

Planning for a Government Shutdown

This is an Agency-wide e-mail notification to all NASA employees.

There has been a lapse in Government funding leading to a Government shutdown. As a required part of a shutdown, employees who will not be performing activities excepted by law will be furloughed on Monday, January 22, 2018, and will be unable to work for the duration of the shutdown, unless recalled for an excepted activity. According to our executed shutdown plan, all employees were notified whether they were excepted/on-call or non-excepted in the event of a shutdown. If you have questions on your status, please consult with your supervisor.

Important information is below:

All employees should report for duty (either on-site or Work from Anywhere (WFA)) Monday, January 22, 2018, unless your Center or supervisor provided specific guidance on alternate shutdown plans. All employees will be in a duty status until officially notified by their Center of a furlough. Unless otherwise notified, you should follow your Center guidance.

Employees should:

- Follow your Center guidance as to work location and WFA options.
- Follow your Center guidance regarding acknowledgement of your formal furlough notice.
- Ensure that there is an appropriate message on your voicemail/e-mail out of office. Templates are provided below.

Employees who are not required to work during the furlough will be dismissed after shutdown activities are completed. For many employees, this may take less than 30 minutes.

NASA has confirmed that employees will be paid on time for the hours worked 01/07/2018-01/20/2018.

The following are examples of voicemail and e-mail out of office messages you can use:

Voicemail Template – Furloughed Employee

You have reached the voicemail of (name). NASA is currently closed due to a lapse in Government funding. I am in furlough status; therefore, I am unable to respond to your message at this time.

E-mail Out of Office Template – Furloughed Employee

NASA is currently closed due to a lapse in Government funding. I am in furlough status; therefore, I am unable to respond to your message at this time.

Follow the Office of Personnel Management (OPM) Web site (www.opm.gov), the NASA Shared Services Center (NSSC) Customer Contact Center phone number (1-877-677-2123), and any Center-specific guidance for information on Government operating status and directions on when to return to work once an appropriation or Continuing Resolution is signed.

During the furlough, you will be in a nonpay, nonduty status. During this time, you will not be permitted to serve NASA as an unpaid volunteer. You must remain away from your worksite, and may not work at home, in another location, or participate in outside activities in your official capacity like speeches or speakers bureau engagements, unless and until recalled.

- All Employees: If you use NASA Information Technology (IT) resources, such as your e-mail account, for personal use under the acceptable use policy, you should make other arrangements if you want to receive such communications while furloughed (e.g., change the destination for personal e-mail).
- Non-Excepted Employees: You may keep your Government-issued mobile devices (e.g., iPhones, Androids, Blackberries, laptops, etc.), but you **MUST** turn them off after completion of your shutdown activities on Monday, January 22, 2018. Non-Excepted Employees are not permitted to use their Government-issued IT equipment during the shutdown, and you are not allowed to use your personal phones or computers to access your Government e-mail account.
- Excepted Employees (Full-Time, Part-Time, and On/Call): You can keep your Government-issued IT devices on during the shutdown, and you are allowed to use your personal phones to access your e-mail account for official purposes.

Excepted employees will receive information regarding their responsibility to record and report time worked during the furlough via daily e-mail to a designated local official in accordance with Center guidance. They will also be notified that if their assigned duties conclude before the end of the shutdown, they will be placed in a furlough status.

Excepted employees will still have limited IT support during the furlough from the Enterprise Service Desk (ESD). Excepted individuals in need of assistance, should still continue to call 1-877-677-2123 (1-877-NSSC123). Additionally, the Virtual Private Network (VPN) will be left up during this timeframe, and you are to use it whenever you are accessing your e-mail account or other information systems. Again, it is restricted to Excepted employees only.

If you are scheduled for travel and/or training for the upcoming week, the following guidance applies:

- Travel in support of excepted activities will continue, but at the minimum level needed to support the excepted function; each Center has a senior travel coordinator on call to process travel authorizations.
- All other travel scheduled to commence but not confirmed as excepted should be cancelled. If you think a mistake has been made, you should promptly raise the matter with both your supervisor and travel office/CFO, but do not depart on the travel until you have confirmation via the travel office that the travel is approved in support of an excepted activity.
- If you are not excepted and already on domestic Temporary Duty (TDY) travel status, you should make reasonable arrangements (e.g., at typically approved – not premium – fares) to promptly return to your home duty station. If you are not excepted and on domestic Extended TDY (ETDY), you have the option to stay in place or make reasonable arrangements for a trip back to your home duty station. But this election is binding; if you change your mind after the orderly shutdown, you will not be reimbursed for any non-excepted travel to or from your ETDY location. In either case, NASA will reimburse the expense of the long-term lodging, but you otherwise will be on furlough status (i.e., without reimbursable Meals & Incidental Expenses (M&IE) per diem or other work-related coverage). Do not cancel long-term leases unless specifically directed to do so.
- If you are on foreign travel, please report to work or check in by e-mail with your supervisor for further directions. As of today, we are asking all foreign travelers to keep their current plans. If you are furloughed, you will be in an on-call status while overseas (i.e., regularly checking your e-mails for updates and changed directions). If the shutdown is not resolved after a few days, your Center may be recalling you home, but that determination will be made based on a variety of factors, including the anticipated length of the shutdown.
- CI Travel will be available during the furlough to assist employees requiring adjustments to official travel plans. For assistance, please call 1-855-896-7941.

The NSSC Federal Workers' Compensation support will remain active during a shutdown in the event excepted employees are injured while working. Links for excepted employees who need information to file claims can be found at: <https://www.ecomp.dol.gov/> and <https://www.nssc.nasa.gov/fwcp>. If these Web sites are unavailable during a shutdown, please call the NSSC at: 1-877-677-2123 (1-877-NSSC123).

Federal ethics requirements for employees remain in force during a furlough. NASA employees do not need to obtain prior approval for outside activities (e.g., employment) that are not prohibited or require advance approval as described in NASA's outside activity regulations (5 CFR Part 6901) at this link: <https://www.law.cornell.edu/cfr/text/5/6901.103>. However, employees pursuing outside activities remain responsible for complying with all U.S. Government ethics requirements and should exercise care to do so. NASA supervisors and ethics officials are not authorized to review or approve outside activity requests once a furlough has occurred. Additional restrictions also apply to certain political appointees. Further general information may be obtained in NASA's Shutdown Plan on the [furlough Web page](#) and at the following link: [https://www.oge.gov/Web/OGE.nsf/All+Advisories/C38F8F686CDF02B68525821A0073F0A5/\\$FILE/LA-18-02.pdf?open](https://www.oge.gov/Web/OGE.nsf/All+Advisories/C38F8F686CDF02B68525821A0073F0A5/$FILE/LA-18-02.pdf?open).

OPM also has information posted on its Web site to answer questions about a furlough at www.opm.gov. If you would like to retain any documentation from OPM's Web site during a shutdown, you should save it on your personal computer or print it out.

You can locate NASA's Shutdown Plan, Frequently Asked Questions regarding a Government furlough, an Employee Guide, and other helpful information at <https://nasapeople.nasa.gov/shutdown/shutdown.htm>. Note: This page will remain active during a shutdown and will be updated as circumstances change or additional information becomes available.

We recognize this situation puts Federal employees in a difficult position, and we're very much aware that a shutdown would impose hardships on many employees as well as the groups and individuals our Agency serves. If you need to reach the Employee Assistance Program (EAP), you may call NASA's after-hours EAP toll-free number at: 1-888-728-1404, which will remain active during a shutdown. NASA locations served by Federal Occupational Health (FOH) (i.e., HQ, GSFC, and GRC) may also contact FOH at: 1-877-988-7243 or TTY: 888-262-7848. Some Centers may distribute specific EAP contact information to their workforce if their EAP provider will remain available during a shutdown.

Essential NASA civil service employees abroad associated with the International Space Station (ISS) would likely use JSC's medical evacuation contract. For additional information, see: <https://inside.nasa.gov/information-federal-employees-international-business-travel> and <https://tmhnasa.com/>. When prompted, the username and password are as follows:

Username: NASAemployee

Password: NASA2016

For questions, please call or e-mail: 1-844-506-4537 or medevac@tmhdopa.com.

Thank you for your continued contributions and commitment to NASA.

Why yes, it *is* all about you! And that's exactly what you'll find in the "About Me" section in the [HR Portal](#). You can access up-to-date information such as your individualized pay and leave summary which includes balances and expiration dates for restored leave, credit hours/comp time and more.

THIS IS AN AUTOMATED HRMES MESSAGE. PLEASE DO NOT REPLY.

Please contact the [NSSC Customer Contact Center](#) if you need additional information.