdown ends. I apologize for any inconvenience and look forward to acting upon your message once operations resume.