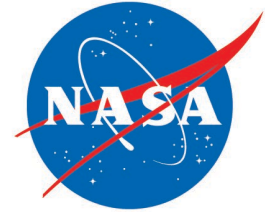National Aeronautics and Space Administration

NASA Shutdown Furlough Guide for Employees

Version 11

Office of the Chief Human Capital Officer
NASA Headquarters
NSREF-3000-0436
November 1, 2023

Document History Log

Status (Basic/ Revision/ Cancelled)	Revision Date	Description of Change
Basic (Version 1)	December 4, 2014	Basic Release
Revision (Version 2)	September 24, 2015	1. Removed broken direct link to the OPM Shutdown Furlough page. Retained the navigation instructions. 2. Replaced the internal-facing NASA Shutdown Furlough guidance page references with the new link and title, NASA Plan for a Potential Government Shutdown. 3. Updated the Workers' Compensation information to remove references to outdated Center procedures, directing readers to the NSSC as needed. 4. Clarified information regarding state unemployment office requirements for unemployment compensation paperwork required. 5. Added paragraph 4.4, Employment Not Requiring Prior Approval. 6. Updated Appendix A, Acronyms and Abbreviations. 7. Updated reference in Attachment 2, 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration. 8. Fixed minor punctuation.
Revision (Version 3)	September 25, 2015	1. Fixed Pre-Shutdown URL where NASA Plan and FAWs will be hosted and corrected to reflect http://www.nasa.gov/agency/furlough/index.html.

Revision (Version 4)	November 22, 2016	1. General:
		  a. Deleted references to the NASA Plan for a Potential Government Shutdown page (http://www.nasa.gov/agency/furlough/index.html). Replaced with the NASA Operating Status and Furlough Information page (https://nasapeople.nasa.gov/shutdown/shutdown.htm).
		  b. Updated all links, references, and navigation information throughout the document.
		2. In paragraph 2.2.5, added note regarding eOPF no longer being available outside the NASA network and removed any information indicating otherwise.
		3. In Appendix A, Acronyms and Abbreviations, updated the list.

Status (Basic/ Revision/ Cancelled)	Revision Date	Description of Change

		4. In Appendix B:
		  a. Added note regarding eOPF no longer being available outside the NASA network and removed any information indicating otherwise.
		  b. Added information on academic education to the item discussing the status of training already scheduled.
		  c. Clarified examples of types of shutdown activities that will take less than 15 minutes in the item discussing when and how you perform shutdown activities.
		  d. Added this guide to the list of items to save and/or print related to the shutdown.
		5. In paragraph C.2, Additional NASA-specific FAQs, added question #1 regarding a Web site with NASA-specific information.
		6. In paragraph D.2, SF 8, Notice to Federal Employee About Unemployment Insurance, added clarifications about downloading the SF 8 to ensure you locate the most updated information.

Revision (Version 5)	January 25, 2017	Updated format and styles for consistency with other similar documents and enable better conversion to PDF for accessibility.

Revision
 	
(Version 6)
	August 27, 2018	1. General:
		  a. Corrected minor typos and format.
		  b. Updated Web addresses throughout, including Department of Labor (DOL) sites/references and the eOPF direct link.
		  c. Changed Workers' Compensation to Federal Workers' Compensation throughout.
		  d. Updated EAP contact information throughout.
		  e. Added references to using the Employee Notification System (ENS) throughout.
		  f. Changed references from Telework/Work From Anywhere (WFA) to Telework throughout.
		  g. Deleted references to intermittent status or work schedule throughout.
		2. Paragraph 2.2.3, NASA Information: clarified who is authorized to use NASA Webmail during a Shutdown Furlough and only on authorized devices.
		3. Paragraph 2.2.5, Systems and Programs Information: updated ENS location information.
		4. Paragraph 2.2.6, Federal Workers' Compensation Information:
		  a. Added information on who may need this information.

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		b. Clarified the contents of the DOL ECOMP page.
		 5. Paragraph 2.2.7, Help/Assistance Information: added information on using either EAP phone number or the Center's local EAP phone number.
		 6. Section 4, Outside Employment, paragraph 4.1, Overview: provided additional information regarding political appointees.
		 7. Appendix B, Basic Checklist Before a Shutdown Furlough:
		   a. Added **IT at NASA** item.
		   b. Clarified excepted status descriptions in **the Know and understand your Shutdown Furlough status** item.
		   c. Added items 6 and 7 on the **Gather information if you will or may be required to work** item.
		   d. Clarified several items in the **Understand your rights and responsibilities regarding Federal Workers' Compensation** item.
		 8. Paragraph C.2, Additional NASA-specific FAQs:
		   a. Added FAQ regarding if an SES/ST/SL employee is affected by the furlough.
		   b. Added FAQ regarding shutdown activities occurring on an employee's Regular Day Off (RDO).
		   c. Clarified details regarding an EAP toll-free number being available during a Shutdown Furlough.
		   d. Added FAQ regarding return-to-work notification methods.

Revision (Version 7)	September 19, 2019	1. Updated minor format and style elements. 2. Updated the Web address for the NASA Operating Status and Furlough Information Page from https://nasapeople.nasa.gov/shutdown/shutdown.htm to https://nasapeople.nasa.gov/shutdown. 3. Changed Office of Human Capital Management (OHCM) to Office of the Chief Human Capital Officer (OCHCO) (except for historical references). 4. Changed Center HR Office references to Servicing HR Office. 5. Updated Information Technology (IT) policy and guidance. 6. Updated back pay policy and guidance. 7. Updated Employee Assistance Program (EAP) information throughout. 8. Updated NASA Employees Benefit Association (NEBA) information related to a Shutdown Furlough. 9. Reviewed and updated entire document based on December 2018/January 2019 event and resulting Federal guidance.

Status (Basic/ Revision/ Cancelled)	Revision Date	Description of Change
Revision (Version 8)	September 22, 2022	1. Updated minor style and format elements and provided minor clarifications. 2. Updated all references from NASA Operating Status and Furlough Information page to the NASA Shutdown webpage with new link of: https://www.nasa.gov/shutdown. 3. Updated references from the Human Resources Portal to the OCHCO OneNASA webpage. 4. Updated all web links and instructions related to locating information on webpages. Note that there were significant changes to DOL and TSP site locations. 5. Clarified information on paying out of pocket for benefits during a Shutdown Furlough. 6. Updated Office of Chief Information Officer content, including changing BlackBerry reference to iPad and adding information on the eliminating password capability. 7. Updated NEBA information for clarification and to add Pet Insurance in list of items to continue payments during a Shutdown Furlough. 8. Updated Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees, with the updated SF 8.
Revision (Version 9) and Version 9a	September 13, 2023 Version 9a on September 20, 2023	1. Updated ENS references from Emergency Notification System to Emergency Notification and Accountability System. 2. Updated OPM webpages and instructions for finding information. 3. Deleted OPM Unemployment Insurance Resources webpage information since it was removed from OPM's site. 4. Updated information for logging into eOPF using PIV Smartcard. 5. Updated NASA Shutdown Unemployment/Workers' Compensation and TSP Information webpage link. 6. Version 9a: Fixed typo in paragraph 2.2.6, Federal Workers' Compensation Information, note box.
Revision (Version 10)	September 26, 2023	1. Updated all references from NASA Shutdown webpage (https://www.nasa.gov/shutdown) to the NASA Shutdown Information webpage (with the same link). 2. Updated NASA Shutdown Information webpage content and navigation/location instructions to reflect new environment (moved from Drupal to WordPress with significant changes to look/feel/layout). 3. Updated other nasa.gov URLs that changed with new environment.

Status (Basic/ Revision/ Cancelled)	Revision Date	Description of Change
		4. Clarified that Government-issued IT devices should not be used for personal use since it would violate the Anti-Deficiency Act.

Revision (Version 11)	November 1, 2023	1. Included minor clarifications as needed.
		2. Updated information throughout the document regarding use of Government-issued IT devices by non-excepted employees.
		3. Paragraph 2.2.2, Thrift Savings Plan (TSP) Information: Updated all information and links.
		4. Paragraph 2.2.7, Help/Assistance Information: Updated International Travel Medical Assistance and Evacuation information.
		5. Appendix B, Basic Checklist Before a Shutdown Furlough:
		   a. Clarified "supervisor/applicable management official" as needed.
		   b. Updated information for the **From your NASA computer, check system passwords and account information for all systems and programs you may need to access** item.
		   c. Updated the **Know and understand your Shutdown Furlough status** item in the **Receiving Shutdown Furlough Status Notification** section.
		   d. Updated the **Know the procedures established by your Center/organization for shutdown activities** item.
		   e. Updated the **Understand your rights and responsibilities regarding Unemployment Compensation** item.
		6. Paragraph C.2, Additional FAQs: Updated answer to question 4 regarding benefits and TSP account during a Shutdown Furlough.
		7. Paragraph D.1, Overview: Clarified to include a note that unemployment compensation may not be processed until an official lapse in appropriations has occurred.

Table of Contents

Section 1 – Introduction

This section provides an overview of the document content, as well as how the information is arranged.

1.1 Purpose

The purpose of this document is to provide guidance to National Aeronautics and Space Administration (NASA) employees regarding Government Shutdown Furloughs. This guide includes basic information, a checklist, and Frequently Asked Questions (FAQs). Your Center and your supervisor will provide additional information as it becomes available. This desk guide must be used in conjunction with applicable laws, regulations, and Agency policies and procedures.

> **Important: BEFORE A SHUTDOWN FURLOUGH**, it is critical that you download and save this document and any other furlough resources to a non-Government personal computer/device. You should also carefully review the information to ensure you have everything you need before a furlough. During a partial or full Shutdown Furlough, the websites, phone numbers, and other resources listed in this document may <u>not</u> be available. It is important that you **download all the content you need from all sources BEFORE A SHUTDOWN FURLOUGH**. This means not just saving web addresses; it means **<u>saving the content</u>** to a non-Government personal computer/device.

1.2 Background

It is critical that supervisors and employees prepare and communicate with each other to effectively implement a Shutdown Furlough. This guidance provides helpful information as well as a checklist of key Human Resources (HR) considerations in the event of a shutdown.

1.2.1 Understanding the Types of Furloughs

The United States Office of Personnel Management (OPM) provides definitions of the two types of furloughs on the [OPM Pay & Leave Furlough Guidance](#) webpage. There are a few main differences between a Shutdown Furlough and an Administrative Furlough:

- Shutdown Furlough:
    - Occurs when there is a lapse in appropriations.
    - Not a planned event with very little time for agencies to prepare. Note that even though Shutdown Furloughs may be widely covered in the media for a period of time leading up to the event, it is not a "planned" event to help an agency like an Administrative Furlough is defined.
    - Also called a Shutdown, a Government Shutdown, or an Emergency Furlough.

- Administrative Furlough:

    o Used to help an agency absorb reductions that are not related to a lapse in appropriations.
    o An agency-planned event.

> **Important:** Since the circumstances related to a Shutdown Furlough and an Administrative Furlough are very different, this guide provides information on Shutdown Furloughs only.

1.2.2 Understanding Excepted vs. Furloughed Activities and Employees

During a Shutdown Furlough, there are laws that govern which activities may continue to be performed (i.e., excepted activities) and which may not (i.e., non-excepted or furloughed activities). Per Office of Management and Budget (OMB) guidelines and in consultation with our Office of General Counsel (OGC), NASA has worked to determine which of our activities may continue under the legal restrictions that govern a Shutdown Furlough (i.e., lapse in appropriations). The following are very brief explanations of these terms:

- Excepted:

    o Excepted Activities: The activities that may legally continue to be performed.
    o Excepted Employees: Based on this legal determination about the excepted activities, NASA has determined which employees would continue to report to work to perform the excepted activities.

- Non-excepted/Furloughed:

    o Furloughed Activities: The activities that may not legally continue to be performed.
    o Furloughed Employees: All employees who are not assigned to perform excepted activities must legally be placed on furlough.
    o If you are furloughed, please note that you may **not** volunteer to work in a nonpay status for NASA during a Shutdown Furlough. We understand that it may be difficult to stop working on your many important projects, deadlines, e-mails, etc. However, provisions of the Anti-Deficiency Act (i.e., 31 United States Code (U.S.C.) §1342, Limitation on Voluntary Services) specifically prohibit this.

- Changes in Furlough Status:

    o Your status may change over time as circumstances evolve (e.g., you may be non-excepted then be called in to work).
    o If a change in your status occurs, you will be informed directly.

> **Note:** Your categorization as excepted or non-excepted is <u>not</u> a reflection on the quality of your work, nor is it an indication of your importance to our Agency. It is merely a reflection of the legal requirements under which we must operate should a lapse in funding occur.

1.3   Applicability

This desk guide is applicable to NASA Headquarters (HQ) and NASA Centers, including Component Facilities, the NASA Shared Services Center (NSSC), Mission Support Enterprise Organizations (MSEOs), and the Office of the Inspector General (OIG). Unless otherwise stated, the use of the word Center(s) in the text of this document includes NASA Headquarters, the NSSC, and OIG, and any reference to Center Director(s) includes MSEO Officials-in-Charge (OICs), the Executive Director, Headquarters Operations, and the Executive Director, NSSC. This desk guide is for use by all NASA Civil Service employees.

1.4   About This Document

This document contains information on regulations and processes relating to Government Shutdown Furloughs. The following appendixes and attachment are included in this document:

- Appendix A, Acronyms and Abbreviations

- Appendix B, Basic Checklist Before a Shutdown Furlough

- Appendix C, Shutdown Furlough FAQs

- Appendix D, Unemployment Compensation for Federal Employees

- Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees

- Attachment 2, 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration

Section 2 – References

This document contains references that, in some cases, are for specific subparagraphs; however, this section generally lists the primary document or code. For your convenience, when a web link is available, this document provides it embedded into the instructions. Since web links may "break" or become invalid, this section provides instructions for navigating to the sites.

2.1   References

The following references were used in the preparation of this desk guide:

a. Administrative Personnel, 5 Code of Federal Regulations (CFR).

- Location:

  o Visit www.ecfr.gov.

  o Click the **Title 5: Administrative Personnel** option.

  o Click to select the desired link.

- Note that there are numerous parts of the 5 CFR that are referenced in this guide.

b. U.S.C.

- Location:

  o Visit http://uscode.house.gov.

  o Use the search fields or click the desired link in the list.

- Note that there are numerous parts of the U.S.C. that are referenced in this guide.

2.2   Shutdown Furlough Resources

This document also contains important resources you will need to prepare for a Shutdown Furlough. Please thoroughly review this document and these resources **BEFORE** a Shutdown Furlough.

> **Important:** Since we cannot predict which websites and resources will be available during a Shutdown Furlough, we **strongly** recommend that you **download all the content you need from all sources listed here and in this document** BEFORE A SHUTDOWN FURLOUGH. This means not just saving web addresses; it means **saving the content** to a non-Government personal computer/device.

Your Center/Organization may provide other specific guidance and resources. For your convenience, basic resources found in this guide are consolidated in the following list:

2.2.1 OPM Information

As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information you need to a non-Government personal computer/device.

a. [OPM Pay & Leave Furlough Guidance](#) Webpage.

- Location:

    o Visit [www.opm.gov](#).

    o From the **Policy** tab drop-down menu, click the **Pay & Leave** option. (Note that depending on your browser view, you may need to click the **Menu** button to locate the **Policy** option.)

    o In the left navigation pane, under the **Pay & Leave** heading, click the **Furlough Guidance** link.

- This page contains an overview of the two different types of furloughs.

b. OPM Shutdown Furlough Webpage.

- Location: From the [OPM Pay & Leave Furlough Guidance](#) webpage, click the **Shutdown Furlough** tab or link.

- This page contains a great deal of information and guidance.

- Please review and save, at a minimum, the **"Guidance for Shutdown Furloughs"** document containing FAQs dealing with working during a furlough, pay, leave, benefits, retirement, etc.

2.2.2 Thrift Savings Plan (TSP) Information

[TSP Shutdown](#) Webpage.

- Location: https://www.tsp.gov/news-and-resources/lapse-in-appropriations/.
- This page includes important information about TSP, including effects of when you are in a nonpay status and notification about furlough status for loans. This site will be updated with pertinent information in the event a shutdown occurs.

2.2.3 NASA Information

As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information to a non-Government personal computer/device.

- a. NASA Shutdown Information Webpage.

    - Location: https://www.nasa.gov/shutdown.

    - This page includes critical information about the Shutdown Furlough and will be updated with Shutdown Furlough information as it becomes available. Please review and save all information on this page and the related links/pages. During a Shutdown Furlough, please review this page on a regular basis for updates.

- b. Operations and Furloughs Under a Government Shutdown – Frequently Asked Questions (FAQs)

    - Location:

        o Visit the NASA Shutdown Information NASA Guidance webpage.

        o Click the **NASA Frequently Asked Questions** link.

    - NASA Office of the Chief Financial Officer and OGC created this document that includes foundational/general information. Additional FAQs that arise as the shutdown occurs may be added as separate documents that are posted on the NASA Shutdown Information webpage and the related links/pages.

2.2.4 Unemployment Compensation Information

As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information to a non-Government personal computer/device.

- a. Department of Labor (DOL) CareerOneStop Unemployment Benefits Webpage

    - Location: https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/unemployment-benefits.aspx.

    - This page includes information on how to find unemployment benefits by state. To locate your state, in the **Location** section, click the **Select a State** drop-down menu, and select the state where you work. Click the **Search** button. The state information is displayed.

b. [DOL Unemployment Compensation for Federal Employees](#) Webpage

- Location: https://oui.doleta.gov/unemploy/unemcomp.asp.

- This page contains an overview of unemployment compensation for Federal employees.

c. [DOL How do I File for Unemployment Insurance?](#) Webpage

- Location: https://www.dol.gov/general/topic/unemployment-insurance.

- This page contains an overview of unemployment insurance information, state unemployment insurance office contact information, and links to other helpful pages.

d. [NSSC Unemployment Compensation](#) Webpage

- Location: https://nasa.sharepoint.com/sites/nssc/SitePages/Unemployment-Compensation.aspx.

- This page contains important information for NASA employees on unemployment compensation information, including links to forms.

2.2.5 Systems and Programs Information

As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information to a non-Government personal computer/device.

a. [Electronic Official Personnel Folder (eOPF)](#)

- Location:

    o Direct Link: https://eopf.opm.gov/nasa/.

    o Through the [OCHCO OneNASA](#) webpage at https://nasa.sharepoint.com/sites/OCHCO. From the **System Launcher** tab, click the **eOPF – Official Personnel Folder** link.

- Your Standard Form (SF) 50 and other important personnel documents are kept in your eOPF. Please ensure you access and print any needed information **before** a Shutdown Furlough.

- Note that eOPF is **only** available when using the NASA network (i.e., at a NASA location or using the NASA VPN) and requires logging in using the PIV Smartcard, but it may not be available during a Shutdown Furlough even when using the NASA network.

b. [Employee Express](#)

- Location:

  - Access within the NASA network is either directly at
    https://www.employeeexpress.gov or through the [OCHCO OneNASA](#)
    webpage at https://nasa.sharepoint.com/sites/OCHCO. From the **System Launcher** tab, click the **Employee Express** link.

  - Access outside of the NASA network (i.e., from a non-Government personal
    computer/device) is gained by visiting https://www.employeeexpress.gov
    and logging in using the PIV Smartcard or login.gov credentials.

- Employee Express Help Desk:

  - From any Employee Express page, click the **Submit Help Request** link.

  - In the **Submit Help Request** form window, complete the required fields,
    then click the **Submit** button. For security reasons, **DO NOT** include your
    Social Security Number (SSN), Login ID, or Password in your message. In
    the event you are unable to access your NASA e-mail for any reason, in the
    Description of Problem field, ensure you provide your personal contact
    information, including phone and e-mail address.

c. Emergency Notification and Accountability System (ENS)

- Location:

  - In [Employee Express](#) at: https://www.employeeexpress.gov.

  - Under the **Miscellaneous** heading, click the **Emergency Contact
    Information** link, update all information, then click the **Save** button.

- Employees are encouraged to update their emergency contact information in
  Employee Express at least 2 weeks prior to an anticipated Shutdown Furlough to
  allow for high usage traffic in Employee Express immediately prior to a furlough.

2.2.6 Federal Workers' Compensation Information

As noted previously, Government websites and resources may not be available during a Shutdown
Furlough. Before a Shutdown Furlough, please review and save any relevant information to a
non-Government personal computer/device.

Employees who may need this information include (1) those who have already submitted an
injury/illness claim; (2) supervisors of those who have filed a claim; (3) those who are required to
work during a Shutdown Furlough and wish to file a claim after sustaining an injury/illness; and (4)
supervisors of employees who opt to file a claim during a Shutdown Furlough.

> **Note:** Additional information can be found on the NASA Shutdown Information webpage. If the Workers' Compensation websites are unavailable during a Shutdown Furlough and you cannot find the needed information on the NASA Shutdown Information webpage, please call the NSSC at: 1-877-677-2123 (1-877-NSSC123).

a. NSSC Federal Workers' Compensation Webpage

   - Location: https://nasa.sharepoint.com/sites/nssc/SitePages/Workers-Compensat.aspx

   - This page contains important information for NASA employees, including links to applicable forms.

   - The NSSC Federal Workers' Compensation injury compensation specialists will be available to answer questions about filing Form CA-7, Claim for Compensation; filing Form CA-17, Duty Status Report; and obtaining medical authorization for procedures/treatments.

b. NASA Office of the Chief Health and Medical Officer (OCHMO) Federal Workers' Compensation Webpage

   - Location: https://www.nasa.gov/organizations/ochmo/federal-workers-compensation/

   - This page includes an overview of information on Federal Workers' Compensation and links to additional information.

c. DOL Claimant and Representative Webpage

   - Location: https://www.dol.gov/agencies/owcp/FECA/claimantandrep.

   - This page contains information on Federal Workers' Compensation and should have a link to Shutdown Furlough information when it is available. During a Shutdown Furlough, DOL employees are typically still available to support claimant inquiries.

d. DOL Employees' Compensation Operations & Management Portal (ECOMP) Webpage

   - Location: https://www.ecomp.dol.gov/#/

   - This portal is used to electronically file Federal workers' compensation claims. It also features other resources and instructions for claimants and claimant supervisors, relative to occupational injuries or illnesses/exposures.

2.2.7 Help/Assistance Information

As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information to a non-Government personal computer/device.

Please note that if your Center provides contact information for help or assistance, you should use that information. If you need other assistance, please refer to the following:

a. Employee Assistance Program (EAP) Mental Health Support:

You may find EAP information on the NASA Employee Assistance Program webpage at: https://www.nasa.gov/employee-assistance-program-ochmo.

If you believe you or family members may need access to mental health counseling during the Shutdown Furlough, be sure to find out your Center's EAP information before the Shutdown Furlough. If you are a current client of your Center's EAP and are in the midst of counseling support, contact your EAP counselor **before** the Shutdown Furlough to determine the counselor's availability during the shutdown.

- If your Center has funding available, the EAP counselor(s) may still be supporting the workforce onsite, virtually, or by telephone.

- If you have an upcoming appointment to see a counselor, determine whether it needs to be rescheduled.

- Ask your Center EAP counselor if employees or family members will be permitted onsite for appointments during shutdown furlough or whether telephone and virtual counseling are the only options.

- If you are dealing with a significant or complex mental health issue and feel that you will need support during the Shutdown Furlough, contact your EAP counselor for guidance and instructions on how to proceed so that you aren't without a resource.

- The Agency's after-hours EAP toll-free number is available for urgent mental health support during the Shutdown Furlough: 1-888-728-1404.

- For scheduling routine or non-urgent appointments with an EAP counselor, please wait until the Shutdown Furlough is over.

b. NASA Shutdown Information Webpage.

- Location: https://www.nasa.gov/shutdown.

- This page includes critical information about the Shutdown Furlough and will be updated with Shutdown Furlough information as it becomes available. Please review and save all information on this page and the related links/pages. During a Shutdown Furlough, please review this page on a regular basis for updates.

c. NSSC Customer Contact Center

- External-facing Webpage (outside the firewall, available to the public): https://www.nasa.gov/contact-the-nssc/

- Internal-facing Webpage (within the NASA firewall, available to NASA community onsite or logged into the NASA network): https://nasa.sharepoint.com/sites/nssc/

- Phone: 1-877-677-2123 (1-877-NSSC123); Option 3

The NSSC Customer Contact Center supports NSSC-provided services, including Financial Management, HR, Procurement, IT, and Agency Business Services. Please note that the NSSC phone number will be active during a Shutdown Furlough for urgent/emergency issues, but only for limited service support.

d. Enterprise Service Desk (ESD)

- Internal-facing Webpage (within the NASA firewall, available to NASA community onsite or logged into the NASA network): https://esd.nasa.gov

  o Access within the NASA network is automatic through eAuth.

  o Access is not available outside of the NASA network.

- Phone: 1-877-677-2123 (1-877-NSSC123); Option 2

The ESD supports NASA Enterprise Services. Please note that depending on each Shutdown Furlough situation, the ESD will remain open, but only for limited service support.

e. International Travel Medical Assistance and Evacuation

The NASA Office of the Chief Health and Medical Officer maintains an agencywide international medical evacuation contract (Global Rescue) for civil service personnel located and/or traveling outside the continental United States (OCONUS) who require emergency assistance. Hawaii and U.S. territories are included as OCONUS for support.

For emergency medical events, Global Rescue will pre-coordinate activities and services with pre-designated NASA physicians. When Global Rescue is contacted by a NASA employee, a NASA employee's colleague, a NASA employee's supervisor, or a NASA employee's family member about an employee's illness or injury, Global Rescue will automatically contact NASA.

NASA Johnson Space Center (JSC) contracts with a vendor (Global Guardian) that provides international medical support to civil service and contractor personnel who are involved with International Space Station Program activities. This contract is not associated with the agencywide civil service employee Global Rescue support contract.

Civil service employees preparing to travel to international destinations or who will already be abroad on official business travel during the shutdown furlough should access https://nasa.sharepoint.com/sites/ochmo-foreigntravel or https://www.nasa.gov/feature/international-medical-supportevacuation/ to review and/or print out information. For any questions about the support provided, please call 1-202-302-5795 or 1-202-230-2432.

Section 3 – Preparing for a Shutdown Furlough

> **Important:** Appendix B, Basic Checklist Before a Shutdown Furlough, should be used while preparing for an upcoming event.

3.1   Impact to NASA Employees

When a Shutdown Furlough occurs, it is tempting to recall previous furloughs, determine how those previous furloughs affected employees, and try to predict the impact of a current furlough. However, since each Shutdown Furlough is driven by different issues related to a lapse in appropriations (i.e., funding gaps), it is impossible to assume that the impact will remain the same. Some things to know:

a. **NASA employees will be paid for the time they are affected by a shutdown furlough.** In accordance with the Government Employee Fair Treatment Act of 2019 (S. 24), section 1341 of title 31, U.S.C., was amended to provide retroactive pay for Federal employees affected by a lapse in appropriations that began on or after December 22, 2018, as soon as possible after the lapse in appropriations ends. This amendment covered employees affected by the December 2018/January 2019 shutdown furlough. It also covers any future lapse in appropriations.

b. At the conclusion of the Shutdown Furlough, back pay will be granted; however, depending on the timing and length of the Shutdown Furlough event, receipt of back-pay paychecks may be slightly delayed, may be processed over multiple pay periods and/or require corrective actions. The Agency will work with our payroll provider to ensure paychecks are received as quickly and with minimal issues as possible.

c. Please note that if you receive Unemployment Compensation for the Shutdown Furlough, you will be required to repay the Unemployment Compensation funds.

d. Every event is different with different variables, including which agencies are affected, length of time of the event, etc.

e. The impact to you will be determined by Congressional legislation, by OPM regulation, and by NASA implementation rules.

f. The activities and personnel included in the requirement to stop working are determined by law.

g. Government services, including websites, are affected. Which services are affected varies depending on the event.

h. If an activity is "excepted" from a Shutdown Furlough, it means that by law, the work may continue to be performed. Employees who perform an excepted activity may be put on a

full-time, part-time, or "on-call" status as determined by the Agency legal counsel and senior management.

i. Employees who participate in the Intergovernmental Personnel Act (IPA) program or on details should contact their Servicing HR Office for guidance relating to the Shutdown Furlough.

j. Academic and training courses may be impacted by a Shutdown Furlough. For details, refer to Appendix B, Basic Checklist Before a Shutdown Furlough, and paragraph C.2, Additional FAQs (FAQ# 10, Should I notify my professors or the institution of higher learning where I am taking courses that the Shutdown Furlough has/will affect my ability to attend or participate in my approved courses?)

k. Federal Employees Health Benefits (FEHB) Program, Federal Employees' Group Life Insurance (FEGLI) Program, Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Long Term Care Insurance Program (FLTCIP) coverage continues during a shutdown furlough. Coverage may not be cancelled because of nonpayment of premiums or other periodic charges due to such a lapse. Upon the end of a lapse in appropriations, FEHB, FEGLI, FEDVIP and FLTCIP premiums will be paid from backpay or enrollees can make payments directly to the Carrier in the case of FLTCIP.

3.2 Important Steps Before a Shutdown Furlough

We want you to be prepared with important information you may need during a Shutdown Furlough. To do that, you must do a number of things **BEFORE A SHUTDOWN FURLOUGH**.

> **Important:** Since we cannot predict which websites and resources will be available during a Shutdown Furlough, we **strongly** recommend that you **download all the content you need from all sources** **BEFORE A SHUTDOWN FURLOUGH**. This means not just saving web addresses; it means **saving the content** to a non-Government personal computer/device.

Please complete the following steps **BEFORE A SHUTDOWN FURLOUGH** to ensure you have the information you need:

1. **Read Materials BEFORE a Possible Shutdown Furlough:**

   a. Review the information in this document.

   b. Review the other resources identified in this document.

2. **Gather Needed Information BEFORE a Possible Shutdown Furlough:**

   BEFORE any Shutdown Furlough begins, it is important that you gather any information and forms you may need. A partial or full Shutdown Furlough usually means that some or all Government websites will <u>not</u> be available.

   a. At a minimum, you should have this document and the relevant checklist items printed or saved on a non-Government personal computer/device in the event you cannot access your Government computer.

   b. Additionally, since many websites are unavailable during a shutdown, we recommend that you print all relevant documents/content found on websites or download information found in links prior to a shutdown.

3. **Complete the Checklist Items BEFORE a Possible Shutdown Furlough:**

   For helpful checklists and information you need prior to a Shutdown Furlough, please refer to Appendix B, Basic Checklist Before a Shutdown Furlough.

4. **Prepare to Take Your NASA IT Device(s) Home During a Shutdown Furlough:**

   NASA policy now allows NASA employees to access the NASA network via their NASA IT devices (i.e., laptop computer and/or cell phone) during a Shutdown Furlough. There are specific rules regarding under what conditions the devices may be used. In all cases, all IT security rules must be followed.

   > **Important:**
   >
   > **Excepted Employees:** Please remember to use the Virtual Private Network (VPN) whenever you are conducting NASA excepted services during the shutdown due to a lapse in funding. This ensures your IT device is getting appropriate patching and is protected by other layers of NASA's network infrastructure to guard against cyber threats.
   >
   > **Non-Excepted Employees:** During shutdown due to a lapse in funding, non-excepted employees should only use their Government-issued IT devices for orderly shutdown activities or to <u>periodically</u> check for shutdown-related updates and communications.

3.3   Shutdown Furlough Questions

Understandably, you will have many questions regarding a Shutdown Furlough. Keep in mind that each one is a separate event with unique circumstances. Some of your questions may be answered prior to a Shutdown Furlough, but others will be answered in time, either by Congressional legislation or by Agency decision based on OPM guidance.

Many of your questions may be answered by reviewing/saving the following **before** a furlough:

1. Appendix C, Shutdown Furlough FAQs, in this document.

2. OPM Pay & Leave Furlough Guidance webpage, including the **Overview** and **Shutdown Furlough** tabs.

3. NASA Shutdown Information webpage and the related links/pages.

If you have questions not answered by these resources, you may contact your Servicing HR Office before a Shutdown Furlough or the NSSC at 1-877-677-2123 (1-877-NSSC123).

Section 4 – Outside Employment

> **Note:** The NASA OGC provided the content for this section.

4.1   Overview

NASA's outside activities regulations in 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration, prohibit some kinds of outside employment and specify certain outside activities for which employees need prior approval. To ensure you refer to the most current version of the regulations, we strongly recommend accessing the official source at www.ecfr.gov. If you are unable to do so, a copy of the regulations has been provided for your convenience in Attachment 2, 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration. Certain political appointees are also subject to additional restrictions on outside activities, including, but not limited to, those found in 5 CFR § 2636.

Federal ethics requirements for employees, including outside employment restrictions, remain in force during a furlough. Since NASA ethics officials and approving supervisors are furloughed during a Shutdown Furlough, if you are interested in engaging in outside activities during the furlough, you should request and obtain any necessary approvals prior to a furlough. Similarly, if you require ethics advice for matters taking place during a furlough, you should seek ethics advice prior to a shutdown.

4.2   Prohibited Employment

NASA employees are prohibited by 5 CFR § 6901 from outside employment with:

1. A NASA contractor, subcontractor, grantee, or recipient of a cooperation agreement in connection with work performed by that entity for NASA; or

2. A party to a Space Act agreement, a Commercial Launch Act agreement, or other agreements to which NASA is a party, if the employment is in connection with work performed under that agreement.

4.3   Employment Requiring Prior Approval

NASA employees may engage in the following kinds of outside employment with prior approval under the regulation:

1. Teaching, speaking, writing, or editing, unless the subject matter pertains to the private interests of the employee, such as a hobby, cultural activity, or professional pursuit unrelated to the employee's official duties;

2. The practice of a profession or the rendering of professional consulting services;

3. The management or conduct of a business in which the employee or the employee's spouse has an ownership interest, if that business performs, or may seek to perform, work (other than routine consumer transactions) for the Federal Government or for a NASA contractor, grantee, or other party to an agreement with NASA;

4. Holding State or local public office, whether by election or appointment;

5. Employment with a NASA contractor, subcontractor, grantee;

6. Employment with a party to a Space Act agreement, a Commercial Launch Act agreement, or other agreements to which NASA is a party pursuant to specific statutory authority;

7. Serving as an officer, trustee, or member of a board, directorate, or other such body of a for profit organization or of a nonprofit organization that does or seeks to do business with NASA; or

8. Employment, which involves the practice of a NASA-owned invention or the performance of experimental, developmental, research, design or engineering work, relates to the official duties of such employee.

These areas require prior approval. They implicate other legal restrictions, including but not limited to the Federal conflict of interest prohibition, 18 U.S.C. § 208, Acts Affecting a Personal Financial Interest; and the Hatch Act.

4.4   Employment Not Requiring Prior Approval

NASA employees do not need to obtain prior approval for outside activities that are not prohibited or require approval as described in this section. However, employees pursuing outside activities remain responsible for complying with all U.S. Government ethics requirements and should exercise care to do so.

Appendix A – Acronyms and Abbreviations

Acronyms that are used in this desk guide are identified upon first use in this document. Thereafter, the acronym is used. In cases where the first or only instance of the use of an acronym is in a table or graphic, it may not be spelled out on first reference. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

ACRONYM/ ABBREVIATION	MEANING
AUID	Agency User ID
CFR	Code of Federal Regulations
DFEC	Division of Federal Employees' Compensation
DOL	Department of Labor
EAP	Employee Assistance Program
ECOMP	Employees' Compensation Operations & Management Portal
ENS	Emergency Notification and Accountability System
eOPF	Electronic Official Personnel Folder
ESD	Enterprise Service Desk
ETDY	Extended Temporary Duty
FAQ	Frequently Asked Question
FEDVIP	Federal Employees Dental and Vision Insurance Program
FEGLI	Federal Employees' Group Life Insurance
FEHB	Federal Employees Health Benefits
FLTCIP	Federal Long Term Care Insurance Program
FSAFEDS	Federal Flexible Spending Account
GVUL	Group Variable Universal Life
HQ	Headquarters
HR	Human Resources
HRMES	Human Resources Messaging System
IPA	Intergovernmental Personnel Act
IT	Information Technology
MSEO	Mission Support Enterprise Organization
NASA	National Aeronautics and Space Administration
NEBA	NASA Employees Benefit Association
NSSC	NASA Shared Services Center
OCHCO	Office of the Chief Human Capital Officer
OCHMO	Office of the Chief Health and Medical Officer
OF	Optional Form
OGC	Office of General Counsel
OHCM	Office of Human Capital Management
OIC	Official-in-Charge
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PIV	Personal Identity Verification
POC	Point of Contact

ACRONYM/ ABBREVIATION	MEANING
RDO	Regular Day Off
SF	Standard Form
SSN	Social Security Number
TDY	Temporary Duty
TSP	Thrift Savings Plan
UCFE	Unemployment Compensation for Federal Employees
U.S.C.	United States Code
VPN	Virtual Private Network
WebTADS	Web-based Time and Attendance Distribution System
WFA	Work From Anywhere

Appendix B – Basic Checklist Before a Shutdown Furlough

This appendix includes a **basic** checklist that is a **starting point** for you to use **before** a Shutdown Furlough to make sure you are well prepared. Please review this information thoroughly, complete the checklist, and have all materials printed or saved to a non-Government personal computer/device. We cannot stress enough how important it is for you to complete this **BEFORE** a Shutdown Furlough. Please **do not** wait until the day a Shutdown Furlough is announced or confirmed to begin working through this checklist. The checklist includes a description of each item with web links to more information, when available.

You will receive a great deal of information regarding the Shutdown Furlough from the Agency, your Center, and your supervisor. We have attempted to capture some of this important information; however, our list is not all-inclusive. We recommend making a list of important phone numbers and e-mail addresses to supplement our checklist so you have the information readily available in one place.

√	Basic Checklist Before a Shutdown Furlough	Description
	Provide your personal contact information to your supervisor/applicable management official	During shutdown due to a lapse in funding, non-excepted employees should use their Government-issued IT devices only to periodically check for shutdown-related updates/communications or to conduct activities related to, or resulting from a Shutdown Furlough (e.g., printing Earnings and Leave Statements for Unemployment Compensation, etc.). However, you should still provide the following information to your supervisor/applicable management official: a. Home and/or personal cell phone number(s) where you can be reached during the furlough. b. Personal e-mail addresses you will have access to during the furlough.

√	Basic Checklist Before a Shutdown Furlough	Description
	Obtain and save on a **non-Government personal computer/device** the personal contact information for: • Your supervisor, management official and/or • Any other Points of Contact (POCs) as directed by your supervisor(s)	During a Shutdown Furlough, Government-owned resources (e.g., cell phones, e-mail accounts, etc.) may not be always available. Obtain the following information: Supervisor Name: _____ Personal Phone: _____ Alternate Phone: _____ Personal E-mail: _____ Other POC Name: _____ Personal Phone: _____ Alternate Phone: _____ Personal E-mail: _____ Other POC Name: _____ Personal Phone: _____ Alternate Phone: _____ Personal E-mail: _____
	Update your personal contact information in the Emergency Notification and Accountability System (ENS) *before* a Shutdown Furlough.	Since NASA will use ENS, along with other methods, to share important messages, during a Shutdown Furlough, you should validate/update your contact information before an event. **In addition to other methods, NASA Centers will use ENS to send return-to-work notifications, so it is critical that your information is correct before a Shutdown Furlough begins.** Note: NASA also uses ENS during emergencies; so, you should always update your information any time there is a change in your personal contact information. To update your contact information in ENS, you must use Employee Express. Complete the following steps: 1. Go to Employee Express at https://www.employeeexpress.gov. 2. Sign in with your PIV Smartcard or via login.gov procedures. 3. Click the **Continue to Main Menu** button. 4. Scroll down to the **Miscellaneous** section on the left side of page. 5. Within the **Miscellaneous** section, click on the **Emergency Contact Information** link. 6. Complete the **Personal Information** and **Work Information** sections. 7. Click the **Save** button (and continue to next slide).

√	Basic Checklist Before a Shutdown Furlough	Description

	Save and/or print copies of your latest and/or important personnel documents to a non-Government personal computer/device.	We recommend you have several important documents readily available on a non-Government personal computer/device or in hard copy form. While your individual situation may require other documents, the following list includes some of the most important ones we recommend you gather relating to your Federal employment:
		
		 1. Standard Form (SF) 50, Notification of Personnel Action (located in your eOPF)
		      Be sure to save/print the most recent year of SF 50s, including the one with your most recent pay information. Note that eOPF is only available when using the NASA network (i.e., at a NASA location or using the NASA Virtual Private Network) using your PIV Smartcard login. It may not be available during a Shutdown Furlough. Please ensure you access and save/print any needed information before a Shutdown Furlough.
		
		 2. Earnings and Leave Statement (located in Employee Express)
		      Be sure to save/print your most recent Earnings and Leave Statements. If you believe you will be interested in unemployment compensation, please remember each state unemployment office has requirements as to what period of time your Earnings and Leave Statements must cover (e.g., 1 month, 3 quarters, 1 year, etc.). BEFORE a furlough, contact your servicing unemployment office to determine what you need.
		
		 3. Form W-2, Wage and Tax Statement (located in Employee Express)
		
		 4. SF 8, Notice to Federal Employee About Unemployment Insurance (provided to employees before a Shutdown Furlough and prefilled with NASA information)
		      Please note that if you are eligible for Unemployment Compensation and decide to apply for it, you will need this SF 8 and other documentation as listed on the SF 8 and as required by the state in which you work. Please refer to Appendix D, Unemployment Compensation for Federal Employees. Note that Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees, contains a prefilled SF 8 that is accurate <u>as of the date of this guide</u>. Please access the latest one either on the NSSC Unemployment Compensation webpage or on the NASA Shutdown Information Unemployment Compensation webpage.

√	**Basic Checklist Before a Shutdown Furlough**	**Description**
		5. Formal furlough notice issued by your Center.
	IT at NASA	Employees must use the Virtual Private Network (VPN) whenever conducting any activities on NASA equipment, including: • Orderly shutdown activities. • NASA excepted services during the shutdown due to a lapse in funding. • <u>Periodic</u> check-in for shutdown-related updates and communications. This ensures your IT device is getting appropriate patching and is protected by other layers of NASA's network infrastructure to guard against cyber threats. It also ensures NASA network and information security. • **All Employees:** Personally owned IT devices, technology, and applications are prohibited from connecting to any NASA network or system in addition to any network or system that stores or processes NASA data. • **Non-Excepted Employees:** You may keep your Government-issued mobile devices (e.g., iPhones, Androids, iPads, laptops, etc.). Non-excepted employees should only use their Government-issued IT devices for orderly shutdown activities and to <u>periodically</u> check for shutdown-related updates and communications. • **Excepted Employees (Full Time, Part Time, and On Call):** You can keep your Government-issued IT devices on during the shutdown. **Please remember to use the Virtual Private Network (VPN) whenever you are conducting NASA excepted services during the shutdown due to a lapse in funding. This ensures your IT device is getting appropriate patching and is protected by other layers of NASA's network infrastructure to guard against cyber threats.** 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).
	From your NASA computer, check system passwords and account information for all systems and programs	In some instances, during a Shutdown Furlough, you may be able to access NASA systems for important excepted information, to periodically check for shutdown-related updates/communications, or to conduct activities related to or resulting from a Shutdown Furlough (e.g., printing Earnings and

√	Basic Checklist Before a Shutdown Furlough	Description
	you may need to access.	Leave Statements for Unemployment Compensation, etc.). So, we recommend resetting passwords for systems such as NDC, profile, etc. **You should also review password expiration dates and reset any passwords that may expire in the next 30 days to ensure you are not locked out.** Click the following link to change the NDC Desktop Password: https://id.nasa.gov/ChangeDesktopPassword. Use the following link for instructions for changing the NDC Desktop Password: Reset NDC Desktop Password. **If you are a Smartcard holder and need a password to log into a resource, use the Temporary Password tool to generate a short-term password.** Click the following link: https://id.nasa.gov/MyIdentity. Under **Popular Actions** heading, click the **Temporary Password** link. If you need more information on the Temporary Password tool, please visit: IdMAX/NAMS Temporary Password webpage. Employees can also eliminate their password if they have a Smartcard and do not currently have a Smartcard Exemption. To eliminate your Desktop/NDC password, visit https://id.nasa.gov. Under the **Popular Actions** heading, click the **Eliminate Passwords** link to begin the process. For more information regarding password elimination, please visit: IdMAX/NAMS Eliminate Passwords to Mars & Temporary Password webage. What are the benefits of doing this? For most people, you will not notice a change. You will log in as you normally do with your Smartcard. The only difference you will notice is that you will no longer receive e-mail notifications letting you know your passwords are about to expire. **Caution:** You should not eliminate your passwords if: • You do not have a Smartcard • If you require your NDC username and password to access an application or device. • You must perform a critical mission in the next 24 hours.

√	**Basic Checklist Before a Shutdown Furlough**	**Description**

	Collect the system links you may need from a non-Government personal computer/device.	In <u>some</u> instances, systems/sites may not be affected by a Shutdown Furlough. To ensure accessibility, be sure you have the links, usernames, and passwords required to access the systems and sites from a non-Government personal computer/device. Be sure you maintain compliance with security regulations (e.g., do not record that information in this document).
		
		The following are some of the sites you may need to access (if they are available):
		1. <u>Employee Express</u> (for Earnings and Leave Statement, W-2, ENS):
		   a. Go to Employee Express at <u>https://www.employeeexpress.gov</u>.
		   b. Sign in with your PIV Smartcard or login.gov credentials.
		2. <u>NASA Shutdown Information</u> webpage at <u>https://www.nasa.gov/shutdown</u>.
		3. A list of some commonly referenced sites can be found in paragraph 2.2, Shutdown Furlough Resources. We recommend adding to this checklist any other sites that you may need access to during a furlough.

	Test the system links using a non-Government personal computer/device.	After collecting the links, usernames, and passwords (in the previous item), test all of them from a non-Government personal computer/device. It is critical to complete this test **BEFORE** a Shutdown Furlough so you know you can access the systems and sites. Keep in mind that during a furlough, some or all of the sites may not be available, but that is determined by each event's circumstances.
	Determine the status of any training or academic education already scheduled for you.	If you have training or academic education scheduled during a time when a Shutdown Furlough is possible or anticipated, do the following: 1. Review the training information in the NASA Operations and Furloughs Under a Government Shutdown – Frequently Asked Questions (FAQs) (on the <u>NASA Shutdown Information NASA Guidance</u> webpage, click the **NASA Frequently Asked Questions** link). 2. Typically, the following applies to academic education: a. Employees who are in a pay status and attend academic programs on a full-time basis will NOT be allowed to continue with their scheduled courses during a shutdown. For recommendations on notifying your institution of higher learning and professor, refer paragraph C.2, Additional FAQs (FAQ #10, Should I notify my professors or the institution of higher learning

√	Basic Checklist Before a Shutdown Furlough	Description
		where I am taking courses that the Shutdown Furlough has/will affect my ability to attend or participate in my approved courses?). b. Employees who attend academic courses during normal work hours (and are compensated for time spent in class) will NOT be allowed to continue with their scheduled courses during a shutdown. For recommendations on notifying your institution of higher learning and professor, refer paragraph C.2, Additional FAQs (FAQ #10, Should I notify my professors or the institution of higher learning where I am taking courses that the Shutdown Furlough has/will affect my ability to attend or participate in my approved courses?). c. Employees who attend academic courses outside normal work hours (and are not compensated for time spent in class) will be allowed to continue with their scheduled courses during a shutdown if the course has been funded. Employees are encouraged to reach out to their Servicing HR Office if there's a question of whether funding has been approved/sent to the academic institution BEFORE a shutdown occurs. d. Use of Government-issued computers is NOT permitted for these purposes as it is considered a non-excepted activity. 3. Contact your Servicing HR Office and supervisor for additional information.
	Determine what happens if you are scheduled to travel, if you are on travel, or if you are on Temporary Duty (TDY)/Extended Temporary Duty (ETDY).	If you are on travel or are scheduled to be on travel during a time when a Shutdown Furlough is possible or anticipated, do the following: 1. Review the travel information in the NASA Operations and Furloughs Under a Government Shutdown – Frequently Asked Questions (FAQs) (on the NASA Shutdown Information NASA Guidance webpage, click the **NASA Frequently Asked Questions** link). 2. Contact your supervisor for additional information.
	Know and understand your Shutdown Furlough status (i.e., full-time, part-time, on-call excepted or non-excepted).	**Determining Furlough Status for Activities and Employees:** In consultation with our Office of General Counsel (OGC), NASA has worked to determine which of our activities may continue under the legal restrictions that govern a Shutdown Furlough (i.e., lapse in appropriations). The activities that may legally continue are called "excepted" activities. The activities that may not legally continue are called "non-excepted" or "furloughed" activities.

√	**Basic Checklist Before a Shutdown Furlough**	**Description**
		Excepted Status: Based on the legal determination about the excepted activities, NASA has determined which employees would continue to report to work to perform the excepted activities. If excepted, you may work on: • Full-time Activities • Part-time Activities for which you are required to work only for the duration of specific, named activities or during specific time periods. • On-call Activities for which you may be called to work (at home or in the office) to perform specific excepted work. **Non-excepted/Furloughed Status:** All employees who are not assigned to perform excepted activities must legally be placed on furlough. Note that you may **not** volunteer to work in a nonpay status for NASA while furloughed. **Changes in Status:** Your status may change over time as circumstances evolve (e.g., you may be non-excepted then be called in to work); if this occurs, you will be informed directly. **What Your Status Means:** Your categorization/status as excepted or non-excepted (i.e., furloughed) is <u>not</u> a reflection on the quality of your work, nor is it an indication of your importance to our Agency. It is merely a reflection of the legal requirements under which we must operate should a lapse in funding occur. **Receiving Shutdown Furlough Status Notification:** All employees will receive a general notice prior to a shutdown furlough event advising that, unless the formal furlough notice indicates you are excepted, you will be furloughed. If you will perform full-time, part-time, or on-call excepted activities during a Shutdown Furlough, your excepted status will be documented in your formal furlough notice. If you will be furloughed, your formal furlough notice will indicate that you are non-excepted. As mentioned above, statuses may change over time. If this occurs, you will be notified by your supervisor or management official.

√	Basic Checklist Before a Shutdown Furlough	Description
	Gather information if you will or may be required to work.	If you will or may be required to work during the shutdown (i.e., excepted), you should have the following information: 1. The specific days and hours work is to be performed, if known. If you are on call, how you will be contacted. 2. What work you are permitted to perform. 3. Any specific security requirements. 4. How you will record and report time performing excepted work. 5. How you will be notified if you are required to work (e.g., Are you required to check e-mail at particular intervals? Will you receive a phone call?). 6. Guidance on filing a Federal Workers' Compensation claim if you sustain a work-related injury/illness while you are on duty/performing excepted work. 7. If you are working internationally or are scheduled to travel internationally as part of excepted work during a Shutdown Furlough, guidance on NASA's international medical evacuation benefits and notification process. Please take note of the following information: 1. You may perform only the identified excepted work. 2. You will be furloughed during all time you are not performing the excepted work.
	Determine when and how you will perform shutdown activities.	Shutdown activities can be done either in person or via telework/remote work (e.g., at home or at an alternate location). Employees who are eligible/able to conduct shutdown activities virtually via telework/remotely are encouraged to do so. You should work with your supervisor to determine which method works best. Telework may be an alternative to performing shutdown activities at an official worksite when you and your supervisor concur shutdown activities can be done at an alternate location and if both you and your supervisor are comfortable doing so. This may be a special consideration in metropolitan areas where transportation will be significantly impacted by Federal employees reporting to work then leaving shortly thereafter. You should work with your supervisor to determine if you need a Telework Agreement. a. Typically, if shutdown activities will take **less than** 15 minutes (e.g., acknowledging the furlough agreement, setting out-of-office messages, etc.) and you and your supervisor want to be able to utilize telework as an option in the event of a shutdown, you do **not** need a Telework Agreement. b. Typically, if shutdown activities will take **more than** 15 minutes and you and your supervisor agree that the activities may be done at an alternate telework location,

√	Basic Checklist Before a Shutdown Furlough	Description
		you will need to have a Telework Agreement approved in ServiceNow prior to conducting orderly shutdown. Employees who need Telework Agreements must submit a telework request in ServiceNow prior to the Shutdown Furlough. Supervisors should approve requests promptly and execute a Telework Agreement with you well in advance of the shutdown. If telework is not part of your regular tour of duty, you can fill out a situational Telework Agreement.
	Determine if you need a Telework Agreement and get it approved, if needed.	If you will be performing any excepted activities via telework during the Shutdown Furlough, you must have an approved Telework Agreement in ServiceNow prior to the shutdown.
	Save and/or print copies of information, guidance, and communications related to the shutdown.	Before a Shutdown Furlough, a great deal of information will be sent out or made available. During a furlough, many websites may be down, and Government computer access may be limited. We recommend that you save the information on a non-Government personal computer/device or print out relevant information and have it readily available. Examples of information and communications to save/print include, but are not limited to: • This NASA Shutdown Furlough Guide for Employees. • Leadership messages. • Agency and Center Human Resources Messaging System (HRMES) messages. • Office of Personnel Management's (OPM's) Frequently Asked Questions (FAQs). (From the OPM Pay & Leave Furlough Guidance webpage, click the **Shutdown Furlough** tab and the **Guidance for Shutdown Furloughs** link.) • Information located on the NASA Shutdown Information webpage).
	Ensure your timesheet in the Web-based Time and Attendance Distribution System (WebTADS) is accurate before a Shutdown Furlough.	You will receive guidance on completing WebTADS for the days prior to the shutdown effective date. For you to receive an accurate accounting of benefits and entitlements, you must enter your time in accordance with guidance received. We recommend you print/save (to a non-Government personal computer/device) the instructions and have them handy because you may be asked to complete this information shortly before a shutdown.
	Obtain any advice on your Federal ethics requirements you will need during the Shutdown Furlough.	Federal ethics requirements remain in force during a Shutdown Furlough, and certain kinds of outside work must be approved by NASA beforehand. You should obtain any ethics advice and outside activity approvals you need prior to shutdown.

√	Basic Checklist Before a Shutdown Furlough	Description
	Know the procedures established by your Center/organization for shutdown activities, which will include at a minimum: 1. Open/ Acknowledge your Shutdown Furlough notice 2. Activate your out-of-office for your phone and e-mail	1. **Open, review, save/print your Shutdown Furlough notice, make note of your furlough status, and follow your Center's/Organization's instructions.** Should a shutdown occur, you will be contacted and either provided a written or verbal notification of your Shutdown Furlough notice. You must acknowledge Shutdown Furlough notices in accordance with Center/organizational procedures and your supervisor's direction. We recommend that you print out or save your Shutdown Furlough notice and any attachments on a non-Government personal computer/device. 2. **Note your furlough status as documented on your formal furlough notice.** If you will be excepted, coordinate with your supervisor to determine next steps for conducting excepted activities. 3. **Activate your out-of-office messages according to your excepted or furloughed status.** Be sure you have your Center's/organization's procedures for doing this offsite, if needed. If you are an excepted employee during a Shutdown Furlough, work with your supervisor to develop appropriate messages. NASA recommends the following template verbiage for out-of-office messages for furloughed employees: • **Voice Mail Template – Furloughed Employee** You have reached the voice mail 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.
	Understand your "return to work" procedures.	Before shutting down, discuss with your supervisor how you will be notified to return to work.

√	Basic Checklist Before a Shutdown Furlough	Description
	Understand your rights and responsibilities regarding Federal Workers' Compensation.	If you are currently receiving or have an approved Federal Workers' Compensation claim, you will continue to work with DOL regarding your claim, which may include filing forms and submitting information to support continuing compensation or medical reimbursement. If you have applied for Federal Workers' Compensation or your claim is pending approval, you will need to contact the NSSC Customer Contact Center for assistance. If during a Shutdown Furlough you are an excepted employee and are injured on the job: 1. Obtain medical treatment if needed. 2. Contact the supervisor you are reporting to during the furlough to report the injury. 3. If you choose to file an injury/illness claim for compensation, access the DOL Employees' Compensation Operations & Management Portal (ECOMP) webpage. 4. If you have additional questions, please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123.
	Understand your rights and responsibilities regarding Unemployment Compensation.	Access the NSSC Unemployment Compensation webpage to download the updated SF 8. Please refer to the following appendix and attachment in this document for more information: • Appendix D, Unemployment Compensation for Federal Employees • Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees **Please note:** • **Unemployment Compensation may only be requested once a lapse in appropriations occurs. Employees should not submit a request prior to official notification that NASA's appropriations have lapsed.** • **If you receive Unemployment Compensation for the Shutdown Furlough, you will be required to repay the Unemployment Compensation funds due to the fact that you will receive retroactive pay (i.e., back pay) per the Government Employee Fair Treatment Act of 2019 (S. 24).**

√	Basic Checklist Before a Shutdown Furlough	Description
	If you believe you or family members may need access to mental health counseling during the Shutdown Furlough, be sure to find out your Center's EAP information before the Shutdown Furlough. If you are a current client of your Center's EAP and are in the midst of counseling support, contact your EAP counselor **before** the Shutdown Furlough to determine the counselor's availability during the shutdown.	• If your Center has funding available, the EAP counselor(s) may still be supporting the workforce onsite, virtually, or by telephone. • If you have an upcoming appointment to see a counselor, determine whether it needs to be rescheduled. • Ask your Center EAP counselor if employees or family members will be permitted onsite for appointments during shutdown status or whether telephone and virtual counseling are the only options. • If you are dealing with a significant or complex mental health issue and feel that you will need support during the Shutdown Furlough, contact your EAP counselor for guidance and instructions on how to proceed so that you aren't without a resource. • The Agency's after-hours EAP toll-free number is available for urgent mental health support during the Shutdown Furlough: 1-888-728-1404. • For scheduling routine or non-urgent appointments with an EAP counselor, please wait until the Shutdown Furlough is over.

Appendix C – Shutdown Furlough FAQs

This appendix includes information on locating OPM and NASA guidance to assist you in understanding a Shutdown Furlough. It also includes limited, other NASA-specific information. As previously noted, since each Shutdown Furlough is driven by different issues related to a lapse in appropriations (i.e., funding gaps), it is impossible to predict the answers to many of your questions. The impact to you (and your benefits, pay, etc.) will be determined by Congressional legislation, by OPM regulation, and by NASA implementation rules.

The information in this appendix is meant to supplement the official guidance provided by OPM and NASA. As noted previously, Government websites and resources may not be available during a Shutdown Furlough. Before a Shutdown Furlough, please review and save any relevant information to a non-Government personal computer/device.

C.1   OPM and NASA FAQ Resources

Please review the following documents for FAQs:

- OPM "Guidance for Shutdown Furloughs" (On the OPM Pay & Leave Furlough Guidance webpage, click the **Shutdown Furlough** tab, then the **Guidance for Shutdown Furloughs** link.)

- NASA guidance and FAQs are found in this document and on the NASA Shutdown Information webpage.

C.2   Additional FAQs

1. **I have questions about the Shutdown Furlough. Is there a website where I can get NASA-specific information?**

    Yes. You may visit the NASA Shutdown Information webpage for information such as the Shutdown Plan, unemployment compensation, Points of Contact (POCs) during a Shutdown Furlough, etc. You should check this page frequently during a Shutdown Furlough.

2. **I am an SES/ST/SL employee. Am I affected by the furlough?**

    The only NASA employees not subject to the requirements of a Shutdown Furlough are NASA Presidential appointees (i.e., NASA's Administrator, Deputy Administrator and Chief Financial Officer). Processes and procedures for other SES/ST/SL employees, regardless of appointment type, are identical to those that apply to all other employees.

3. **I am scheduled for my Regular Day Off (RDO) or was scheduled to be on annual leave on the day I am to perform shutdown activities. Will I be expected to report to work to complete the shutdown activities?**

    Yes. If you are scheduled for an RDO/annual leave on the expected shutdown date **and are otherwise available to perform shutdown activities**, you are expected to report for duty

long enough to conduct those shutdown activities. Your supervisor may allow you to perform shutdown activities at an alternate location. Generally speaking, if you are not available for shutdown activities (e.g., out of town) on the date the Agency conducts orderly shutdown activities, you will be required to conduct orderly shutdown activities as soon as you become available. We recommend talking to your supervisor prior to a possible shutdown event to determine how to proceed.

4. **I have questions about what happens to my benefits and my Thrift Savings Plan (TSP) account during a Shutdown Furlough, including if I have to pay out of pocket to keep my benefits. Where can I find answers?**

   All of the benefits programs have different rules and regulations governing how long you may continue to be covered during a Shutdown Furlough, if out-of-pocket payments are needed, etc.

   OPM provides guidance on benefits programs. Please visit the OPM Pay & Leave Furlough Guidance webpage, click the **Shutdown Furlough** tab, and click the **Guidance for Shutdown Furloughs** link for information on the following:

   - Federal Employees Health Benefits (FEHB) Program

   - Federal Employees' Group Life Insurance (FEGLI) Program

   - Federal Flexible Spending Account (FSAFEDS) Program

   - Federal Long Term Care Insurance Program (FLTCIP)

   - Federal Employees Dental and Vision Insurance Program (FEDVIP)

   - Thrift Savings Plan (TSP)

   Additional FAQs regarding your NASA benefits are available in the following document: Impacts of a Government Shutdown on Benefits Processing Frequently Asked Questions (FAQs).

5. **I have questions about what happens to my NASA Employees Benefit Association (NEBA) benefits during a Shutdown Furlough, including if I have to pay out of pocket to keep my benefits.**

   There are several categories of NEBA benefits which are generally addressed as follows:

   - Basic Life and Voluntary Benefit Deductions – NEBA will cover these costs for up to 3 pay periods in a 12-month period. This includes NEBA Basic Life Insurance, MetLaw, Critical Illness, Group Accident, and Voluntary Additional Accidental Death and Dismemberment.

   - Optional Life (also called Group Variable Universal Life (GVUL)) Premium Deductions – After normal payroll processing resumes, catch-up premium

deductions will be taken out of your paychecks. Investment deductions are not taken retroactively through payroll.

- Auto or Home Insurance and Pet Insurance through NEBA – You must contact the carriers to make payments directly to the carrier or establish a plan for catch-up to ensure there is no lapse in your coverage.

Additional guidance will be issued upon returning from a Shutdown Furlough. If you have questions during the Shutdown Furlough, you can reach MetLife at 1-866-574-2861.

6. **Am I responsible for paying out of pocket for usual payroll deductions that aren't associated with my benefits (e.g., child support, home/auto insurance, etc.)?**

It depends on various elements such as the length of the shutdown, guidance received from NASA's payroll provider, etc. Certain payroll deductions **may** need to be paid directly by the employee or adjusted manually for any pay periods missed. This may include but is not limited to child support, alimony, home and/or auto insurance, additional tax withholdings, bankruptcy payments, and TSP loans. **Check with the non-NASA entity in charge of these matters.** Additionally, after the Shutdown Furlough has ended, NASA will provide guidance on how out-of-pocket expenses will be handled/paid.

7. **What happens if an employee or a spouse needs Survivor Benefits Counseling due to an employee death during a Shutdown Furlough?**

Please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123). A counselor will be on call to handle any Survivor Benefits Counseling.

8. **Will I still be able to access a mental health counselor during a Shutdown Furlough?**

Yes. NASA provides a toll-free number (1-888-728-1404) which is answered by licensed and certified mental health clinicians. If you only wish to schedule a non-urgent appointment to see your local Center's Employee Assistance Program (EAP) clinician, *please do so after the Shutdown Furlough is over.* Your Center's local EAP provider may also furnish a number to call during the Shutdown Furlough. Some Centers may have enough funding to continue routine EAP support with clinicians onsite. Contact your Center EAP clinician before the Shutdown Furlough to determine whether a clinician will be available and whether you will be allowed onsite to attend an appointment. If you have an existing future appointment with your Center's EAP clinician, confirm whether it will need to be rescheduled.

9. **Are credit unions and banks able to provide financial assistance during a Shutdown Furlough?**

In many cases, NASA-affiliated credit unions are able to provide financial assistance or payment flexibility to those affected by a Shutdown Furlough. As information is received regarding specific credit unions, it will be posted to the NASA Shutdown Information webpage. However, you do not need to wait for information to be posted nor is it expected the webpage will be inclusive of all credit unions used by NASA employees. We strongly

encourage you to reach out to your credit union or bank, even those not affiliated with NASA, to determine if each institution is offering assistance or payment flexibility.

10. **Should I notify my professors or the institution of higher learning where I am taking courses that the Shutdown Furlough has/will affect my ability to attend or participate in my approved courses?**

Yes. It is recommended that you notify your professors and institution of higher learning so they are aware that the Shutdown Furlough has or will affect your ability to attend/participate in courses. It is recommended that you contact them by phone, then follow up with written communication (e.g., e-mail or letter as appropriate). The following is a sample letter that you may use as a guide when working with your professors or institution of higher learning:

> Dear [Name of Institution of Higher Learning and/or Individual with Whom You have Spoken]:
>
> This is to confirm our conversation of [date] in which we discussed my inability to attend/participate in my previously approved course of study due to a lapse in Government funding to the Agency.
>
> As we discussed, I am a Federal employee who has recently been furloughed. During a Shutdown Furlough, there are laws that govern which activities may continue and which may not. Training, inclusive of academic education, is not an excepted activity. Thank you in advance for your patience, flexibility, and understanding of my situation.
>
> Sincerely,
>
> [Name]
> [Contact Information]
> [Course, Instructor, Program Information]

11. **Can I pay out of pocket for an academic education course and get reimbursed when the Federal Government reopens?**

If your SF 182, External Training Request, has already been approved at the Center level and is at the NSSC when the shutdown occurs, you can decide to pay for the academic education course with personal funds. Once the Federal Government reopens, you will work with your Center Training Office to seek reimbursement from the Federal Government. You will need to submit your receipt with the completed Optional Form (OF) 1164, Claim for Reimbursement for Expenditures on Official Business. Remember the sooner you submit the completed paperwork, the sooner you will be reimbursed. **You should never use your NASA travel card to pay for your tuition.**

12. **Can I pay out of pocket for an academic course even if I did not submit an SF 182? It was in my supervisor's inbox and it had not been approved by the training office before the shutdown.**

    You can decide to pay for the academic education course with personal funds, but you assume the personal risk that your SF 182 will not be approved and you will not be allowed to seek reimbursement when the Government reopens. Remember, no employee has the authority to commit Government funds without approval. Doing so could result in disciplinary action.

13. **I am scheduled to attend a conference during the Shutdown Furlough. Can I attend at my own cost?**

    If the Shutdown Furlough does not end prior to your scheduled conference, and if you choose to attend a conference during the shutdown on personal time and using personal resources for travel and paying your own registration, that is your prerogative. However, your participation needs to be clearly in your private capacity. That means that you should not be presenting results of official NASA work if you are a furloughed civil servant participating as a private citizen or participating on panels as a NASA employee. If you are registered as a NASA civil servant, you must re-register as a private individual. No travel will be paid by NASA as we are not able to except the conference activities for civil servants because they do not meet the threshold as necessary to protect against an imminent threat to life or property.

14. **How will I know when I am supposed to return to work after a Shutdown Furlough?**

    In addition to other methods determined by each Center, the Emergency Notification and Accountability System (ENS) will be used to notify employees of return-to-work information after a Shutdown Furlough.

15. **I was scheduled to use my use-or-lose annual leave during the shutdown, and my leave was cancelled. Will my use-or-lose annual leave be restored?**

    It depends. Historical OPM guidance has stated that if employees have enough time to reschedule and take any use-or-lose annual leave that was forfeited due to the shutdown before the end of the leave year, use-or-lose leave is not eligible for restoration. However, if use-or-lose annual leave is forfeited and employees do not have time remaining in the leave year to reschedule/take the use-or-lose leave, it may be eligible for restoration. Both OPM and Agency leadership will review the impact of the shutdown on use-or-lose annual leave after the conclusion of the shutdown to determine whether leave can be restored.

16. **I am an excepted employee; can I take leave during a Shutdown Furlough?**

    Yes; however, **we generally encourage excepted employees who need to be absent from work during an excepted timeframe <u>not</u> take paid leave and allow the default "furlough status" to be applied to any approved absence, since all employees will receive retroactive pay for furlough periods without charge to leave**. Section 1341(c)(3)

established a new requirement, providing that excepted employees who are required to perform work during a lapse in appropriations "shall be entitled to use leave" under 5 U.S.C. chapter 63, if applicable (or under other applicable law if chapter 63 is not applicable), but that compensation for the leave will be paid after the lapse ends. The use of such paid leave is subject to the normally applicable rules for the applicable leave program, including leave request and approval procedures. While excepted employees have the option to use their paid leave (i.e., establish entitlement to paid leave to be paid after the lapse ends), they are not required to use leave to cover periods of authorized absence from work. Instead, we encourage employees to remain in the default status of being furloughed during any such authorized absence during the lapse, as employees will receive compensation. This "default status" does not prohibit an excepted employee from requesting time away from an excepted activity.

17. **What document shows or is proof of my furlough status?**

    Your official furlough notice is your proof of your furlough status. Therefore, you should print and/or save (to a non-Government personal computer/device) your official furlough notice. Additionally, creditors or other entities may require your most recent Standard Form (SF) 50, Notification of Personnel Action, your Earnings and Leave Statement, etc. You should coordinate with the outside entity to determine what documentation it requires. Refer to Appendix B, Basic Checklist Before a Shutdown Furlough, for additional information on helpful documents.

Appendix D – Unemployment Compensation for Federal Employees

As a Federal employee, you may be eligible for Unemployment Compensation for Federal Employees (UCFE) during a Federal Government Shutdown Furlough. This appendix contains information regarding possible unemployment benefits for Federal employees during a Shutdown Furlough. Additional information may be found on the NASA Shutdown Information webpage.

> **Important:** If you receive Unemployment Compensation for the Shutdown Furlough, you will be required to repay the Unemployment Compensation funds.

D.1 Overview

The UCFE program is administered by state Unemployment Insurance agencies acting as agents of the Federal Government. The program is operated under the same terms and conditions that apply to regular state Unemployment Insurance. In general, the law of the state in which your last official duty station in Federal civilian service is located will be the state law under which your eligibility for benefits is determined, even if your residence is in a different state. Please note that you will need to check with your applicable state Unemployment Insurance office to determine its rules and requirements, including when you may first file for benefits. Note that unemployment compensation requests may not be processed until an official lapse in appropriations has occurred.

D.2 SF 8, Notice to Federal Employee About Unemployment Insurance

If you choose to apply for Unemployment Compensation while on furlough, you will need to have copies or information from the latest SF 8, Notice to Federal Employee About Unemployment Insurance. We strongly recommend that you obtain the latest version on the NSSC Unemployment Compensation webpage just prior to a Shutdown Furlough event. DOL advises that in addition to the SF 8, you should provide the state unemployment office with a copy of your most recent Earnings and Leave statement.

It is important for you to have the SF 8 in case you need to apply for UCFE benefits. When you receive/download it, **immediately** save it to a non-Government personal computer/device or print it. Since the SF 8 is a Federal Government form, if you lose it, you may not be able to retrieve another one online during a Shutdown Furlough.

Note that for your convenience, we have provided an SF 8 that is prefilled for NASA employees that is current as of the date of publication of this guide. Note: if you do not see the prefilled information, please try using another device or opening using another internet browser. Please refer to Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees. It is important to note that if there are last minute changes to the SF 8 for NASA employees, the most updated information will be located on the NASA Shutdown Information Unemployment Compensation webpage.

D.3   General Information

When preparing for a Shutdown Furlough, it is important to understand the rules and requirements regarding UCFE. We recommend you review the links provided here before a furlough and save all relevant information to a non-Government personal computer/device. The following are several resources with related information:

1. NSSC Unemployment Compensation webpage

2. OPM Pay & Leave Furlough Guidance webpage

3. OPM Guidance for Shutdown Furloughs: On the OPM Pay & Leave Furlough Guidance webpage, click the **Shutdown Furlough** tab to locate the **Guidance for Shutdown Furloughs** link

4. Department of Labor (DOL) CareerOneStop Unemployment Benefits webpage

5. DOL Unemployment Compensation for Federal Employees webpage

6. DOL How do I File for Unemployment Insurance? webpage

As a reminder, many Government websites are inaccessible during a Shutdown Furlough. Before a Shutdown Furlough, we recommend you print or save to a non-Government personal computer/device all relevant documents found on the websites and links provided in this guide.

> **Note:** To obtain specific information for your state, please contact the state Unemployment Insurance agency directly. You may also review the DOL CareerOneStop Unemployment Benefits webpage with information on how to find unemployment benefits by state.

Attachment 1 – SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees

Important: Use the information on the SF 8 in this attachment for employment verification. This is the **<u>official</u>** information you are to use if you apply for UCFE benefits. You should **<u>not</u>** use your Center's address and phone number to apply for UCFE benefits or to verify your employment.

Please do not share the NASA SF 8 with employees from other agencies since their form will require different information to be processed correctly.

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent employed by a Federal agency. SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:

1st line - Parent Federal Agency Name and 3 digit code number

2nd line - Major Component (if any)

3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

	3 Digit Identification FEDERAL AGENCY	
		CODE NO. 631
U.S. Department of the Interior		
Equifax Workforce Solutions		
P.O. Box 351567		
Westminster, CO 80035		

To be completed by the *Federal Agency:*

Contact Name/Office

Michael Meyer

Equifax Workforce Solutions

Telephone No. *(include area code)*

1-866-675-3856

KEEP THIS FORM and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, became eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
b. You must register for work and file a claim at a local public employment service/UI claim office;
c. You must continue to report to the office as directed; and
d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both*.

Attachment 2 – 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration

> **Note:** The content in this attachment is current as of August 20, 2014. Please refer to the official source for CFRs for the most updated information.

PART 6901—SUPPLEMENTAL STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

AUTHORITY: 5 U.S.C. 7301; 5 U.S.C. App. (Ethics in Government Act of 1978); 51 U.S.C. 20113(a); E.O. 12674, 54 FR 15159, 3 CFR, 1989 Comp., p. 215, as modified by E.O. 12731, 55 FR 42547, 3 CFR, 1990 Comp., p. 306; 5 CFR 2635.105, 2635.403(a), 2635.802(a), 2635.803.

SOURCE: 59 FR 49336, Sept. 28, 1994, unless otherwise noted.

§6901.101 General.

In accordance with 5 CFR 2635.105, the regulations in this part apply to employees of the National Aeronautics and Space Administration (NASA) and supplement the Standards of Ethical Conduct for Employees of the Executive Branch contained in 5 CFR part 2635. In addition to the standards in 5 CFR part 2635 and this part, employees are subject to the executive branch financial disclosure regulations contained in 5 CFR part 2634, and to additional regulations regarding their conduct contained in 5 CFR part 735 and 14 CFR part 1207.

§6901.102 [Reserved]

§6901.103 Outside employment.

(a) *General.* A NASA employee shall not engage in outside employment prohibited by paragraph (c) of this section and shall obtain approval before engaging in the outside employment activities specified in paragraph (d) of this section.

(b) *Definitions.* Unless a term is otherwise defined in this part, the definitions set forth in 5 CFR part 2635 apply to terms used in this section. In addition, for purposes of this section:

(1) *Outside employment* means any form of compensated or uncompensated non-Federal employment or business relationship involving the provision of personal services by the employee. It includes, but is not limited to, personal services as an officer, director, employee, agent, attorney, consultant, contractor, general partner, trustee, teacher, or speaker. It includes writing when done under an arrangement with another person for production or publication of the written product. It does not, however, include participation in the activities of a nonprofit charitable, religious, professional, social, fraternal, educational, recreational, public service, or civic organization, unless the organization is a prohibited source or unless such activities involve the provision of professional services or advice, or are for compensation other than reimbursement of expenses.

(2) *Profession* has the meaning set forth in 5 CFR 2636.305(b)(1).

(3) *Student intern* means a student employed through a student internship program implemented by the Office of Personnel Management (OPM).

(c) *Prohibited outside employment.* A NASA employee, other than a special Government employee or a student intern, shall not engage in outside employment with the following:

(1) A NASA contractor, subcontractor, or grantee in connection with work performed by that entity for NASA; or

(2) A party to a Space Act agreement, Commercial Launch Act agreement, or other agreement to which NASA is a party pursuant to specific statutory authority, if the employment is in connection with work performed under that agreement.

(d) *Prior approval for outside employment.* A NASA employee, other than a special Government employee, shall request and obtain approval before engaging in the following outside employment activities:

(1) Teaching, speaking, writing, or editing, unless the subject matter pertains to the private interests of the employee, such as a hobby, cultural activity, or a professional pursuit unrelated to the employee's official duties;

(2) The practice of a profession or the rendering of professional consulting services;

(3) The management or conduct of a business in which the employee or the employee's spouse has an ownership interest, if that business performs, or may seek to perform, work (other than routine consumer transactions) for the Federal Government or for a NASA contractor, grantee, or other party to an agreement with NASA;

(4) Holding State or local public office, whether by election or appointment;

(5) Employment with a NASA contractor, subcontractor, or grantee;

(6) Employment with a party to a Space Act agreement, Commercial Launch Act agreement, or other agreement to which NASA is a party pursuant to specific statutory authority;

(7) Serving as an officer, trustee, or member of a board, directorate, or other such body of a for profit organization or of a nonprofit organization that is a prohibited source; or

(8) Employment which involves the practice of a NASA-owned invention or the performance of experimental, developmental, research, design, or engineering work that relates to the official duties of such employee.

(e) *Prior approval requested by employee.* Even when not required by paragraph (d) of this section, a NASA employee may request prior approval using the procedures set forth in this section.

(f) *Form of request for approval.* A request for approval of outside employment shall be in writing and shall include the following:

(1) The employee's name and occupational title;

(2) The nature of the employment, including a full description of the specific duties or services to be performed and a statement explaining any relationship between the outside activity and the official duties of the employee;

(3) The name and address of the person or organization for which work will be done;

(4) The estimated total time that will be devoted to the activity. If the employment is on a continuing basis, indicate the estimated number of hours per year; for other employment, indicate the anticipated beginning and ending date;

(5) A statement as to whether the work can be performed entirely outside of the employee's regular duty hours and, if not, the estimated number of hours of absence from work that will be required;

(6) Whether the employee will receive compensation for the outside activity, and, if the employee is a covered noncareer employee as defined by 5 CFR 2636.303, the amount of compensation to be received; and

(7) A statement that the employee currently has no official duties involving a matter that affects the outside employer and will disqualify from future participation in matters that could directly affect the outside employer.

(g) *Approval of requests*—(1) When required to obtain approval prior to commencing outside employment pursuant to paragraph (d) of this section, a NASA employee shall receive approval from the employee's immediate supervisor. Additional authority to approve requests is as follows:

(i) Center Directors and Deputy Center Directors shall receive approval by the Associate Administrator;

(ii) Center employees shall receive approval from the Center Director or a person designated to act for the Center Director; and

(iii) Headquarters employees shall receive approval from the employee's Official-in-Charge.

(2) Prior to approval, the Office of the General Counsel shall review requests by Headquarters employees, Center Directors, Deputy Center Directors, and Center Chief Counsel. All other requests shall be reviewed by the Center Chief Counsel's office, and for Office of Inspector General employees, by the Counsel to the Inspector General.

(3) *Standard for approval.* Approval will be granted unless a determination is made that the prospective outside employment is expected to involve conduct prohibited by statute or Federal regulation, including 5 CFR part 2635 and this part.

(4) *Scope of approval.* Approval will be for a period not to exceed five years. Upon a significant change in the nature or scope of the outside employment or in the employee's NASA position, the employee shall submit a revised request for approval.

(5) *Notification of approval or disapproval.* Employees will be notified in writing of the action taken on their requests.

(6) *Records of requests.* All requests for approval will be maintained in the local human resources/personnel office where the requesting employee works, or alternatively by the local NASA legal office upon the determination of the Center Chief Counsel and by the Office of the General Counsel upon the determination of the General Counsel.

[59 FR 49336, Sept. 28, 1994; 79 FR 7566, Feb. 10, 2014; as confirmed at 79 FR 49225, 49226, Aug. 20, 2014]

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