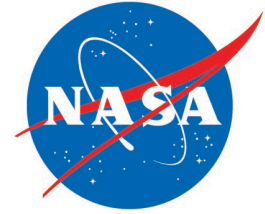


National Aeronautics and Space Administration



## **NASA Shutdown Furlough Guide for Employees**

**Version 13**

**Office of the Chief Human Capital Officer  
NASA Headquarters  
NSREF-3000-0436  
December 19, 2024**

# Document History Log

Status (Basic/ Revision/ Canceled)	Revision Date	Description of Change
Basic (Version 1)	December 4, 2014	Basic Release
Revision (Version 2)	September 24, 2015	<ol style="list-style-type: none"> <li>1. Removed broken direct link to the OPM Shutdown Furlough page. Retained the navigation instructions.</li> <li>2. Replaced the internal-facing NASA Shutdown Furlough guidance page references with the new link and title, NASA Plan for a Potential Government Shutdown.</li> <li>3. Updated the Workers' Compensation information to remove references to outdated Center procedures, directing readers to the NSSC as needed.</li> <li>4. Clarified information regarding state unemployment office requirements for unemployment compensation paperwork required.</li> <li>5. Added paragraph 4.4, Employment Not Requiring Prior Approval.</li> <li>6. Updated Appendix A, Acronyms and Abbreviations.</li> <li>7. Updated reference in Attachment 2, 5 CFR § 6901, Supplemental Standards of Ethical Conduct for Employees of the National Aeronautics and Space Administration.</li> <li>8. Fixed minor punctuation.</li> </ol>
Revision (Version 3)	September 25, 2015	<ol style="list-style-type: none"> <li>1. Fixed Pre-Shutdown URL where NASA Plan and FAWs will be hosted and corrected to reflect <a href="http://www.nasa.gov/agency/furlough/index.html">http://www.nasa.gov/agency/furlough/index.html</a>.</li> </ol>
Revision (Version 4)	November 22, 2016	<ol style="list-style-type: none"> <li>1. General: <ol style="list-style-type: none"> <li>a. Deleted references to the NASA Plan for a Potential Government Shutdown page (<a href="http://www.nasa.gov/agency/furlough/index.html">http://www.nasa.gov/agency/furlough/index.html</a>). Replaced with the NASA Operating Status and Furlough Information page (<a href="https://nasapeople.nasa.gov/shutdown/shutdown.htm">https://nasapeople.nasa.gov/shutdown/shutdown.htm</a>)</li> <li>b. Updated all links, references, and navigation information throughout the document.</li> </ol> </li> <li>2. In paragraph 2.2.5, added note regarding eOPF no longer being available outside the NASA network and removed any information indicating otherwise.</li> <li>3. In Appendix A, Acronyms and Abbreviations, updated the list.</li> </ol>

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<b>Status (Basic/ Revision/ Canceled)</b>	<b>Revision Date</b>	<b>Description of Change</b>
		<ol style="list-style-type: none"> <li>4. In Appendix B:               <ol style="list-style-type: none"> <li>a. Added note regarding eOPF no longer being available outside the NASA network and removed any information indicating otherwise.</li> <li>b. Added information on academic education to the item discussing the status of training already scheduled.</li> <li>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.</li> <li>d. Added this guide to the list of items to save and/or print related to the shutdown.</li> </ol> </li> <li>5. In paragraph C.2, Additional NASA-specific FAQs, added question #1 regarding a Web site with NASA-specific information.</li> <li>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.</li> </ol>
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	<ol style="list-style-type: none"> <li>1. General:               <ol style="list-style-type: none"> <li>a. Corrected minor typos and format.</li> <li>b. Updated Web addresses throughout, including Department of Labor (DOL) sites/references and the eOPF direct link.</li> <li>c. Changed Workers' Compensation to Federal Workers' Compensation throughout.</li> <li>d. Updated EAP contact information throughout.</li> <li>e. Added references to using the Employee Notification System (ENS) throughout.</li> <li>f. Changed references from Telework/Work From Anywhere (WFA) to Telework throughout.</li> <li>g. Deleted references to intermittent status or work schedule throughout.</li> </ol> </li> <li>2. Paragraph 2.2.3, NASA Information: clarified who is authorized to use NASA Webmail during a Shutdown Furlough and only on authorized devices.</li> <li>3. Paragraph 2.2.5, Systems and Programs Information: updated ENS location information.</li> <li>4. Paragraph 2.2.6, Federal Workers' Compensation Information:               <ol style="list-style-type: none"> <li>a. Added information on who may need this information.</li> </ol> </li> </ol>

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		<ul style="list-style-type: none"> <li>b. Clarified the contents of the DOL ECOMP page.</li> <li>5. Paragraph 2.2.7, Help/Assistance Information: added information on using either EAP phone number or the Center’s local EAP phone number.</li> <li>6. Section 4, Outside Employment, paragraph 4.1, Overview: provided additional information regarding political appointees.</li> <li>7. Appendix B, Basic Checklist Before a Shutdown Furlough: <ul style="list-style-type: none"> <li>a. Added <b>IT at NASA</b> item.</li> <li>b. Clarified excepted status descriptions in the <b>Know and understand your Shutdown Furlough status</b> item.</li> <li>c. Added items 6 and 7 on the <b>Gather information if you will or may be required to work</b> item.</li> <li>d. Clarified several items in the <b>Understand your rights and responsibilities regarding Federal Workers’ Compensation</b> item.</li> </ul> </li> <li>8. Paragraph C.2, Additional NASA-specific FAQs: <ul style="list-style-type: none"> <li>a. Added FAQ regarding if an SES/ST/SL employee is affected by the furlough.</li> <li>b. Added FAQ regarding shutdown activities occurring on an employee’s Regular Day Off (RDO).</li> <li>c. Clarified details regarding an EAP toll-free number being available during a Shutdown Furlough.</li> <li>d. Added FAQ regarding return-to-work notification methods.</li> </ul> </li> </ul>
Revision (Version 7)	September 19, 2019	<ul style="list-style-type: none"> <li>1. Updated minor format and style elements.</li> <li>2. Updated the Web address for the NASA Operating Status and Furlough Information Page from <a href="https://nasapeople.nasa.gov/shutdown/shutdown.htm">https://nasapeople.nasa.gov/shutdown/shutdown.htm</a> to <a href="https://nasapeople.nasa.gov/shutdown">https://nasapeople.nasa.gov/shutdown</a>.</li> <li>3. Changed Office of Human Capital Management (OHCM) to Office of the Chief Human Capital Officer (OCHCO) (except for historical references).</li> <li>4. Changed Center HR Office references to Servicing HR Office.</li> <li>5. Updated Information Technology (IT) policy and guidance.</li> <li>6. Updated back pay policy and guidance.</li> <li>7. Updated Employee Assistance Program (EAP) information throughout.</li> <li>8. Updated NASA Employees Benefit Association (NEBA) information related to a Shutdown Furlough.</li> <li>9. Reviewed and updated entire document based on December 2018/January 2019 event and resulting Federal guidance.</li> </ul>

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<b>Status (Basic/ Revision/ Canceled)</b>	<b>Revision Date</b>	<b>Description of Change</b>
Revision (Version 8)	September 22, 2022	<ol style="list-style-type: none"> <li>1. Updated minor style and format elements and provided minor clarifications.</li> <li>2. Updated all references from <a href="#">NASA Operating Status and Furlough Information page</a> to the <a href="#">NASA Shutdown</a> webpage with new link of: <a href="https://www.nasa.gov/shutdown">https://www.nasa.gov/shutdown</a>.</li> <li>3. Updated references from the <a href="#">Human Resources Portal</a> to the <a href="#">OCHCO OneNASA</a> webpage.</li> <li>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.</li> <li>5. Clarified information on paying out of pocket for benefits during a Shutdown Furlough.</li> <li>6. Updated Office of Chief Information Officer content, including changing BlackBerry reference to iPad and adding information on the eliminating password capability.</li> <li>7. Updated NEBA information for clarification and to add Pet Insurance in list of items to continue payments during a Shutdown Furlough.</li> <li>8. Updated Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees, with the updated SF 8.</li> </ol>
Revision (Version 9)  and Version 9a	September 13, 2023  Version 9a on September 20, 2023	<ol style="list-style-type: none"> <li>1. Updated ENS references from Emergency Notification System to Emergency Notification and Accountability System.</li> <li>2. Updated OPM webpages and instructions for finding information.</li> <li>3. Deleted OPM Unemployment Insurance Resources webpage information since it was removed from OPM's site.</li> <li>4. Updated information for logging into eOPF using PIV Smartcard.</li> <li>5. Updated NASA Shutdown Unemployment/Workers' Compensation and TSP Information webpage link.</li> <li>6. Version 9a: Fixed typo in paragraph 2.2.6, Federal Workers' Compensation Information, note box.</li> </ol>
Revision (Version 10)	September 26, 2023	<ol style="list-style-type: none"> <li>1. Updated all references from <a href="#">NASA Shutdown</a> webpage (<a href="https://www.nasa.gov/shutdown">https://www.nasa.gov/shutdown</a>) to the <a href="#">NASA Shutdown Information</a> webpage (with the same link).</li> <li>2. Updated <a href="#">NASA Shutdown Information</a> webpage content and navigation/location instructions to reflect new environment (moved from Drupal to WordPress with significant changes to look/feel/layout).</li> <li>3. Updated other nasa.gov URLs that changed with new environment.</li> </ol>

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<b>Status (Basic/ Revision/ Canceled)</b>	<b>Revision Date</b>	<b>Description of Change</b>
		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	<ol style="list-style-type: none"> <li>1. Included minor clarifications as needed.</li> <li>2. Updated information throughout the document regarding use of Government-issued IT devices by non-excepted employees.</li> <li>3. Paragraph 2.2.2, Thrift Savings Plan (TSP) Information: Updated all information and links.</li> <li>4. Paragraph 2.2.7, Help/Assistance Information: Updated International Travel Medical Assistance and Evacuation information.</li> <li>5. Appendix B, Basic Checklist Before a Shutdown Furlough:               <ol style="list-style-type: none"> <li>a. Clarified “supervisor/applicable management official” as needed.</li> <li>b. Updated information for the <b>From your NASA computer, check system passwords and account information for all systems and programs you may need to access</b> item.</li> <li>c. Updated the <b>Know and understand your Shutdown Furlough status</b> item in the <b>Receiving Shutdown Furlough Status Notification</b> section.</li> <li>d. Updated the <b>Know the procedures established by your Center/organization for shutdown activities</b> item.</li> <li>e. Updated the <b>Understand your rights and responsibilities regarding Unemployment Compensation</b> item.</li> </ol> </li> <li>6. Paragraph C.2, Additional FAQs: Updated answer to question 4 regarding benefits and TSP account during a Shutdown Furlough.</li> <li>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.</li> </ol>
Revision (Version 12)	September 3, 2024	<ol style="list-style-type: none"> <li>1. Changed references from Human Resources (HR) Offices and HR Offices to Human Capital Offices (HCOs) and HCOs in the title and throughout.</li> <li>2. Changed furlough notice and official furlough notice references to Formal Shutdown Furlough Notice.</li> <li>3. Changed back pay/backpay/back-pay to retroactive pay.</li> <li>4. Updated references regarding retroactive pay.</li> <li>5. Updated metadata, minor verbiage, grammar, and punctuation.</li> <li>6. Section 2, References: Updated.</li> </ol>

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<b>Status (Basic/ Revision/ Canceled)</b>	<b>Revision Date</b>	<b>Description of Change</b>
		<ul style="list-style-type: none"> <li>7. Section 3, Preparing for a Shutdown Furlough: Updated.</li> <li>8. Appendix A, Acronyms and Abbreviations: Updated.</li> <li>9. Appendix B, Basic Checklist Before a Shutdown Furlough: Updated.</li> <li>10. Appendix C, Shutdown Furlough FAQs: Updated.</li> <li>11. Appendix D, Unemployment Compensation for Federal Employees: Updated.</li> <li>12. Updated NASA Headquarters address.</li> </ul>
Revision (Version 13)	December 19, 2024	1. Updated all instances of the EAP phone number from 1-888-728-1404 to 1-888-964-3032.

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## **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/organization 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 Shutdown 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 Shutdown Furlough. During a partial or full Shutdown Furlough, the websites, phone numbers, and other resources listed in this document may not 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 **saving the content** 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 Furlough.

#### **1.2.1 Understanding the Types of Furloughs**

The 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:
  - Used to help an agency absorb reductions not related to a lapse in appropriations.
  - 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). The Office of Management and Budget (OMB) guidelines in consultation with NASA's Office of General Counsel (OGC) and Office of the Chief Financial Officer (OCFO) determines 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:
  - Excepted Activities: The activities that may legally continue to be performed.
  - 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:
  - Furloughed Activities: The activities that may not legally continue to be performed.
  - Furloughed Employees: All employees who are not assigned to perform excepted activities must legally be placed on Shutdown Furlough.
  - 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:
  - Your status may change over time as circumstances evolve (e.g., you may be non-excepted then be called in to work on excepted activities).
  - If a change in your status occurs, you will be informed directly. You will not receive a new Formal Shutdown Furlough Notice as every notice indicates your status may change.

**Note:** Your categorization as excepted or non-excepted is not 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 guidance pertains to the Shutdown Furlough activities which are the responsibility of NASA employees. This guidance covers activities related to civil service employees.

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 HQ, the NSSC, and OIG, and any reference to Center Director(s) includes MSEO Officials-in-Charge (OICs), 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 attachments 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:
    - Visit [www.ecfr.gov](http://www.ecfr.gov).
    - Click the **Title 5: Administrative Personnel** option.
    - 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:
    - Visit <http://uscode.house.gov>.
    - 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:
    - Visit [www.opm.gov](http://www.opm.gov).
    - 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.)
    - 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 and may be updated by OPM to reflect addendums and special instructions before, during, or after a Shutdown Furlough event.

- Please review and save, at a minimum, the most recent **“Guidance for Shutdown Furloughs”** document containing FAQs dealing with working during a Shutdown Furlough, pay, leave, benefits, retirement, etc. Note that any addendums or instructions posted with this document should also be reviewed and saved.
- Please review and save, at a minimum, the **“Addendum to OPM Guidance for Shutdown Furloughs”** document.

### **2.2.2 Thrift Savings Plan (TSP) Information**

[TSP Shutdown](#) Webpage.

- Location: <https://www.tsp.gov/shutdown>.
- In the event of a lapse in appropriations, this page will provide 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 Furlough 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 associated subpages. 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:
    - Visit the [NASA Shutdown Information: NASA Guidance](#) webpage.
    - Click the **NASA Frequently Asked Questions** link.
  - NASA Office of the Chief Financial Officer created this document that includes foundational/general information. Additional FAQs that arise as the Shutdown Furlough occurs may be added as separate documents that are posted on the [NASA Shutdown Information](#) webpage and the related links/pages.

- c. [Impacts of a Government Shutdown on Benefits Processing Frequently Asked Questions \(FAQ\)](#)
  - Location:
    - Visit the [NASA Shutdown Information: NASA Guidance](#) webpage.
    - Click the **Benefits During a Furlough** link.
  - This document provides information regarding what happens to benefits and insurances during a Government Shutdown Furlough.
  
- d. [Impacts of a Government Shutdown on Retirement Processing Frequently Asked Questions \(FAQ\)](#)
  - Location:
    - Visit the [NASA Shutdown Information: NASA Guidance](#) webpage.
    - Click the **Retirement During a Furlough FAQs** link.
  - This document provides information for employees who have submitted or are considering applying for requirement while furloughed due to a Government Shutdown Furlough.

## 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. [CareerOneStop Unemployment Benefits](#) Webpage
  - Location: <https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/unemployment-benefits.aspx>.
  - This page is sponsored by the Department of Labor (DOL) and 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. [United States Department of Labor 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. [U.S. Department of Labor 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. [Inside 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:
    - Direct Link: <https://eopf.opm.gov/nasa/>.
    - 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 Virtual Private Network (VPN)) and requires logging in using the Personal Identity Verification (PIV) Smartcard, but it may not be available during a Shutdown Furlough even when using the NASA network.

c. [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 Identification (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.

d. 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 Shutdown Furlough.

e. [HR Service Center](#)

- Location: <https://hrservices.nasa.gov/hrsc>.
- Employees and supervisors can access NASA HR systems and view personal information on this site. System links are found under the **System Launcher** heading. Employees can access benefits, pay, insurance, and other personal information using the **About Me** drop-down menu. Supervisors can access information about their employees by using the **About My People** drop-down menu.

## 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. [Inside NSSC 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-1, Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; Form CA-2, Notice of Occupational Disease and Claim for Compensation; Form CA-7, Claim for Compensation; CA-16, Authorization for Examination and/or Treatment; and 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/organization provides contact information for help or assistance, you should use that information. If you need other assistance, please refer to the following:

- a. NASA Medical Clinic – Scheduled Examinations/Appointments and Upcoming Required Examinations:

If you have scheduled an appointment with the Center's onsite medical clinic for an examination, scheduled a follow-up appointment, or if you will need to make an appointment for an Occupational Safety and Health Administration (OSHA)-required medical exam during a Shutdown Furlough, you should contact the medical clinic prior to the Shutdown Furlough for guidance as the clinic may not be open or available during an event. Medical clinic contact information can be found at:

<https://nasa.sharepoint.com/sites/health4life/SitePages/Center-Clinic-Information.aspx>.

- b. Employee Assistance Program (EAP) Mental Health Support:

You may find EAP information on either of the following:

- [NASA Employee Assistance Program](https://www.nasa.gov/employee-assistance-program-ochmo) webpage at: <https://www.nasa.gov/employee-assistance-program-ochmo>.
- [OneNASA Employee Mental Health/EAP](https://nasa.sharepoint.com/sites/health4life/SitePages/Mental-Health-EAP-Information.aspx) webpage at: <https://nasa.sharepoint.com/sites/health4life/SitePages/Mental-Health-EAP-Information.aspx>.

Some Centers may be funded to continue routine EAP support with clinicians onsite or available by phone. If not, NASA provides a toll-free number (1-888-964-3032), which is answered by licensed and certified mental health counselors for urgent situations.

For scheduling routine or non-urgent appointments with an EAP counselor, we recommend you wait until the Shutdown Furlough is over. However, if the Center's counselor is working normal hours during the Shutdown Furlough and employees are permitted onsite or can reach the counselor by telephone, you may be able to schedule any type of appointment. You should contact your Center EAP clinician before the Shutdown Furlough to determine the clinician's status and whether you and/or family members will be allowed onsite to attend an appointment. If you have an existing or recurring onsite appointment with the Center's EAP clinician, you should confirm whether it will need to be rescheduled or converted to a telephonic appointment.

c. [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.

d. 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, Information Technology (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.

e. 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>
  - Access within the NASA network is automatic through eAuth.
  - 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.

f. International Travel Medical Assistance and Evacuation

The NASA OCHMO 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 United States (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 1-321-479-3852 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 events, determine how those previous Shutdown Furloughs affected employees, and try to predict the impact of a current Shutdown Furlough. However, since each Shutdown Furlough is driven by different lapses 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 31 U.S.C. § 1341(c)(2), retroactive pay is provided 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, retroactive pay will be granted; however, depending on the timing and length of the Shutdown Furlough event, receipt of retroactive 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. Be aware that, since retroactive pay is authorized, 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, OPM regulation, and NASA implementation rules.
- f. The activities and personnel included in the requirement to stop working (i.e., furloughed) are determined by law.
- g. Government services, including websites, are often 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 NASA management, OGC, and OCFO.

- i. Employees who participate in the Intergovernmental Personnel Act (IPA) program or on details should contact their Servicing Human Capital Office (HCO) for guidance relating to the Shutdown Furlough.
- j. Academic and training courses are often impacted by a Shutdown Furlough. For details, refer to Appendix B, Basic Checklist Before a Shutdown Furlough, and paragraph C.2, Additional FAQs (FAQ titled: 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. Your insurance coverages through the Federal Employees Health Benefits (FEHB) Program, Federal Employees’ Group Life Insurance (FEGLI) Program, and Federal Employees Dental and Vision Insurance Program (FEDVIP) will continue without interruption. Payments for missed premiums will be withheld from retroactive pay.
- l. Your insurance coverage through the NASA Employees Benefit Association (NEBA) will continue without interruption. Additional information regarding the treatment of past due premiums owed for insurances purchased through NEBA will be distributed upon return from the Shutdown Furlough. Historically, some premiums have been waived.
- m. Your Flexible Spending Accounts (FSAs) will still be available for use; however, claims for health care related expenses may be delayed until payroll allotments are restarted. Claims for dependent care will be processed with no delay as long as the funds are available. Depending on how long a Shutdown Furlough lasts, your Federal Flexible Spending Account (FSAFEDS) allotment may be recalculated to capture missed premiums.
- n. Coverage through the Federal Long Term Care Insurance Program (FLTCIP) continues without interruption; however, claims will not be paid until past due premiums are remitted. Employees who have elected to pay premiums via payroll deduction will have past due premiums withheld from retroactive pay. Employees who pay FLTCIP premiums directly, must pay the past due premiums directly to the carrier.



### 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** a Shutdown Furlough begins, it is important that you gather any information and forms you may need. A partial or full Shutdown Furlough may mean that some or all Government websites will not 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 Furlough, we recommend that you save/print all relevant documents/content found on websites or download information found in links prior to a Shutdown Furlough.

**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 all 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 mentioned below outlining the conditions your IT devices may be used. In all cases, all IT security rules must be followed.

**Important:**

**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. Employees must use the VPN whenever conducting any activities on NASA equipment. 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 (full-time, part-time, and on-call):** You can keep your Government-issued IT devices turned on during the Shutdown Furlough. Excepted employees will still have limited IT support during the Shutdown Furlough from the ESD. Excepted individuals in need of assistance should continue to call 1-877-677-2123 (1-877-NSSC123); option 2.

**Non-Excepted Employees:** You may keep your Government-issued mobile devices (e.g., iPhones, Androids, iPads, laptops). Non-excepted employees may only use their Government-issued IT devices for orderly Shutdown Furlough activities and to periodically check for Shutdown Furlough-related updates and communications. Government-issued IT devices should not be used for any other non-excepted work activities or for personal use.

**Password expiration.** The majority of the NASA workforce uses a Smartcard credential to log into systems. However, some employees do use passwords. Employees should review password expiration dates and reset any passwords.

**Click the following link to change the NDC desktop password:**

<https://id.nasa.gov/ChangeDesktopPassword>. In addition, the Office of the Chief Information Officer (OCIO) is taking steps to minimize automatic NASA account lockouts. Password expirations for NASA Enterprise Directory (NED) and Active Directory will be extended with no further user interaction during a lapse in appropriations.

### **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 during or after an event, 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 Shutdown Furlough:

1. Appendix C, Shutdown Furlough FAQs, in this document.
2. [OPM Pay & Leave Furlough Guidance](#) webpage, including the **Overview** and **Shutdown Furlough** tabs. The **Shutdown Furlough** tab includes links to the **Guidance for Shutdown Furloughs**, the **Addendum to OPM Guidance for Shutdown Furloughs**, and any other addendums or instructions.
3. [NASA Shutdown Information](#) webpage and the related links/pages.

If you have questions not answered by these resources, you may contact your Servicing HCO before a Shutdown Furlough or the NSSC at 1-877-677-2123 (1-877-NSSC123). During a Shutdown Furlough event, most Servicing HCOs and NSSC staff may be furloughed and not available.

## **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](http://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 Shutdown 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 Shutdown Furlough, you should request and obtain any necessary approvals prior to the event. Similarly, if you require ethics advice for matters taking place during a Shutdown Furlough, you should seek ethics advice prior to a Shutdown Furlough.**

### **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:

<b>Acronym/Abbreviation</b>	<b>Meaning</b>
CFR	Code of Federal Regulations
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
FSA	Flexible Spending Account
FSAFEDS	Federal Flexible Spending Account
HCO	Human Capital Office
HQ	Headquarters
HR	Human Resources
HRMES	Human Resources Messaging System
ID	Identification
IPA	Intergovernmental Personnel Act
IT	Information Technology
JSC	Johnson Space Center
LWOP	Leave Without Pay
MSEO	Mission Support Enterprise Organization
NASA	National Aeronautics and Space Administration
NEBA	NASA Employees Benefit Association
NED	NASA Enterprise Directory
NSSC	NASA Shared Services Center
OCFO	Office of the Chief Financial Officer
OCHCO	Office of the Chief Human Capital Officer
OCHMO	Office of the Chief Health and Medical Officer
OCIO	Office of the Chief Information Officer
OCONUS	Outside the Continental United States
OF	Optional Form
OGC	Office of General Counsel
OHCM	Office of Human Capital Management

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Acronym/Abbreviation	Meaning
OIC	Official-in-Charge
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSHA	Occupational Safety and Health Administration
PIV	Personal Identity Verification
POC	Point of Contact
RDO	Regular Day Off
SES/ST/SL	Senior Executive Service (SES)/Scientific or Professional (ST)/Senior Level (SL)
SF	Standard Form
SSN	Social Security Number
TDY	Temporary Duty
TSP	Thrift Savings Plan
UCFE	Unemployment Compensation for Federal Employees
U.S.	United States
U.S.C.	United States Code
VLBP	Voluntary Leave Bank Program
VLTP	Voluntary Leave Transfer Program
VPN	Virtual Private Network
WebTADS	Web-based Time and Attendance Distribution System

## **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/organization, HR, 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 this checklist, so you have the information readily available in one place.

√	<b>Basic Checklist Before a Shutdown Furlough</b>	<b>Description</b>
	Provide your personal contact information to your supervisor/applicable management official	<p>You should provide the following information to your supervisor/applicable management official so you are able to be contacted:</p> <ol style="list-style-type: none"> <li>a. Home and/or personal cell phone number(s) where you can be reached during the Shutdown Furlough.</li> <li>b. Personal e-mail addresses you will have access to during the Shutdown Furlough.</li> <li>c. During a Shutdown Furlough due to a lapse in funding, non-excepted employees should use their Government-issued IT devices only to periodically check for Shutdown Furlough-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, checking for updates from leadership). However, it's still important that your supervisor have your personal contact information to communicate time sensitive or important information.</li> </ol>



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√	Basic Checklist Before a Shutdown Furlough	Description
	<p>Obtain and save on a <b>non-Government personal computer/device</b> the personal contact information for:</p> <ul style="list-style-type: none"> <li>• Your supervisor, management official and/or</li> <li>• Any other Points of Contact (POCs) as directed by your supervisor(s)</li> </ul>	<p>During a Shutdown Furlough, obtain the following information:</p> <p>Supervisor Name: _____            Personal Phone: _____            Alternate Phone: _____            Personal E-mail: _____</p> <p>Other POC Name: _____            Personal Phone: _____            Alternate Phone: _____            Personal E-mail: _____</p> <p>Other POC Name: _____            Personal Phone: _____            Alternate Phone: _____            Personal E-mail: _____</p>
	<p>Update your personal contact information in ENS <b><i>before</i></b> a Shutdown Furlough.</p>	<p>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. <b>In addition to other methods, NASA Centers/organizations will use ENS to send return-to-work notifications, so it is critical that your information is correct before a Shutdown Furlough begins.</b></p> <p>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.</p> <p>To update your contact information in ENS, you must use Employee Express. Complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://www.employeeexpress.gov">Employee Express</a> at <a href="https://www.employeeexpress.gov">https://www.employeeexpress.gov</a>.</li> <li>2. Sign in with your PIV Smartcard or via login.gov procedures.</li> <li>3. Within the <b>Miscellaneous</b> section on the left side of page, click the <b>Emergency Contact Information</b> link.</li> <li>4. Complete the <b>Personal Information</b> and <b>Work Information</b> sections. You may also complete the other sections as needed.</li> <li>5. Click the <b>Save</b> button, then confirm the changes. A “Success” message is displayed.</li> </ol>

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√	Basic Checklist Before a Shutdown Furlough	Description
	Save and/or print copies of your latest and important personnel documents to a non-Government personal computer/device.	<p>We recommend you have important documents 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 (and save/print before a Shutdown Furlough) relating to your employment:</p> <ol style="list-style-type: none"> <li>1. SF 50, Notification of Personnel Action (located in your <a href="#">eOPF</a>) Your 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. eOPF may not be available during a Shutdown Furlough so ensure you access and save/print any needed information before a Shutdown Furlough.</li> <li>2. Earnings and Leave Statement (located in <a href="#">Employee Express</a>) Your most recent Earnings and Leave Statements. If you believe you will be interested in unemployment compensation, 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). BEFORE a Shutdown Furlough. Contact your state’s servicing unemployment office to determine what you need.</li> <li>3. Form W-2, Wage and Tax Statement (located in <a href="#">Employee Express</a>)</li> <li>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 <a href="#">Inside NSSC Unemployment Compensation</a> webpage or on the <a href="#">NASA Shutdown Information: Unemployment Compensation</a> webpage.</li> <li>5. Formal Shutdown Furlough Notice issued by your Center</li> </ol>

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√	Basic Checklist Before a Shutdown Furlough	Description
	IT at NASA	<p>Employees must use the VPN whenever conducting any activities on NASA equipment, including:</p> <ul style="list-style-type: none"> <li>• Orderly shutdown activities.</li> <li>• NASA excepted services during the Shutdown Furlough due to a lapse in funding.</li> <li>• <u>Periodic</u> check-in for Shutdown Furlough-related updates and communications.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>All Employees:</b> 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.</li> <li>• <b>Non-Excepted Employees:</b> You may keep your Government-issued mobile devices (e.g., iPhones, Androids, iPads, laptops). Non-excepted employees should only use their Government-issued IT devices for orderly shutdown activities and to <u>periodically</u> check for Shutdown Furlough-related updates and communications.</li> <li>• <b>Excepted Employees (Full Time, Part Time, and On Call):</b> You can keep your Government-issued IT devices on during the Shutdown Furlough.</li> </ul> <p><b>Please remember to use the VPN whenever you are conducting NASA excepted services during the Shutdown Furlough 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.</b></p> <p>Excepted employees will still have limited IT support during the Shutdown Furlough from the ESD. Excepted individuals in need of assistance, should still continue to call 1-877-677-2123 (1-877-NSSC123).</p>
	From your NASA computer, check system passwords and account information for all systems and programs you may need to access.	<p>In some instances, during a Shutdown Furlough, you may be able to access NASA systems for important excepted information, to periodically check for Shutdown Furlough-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). So, we recommend resetting passwords for systems such as NDC,</p>

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		<p>profile, etc.</p> <p>The majority of the NASA workforce uses a Smartcard credential to login to systems. However, some employees do use passwords. Employees should review password expiration dates and reset any passwords. Click the following link to change the NDC desktop password:  <a href="https://id.nasa.gov/ChangeDesktopPassword">https://id.nasa.gov/ChangeDesktopPassword</a>.</p> <p>In addition, OCIO is taking steps to minimize automatic NASA account lockouts. Password expirations for the NED and Active Directory will be extended with no further user interaction during a lapse in appropriations.</p>
	Collect the system links you may need from a non-Government personal computer/device.	<p>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).</p> <p>The following are some of the sites you may need to access (if they are available):</p> <ol style="list-style-type: none"> <li>1. <a href="#">Employee Express</a> (for Earnings and Leave Statement, W-2, ENS):             <ol style="list-style-type: none"> <li>a. Go to Employee Express at <a href="https://www.employeeexpress.gov">https://www.employeeexpress.gov</a>.</li> <li>b. Sign in with your PIV Smartcard or login.gov credentials.</li> </ol> </li> <li>2. <a href="#">NASA Shutdown Information</a> webpage at <a href="https://www.nasa.gov/shutdown">https://www.nasa.gov/shutdown</a>. Note that this site is updated as new information is available. Please check frequently for updates.</li> <li>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 Shutdown Furlough.</li> </ol>
	Test the system links using a non-Government personal computer/device.	<p>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 <b>BEFORE</b> a Shutdown Furlough so you know you can access the systems and sites. Keep in mind that during a Shutdown Furlough, some or all of the sites may not be available, but that is determined by each event’s circumstances.</p>

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	Determine the status of any training or academic education already scheduled for you.	<p>If you have training or academic education scheduled during a time when a Shutdown Furlough is possible or anticipated, do the following:</p> <ol style="list-style-type: none"> <li>1. Review the training information in the NASA Operations and Furloughs Under a Government Shutdown – Frequently Asked Questions (FAQs) (on the <a href="#">NASA Shutdown Information: NASA Guidance</a> webpage, and click the <b>NASA Frequently Asked Questions</b> link).</li> <li>2. Typically, the following applies to academic education:               <ol style="list-style-type: none"> <li>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 Furlough. For recommendations on notifying your institution of higher learning and professor, refer to paragraph C.2, Additional FAQs (FAQ titled: 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?).</li> <li>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 Furlough. For recommendations on notifying your institution of higher learning and professor, refer to paragraph C.2, Additional FAQs (FAQ titled: 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?).</li> <li>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 Furlough if the course has been funded. Employees are encouraged to reach out to their Servicing HCO if there’s a question of whether funding has been approved/sent to the academic institution BEFORE a Shutdown Furlough.</li> <li>d. Use of Government-issued computers is NOT permitted for these purposes as it is considered a non-expected activity.</li> </ol> </li> <li>3. Contact your Servicing HCO and supervisor for additional information.</li> </ol>

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	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).	<p>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:</p> <ol style="list-style-type: none"> <li>1. Review the travel information in the NASA Operations and Furloughs Under a Government Shutdown – Frequently Asked Questions (FAQs) (on the <a href="#">NASA Shutdown Information: NASA Guidance</a> webpage, and click the <b>NASA Frequently Asked Questions</b> link).</li> <li>2. Contact your supervisor for additional information.</li> </ol>
	Know and understand your Shutdown Furlough status (i.e., full-time, part-time, on-call excepted or non-excepted).	<p><b>Determining Furlough Status for Activities and Employees:</b> 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.</p> <p><b>Excepted Status:</b> 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:</p> <ul style="list-style-type: none"> <li>• Full-time Activities.</li> <li>• Part-time Activities for which you are required to work only for the duration of specific, named activities or during specific time periods.</li> <li>• On-call Activities for which you may be called to work (at home or in the office) to perform specific excepted work.</li> </ul> <p><b>Non-excepted/Furloughed Status:</b> All employees who are not assigned to perform excepted activities must legally be placed on furlough. Note that you may <b>not</b> volunteer to work in a nonpay status for NASA while furloughed.</p> <p><b>Changes in Status:</b> 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.</p> <p><b>What Your Status Means:</b> 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 NASA. It is merely a reflection of the legal requirements under which we must operate should a lapse in funding occur.</p>

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		<p><b>Receiving Shutdown Furlough Status Notification:</b> All employees will receive a Formal Shutdown Furlough Notice with your furlough status. 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 Shutdown Furlough Notice. If you will be furloughed, your furlough notice will indicate that you are non-excepted. As previously mentioned, statuses may change over time. If this occurs, you will be notified by your supervisor or management official.</p>
	Gather information if you will or may be required to work.	<p>If you will or may be required to work during the Shutdown Furlough (i.e., excepted), you should have the following information:</p> <ol style="list-style-type: none"> <li>1. How you will be notified if you are required to work (e.g., if you are required to check e-mail at particular intervals or will receive a phone call).</li> <li>2. The specific days and hours work is to be performed, if known. If you are on call, how you will be contacted.</li> <li>3. The work you are permitted to perform.</li> <li>4. Any specific security requirements.</li> <li>5. How you will record and report time performing excepted work in addition to recording your time in the Web-based Time and Attendance Distribution System (WebTADS).</li> <li>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.</li> <li>7. If you are working internationally or are scheduled to travel internationally as part of excepted work during a Shutdown Furlough, understand NASA's guidance on international medical evacuation benefits and notification process.</li> </ol> <p>If you are unsure of any of these items, contact your supervisor.</p> <p>Please take note of the following information:</p> <ol style="list-style-type: none"> <li>1. You may perform only the identified excepted work.</li> <li>2. You will be furloughed during all time you are not performing the excepted work.</li> </ol>
	Determine when and how you will perform orderly shutdown activities and if a Telework Agreement is required.	<p>Orderly shutdown activities can be done either in person or via telework/remote work (e.g., at home or at an alternate location). Telework may be an alternative to performing orderly shutdown activities at an official worksite when you and your supervisor concur the activities can be done at an alternate location and if both you and your supervisor are comfortable doing so. Employees who are eligible/able to conduct orderly shutdown activities virtually via telework/remotely are encouraged to do so. You should work with your supervisor to determine which</p>

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		<p>method works best. 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.</p> <ol style="list-style-type: none"> <li>a. Typically, if orderly shutdown activities will take <b><u>less than</u></b> 15 minutes (e.g., acknowledging the Formal Shutdown Furlough Notice, setting out-of-office messages) and you and your supervisor want to be able to utilize telework as an option in the event of a Shutdown Furlough, you do <b><u>not</u></b> need a Telework Agreement.</li> <li>b. Typically, if orderly shutdown activities will take <b><u>more than</u></b> 15 minutes or you will be conducting excepted activities virtually and you and your supervisor agree that the activities may be done at an alternate telework location, you will need to have a Telework Agreement approved in ServiceNow. 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 in advance of the Shutdown Furlough. If telework is not already part of your regular tour of duty, you can fill out a situational Telework Agreement. If you already have a Telework Agreement, a new one is not needed.</li> </ol>



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	Save and/or print copies of information, guidance, and communications related to the Shutdown Furlough.	<p>Before a Shutdown Furlough, a great deal of information will be sent out or made available. During a Shutdown Furlough, websites may be down, and Government computer access is 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:</p> <ul style="list-style-type: none"> <li>• This NASA Shutdown Furlough Guide for Employees.</li> <li>• Leadership messages.</li> <li>• Agency and Center Human Resources Messaging System (HRMES) messages.</li> <li>• OPM’s FAQs. (From the <a href="#">OPM Pay &amp; Leave Furlough Guidance</a> webpage, click the <b>Shutdown Furlough</b> tab and the <b>Guidance for Shutdown Furloughs</b> link. Also save and/or print the <b>Addendum to OPM Guidance for Shutdown Furloughs</b> and any other addendums or instructions.)</li> <li>• Information located on the <a href="#">NASA Shutdown Information</a> webpage).</li> </ul>
	Ensure your timesheet in WebTADS is accurate before a Shutdown Furlough.	You will receive detailed guidance on completing WebTADS for the days prior to the Shutdown Furlough effective date. You should review Agency communications for timekeeping guidance.
	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 a Shutdown Furlough.
	<p>Know the procedures established by your Center/organization for Shutdown Furlough activities, which will include at a minimum:</p> <ol style="list-style-type: none"> <li>1. Open/Acknowledge your Formal Shutdown Furlough Notice.</li> <li>2. Activate your out-of-office for your phone and</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Open, review, save/print your Formal Shutdown Furlough Notice, make note of your furlough status, and follow your Center’s/organization’s instructions.</b> Should a Shutdown Furlough occur, you will be contacted and either provided a written or verbal notification of your Formal Shutdown Furlough Notice. You must acknowledge Formal Shutdown Furlough Notices in accordance with Center/organizational procedures and your supervisor’s direction. We recommend that you print out or save your Formal Shutdown Furlough Notice and any attachments on a non-Government personal computer/device.</li> <li>2. <b>Note your furlough status as documented on your Formal Shutdown Furlough Notice.</b> If you will be excepted, coordinate with your supervisor to determine next steps for conducting excepted activities.</li> </ol>

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	e-mail.	<p>3. <b>Activate your out-of-office messages according to your excepted or furloughed status.</b> Be sure you have your Center’s/organization’s procedures for doing this offsite, if needed.</p> <p>If you are an excepted employee during a Shutdown Furlough, work with your supervisor to develop appropriate messages.</p> <p>NASA recommends the following template verbiage for out-of-office messages for furloughed employees:</p> <ul style="list-style-type: none"> <li>• <b>Voice Mail Template – Furloughed Employee</b> You have reached the voice mail of &lt;name&gt;. 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.</li> <li>• <b>E-mail Out of Office Template – Furloughed Employee</b> 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.</li> </ul>
	Understand your “return to work” procedures.	Before completing your orderly shutdown activities, discuss with your supervisor how you will be notified to return to work.
	Notify your supervisor of your special leave category and obtain information on how that leave category is affected.	<p>If you are in a leave status unrelated to furlough, notify your supervisor if any of the following apply to you:</p> <ul style="list-style-type: none"> <li>• You are unable to receive and review your notices (e.g., you do not have access to NASA e-mail during leave).</li> <li>• If you are in a Leave Without Pay (LWOP) status and your return to duty is scheduled to occur during the Shutdown Furlough.</li> <li>• If you are enrolled in paid or unpaid Family and Medical Leave Act (FMLA), the Voluntary Leave Transfer Program (VLTP) or the Voluntary Leave Bank Program (VLBP) or you are taking extended Advanced Sick Leave.</li> </ul>

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	Understand your rights and responsibilities regarding Federal Workers' Compensation.	<p>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.</p> <p>If you have applied for Federal Workers' Compensation or your claim is pending approval, you will need to contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123) for assistance.</p> <p>If during a Shutdown Furlough you are an excepted employee and are injured on the job:</p> <ol style="list-style-type: none"> <li>1. Obtain medical treatment if needed.</li> <li>2. Contact the supervisor you are reporting to during the Shutdown Furlough to report the injury.</li> <li>3. If you choose to file an injury/illness claim for compensation, access the <a href="#">DOL Employees' Compensation Operations &amp; Management Portal (ECOMP)</a> webpage.</li> <li>4. If you have additional questions, please contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123).</li> </ol>
	Understand your rights and responsibilities regarding Unemployment Compensation.	<p>Access the <a href="#">Inside NSSC Unemployment Compensation</a> webpage to download the updated SF 8.</p> <p>Please refer to the following appendix and attachment in this document for more information:</p> <ul style="list-style-type: none"> <li>• Appendix D, Unemployment Compensation for Federal Employees.</li> <li>• Attachment 1, SF 8, Notice to Federal Employee About Unemployment Insurance, Prefilled for NASA Employees.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• <b>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 per 31 U.S.C. § 1341(c)(2).</b></li> </ul>

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	<p>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 <b>before</b> the Shutdown Furlough to determine the counselor’s availability during the Shutdown Furlough.</p>	<ul style="list-style-type: none"> <li>• If your Center/organization has funding available, the EAP counselor(s) may still be supporting the workforce onsite, virtually, or by telephone. If your Center/organization does not have funding to continue EAP support, NASA provides a toll-free number (1-888-964-3032), which is answered by licensed and certified mental health counselors for urgent situations.</li> <li>• If you have an upcoming appointment to see a counselor, determine whether it needs to be rescheduled.</li> <li>• Ask your Center EAP counselor if employees or family members will be permitted onsite for appointments during Shutdown Furlough status or whether telephone and virtual counseling are the only options.</li> <li>• 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.</li> <li>• The Agency’s after-hours EAP toll-free number is available for urgent mental health support during the Shutdown Furlough: 1-888-964-3032.</li> <li>• For scheduling routine or non-urgent appointments with an EAP counselor, please wait until the Shutdown Furlough is over.</li> </ul> <p>For additional information, refer to <a href="#">paragraph 2.2.7, Help/Assistance Information</a>.</p>

## **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.

**Important:** The information in this appendix is meant to supplement the official guidance provided by NASA in your Formal Shutdown Furlough Notice, on the [NASA Shutdown Information](#) webpage, and the [OPM Furlough Guidance Shutdown Furlough](#) webpage.

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, the **Addendum to OPM Guidance for Shutdown Furloughs** link, and any other addendums or instructions.).
- 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. What communications should I expect from the Agency?**

At a minimum employees will receive the following notifications:

- A few days prior to a lapse NASA communicates the Agency’s lapse activities and current activities that would continue in the event of a Shutdown Furlough.
- If NASA’s appropriations expire:
  - You are notified that a lapse in appropriations has occurred.
  - You will receive your Formal Shutdown Furlough Notice.
  - Supervisors and employees will receive additional guidance with practical requirements for conducting orderly shutdown activities and helpful guidance, resources, and information.
- After appropriations are passed, NASA will announce the end of the Shutdown Furlough. You will receive subsequent communications with needed information and guidance.

**3. I am a Senior Executive Service (SES)/Scientific or Professional (ST)/Senior Level (SL) employee. Am I affected by the Shutdown 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.

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

Yes. If you are scheduled for an RDO/leave on the expected Shutdown Furlough date **and are otherwise available to perform orderly shutdown activities**, you are expected to report for duty long enough to conduct those activities. Your supervisor may allow you to perform orderly shutdown activities at an alternate location (e.g., teleworking at home). If you are not able to conduct orderly shutdown activities (e.g., out of town without access to the NASA network) 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 Furlough event to determine how to proceed.

**5. 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.

The Office of Personnel Management (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, the **Addendum to OPM Guidance for Shutdown Furloughs** link, and any other addendum or instruction links 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)
- TSP

Additional Frequently Asked Questions (FAQs) regarding your NASA benefits are available in the following document: [Impacts of a Government Shutdown on Benefits Processing Frequently Asked Questions \(FAQ\)](#). This document contains key information on topics like how to update your beneficiaries and make changes to your insurance if you experience a Qualifying Life Event (QLE) during a Shutdown Furlough.

**6. 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.**

To learn more about potential impacts to your NEBA benefits, please review the [Impacts of a Government Shutdown on Benefits Processing Frequently Asked Questions \(FAQ\)](#). To view your current coverages, to submit claims, or review program information, please visit: <https://www.metlife.com/NEBA/>.

**7. Can I still retire during a Shutdown Furlough? Could my retirement be delayed?**

For information on how a Shutdown Furlough affects your retirement, refer to the [Impacts of a Government Shutdown on Retirement Processing Frequently Asked Questions \(FAQ\)](#).

**8. 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)?**

It depends on various elements such as the length of the Shutdown Furlough, 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 Thrift Savings Plan (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.

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

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

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

Yes. For additional information, refer to [paragraph 2.2.7, Help/Assistance Information](#).

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

In some 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. If this is something you are interested in, 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.

**12. 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]

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

If your Standard Form (SF) 182, External Training Request, has already been approved at the Center/organization level and is at the NSSC when the Shutdown Furlough occurs, you can decide to pay for the academic education course with personal funds. Once the Federal Government reopens, you will work with your Servicing Human Capital Office (HCO) to seek reimbursement from the Federal Government. Note that the original SF 182 for purchase will need to be withdrawn and a new SF 182 for reimbursement will need to be submitted. You will also 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.**

**14. Can I pay out of pocket for an academic course even if I did not submit a Standard Form (SF) 182? It was in my supervisor's inbox, and it had not been approved by the training office before the Shutdown Furlough.**

Before submitting an SF 182, you should check with your supervisor and Servicing Human Capital Office (HCO) to determine if funds are available. 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.

**15. 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 Furlough 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.

If you have an approved SF 182 on file and your registration and payment for the conference have been completed by the NASA Shared Services Center (NSSC), but you choose to re-register/pay out of pocket to attend as a private individual, upon return to work:

- Submit a modification request to cancel the original SF 182, which may result in loss of funds for NASA (i.e., vendor chooses to not refund due to cancellation after the fact).
- Work with your Servicing Human Capital Office (HCO) to seek reimbursement from the Federal Government. Refer to the Frequently Asked Question (FAQ) in this section titled: Can I pay out of pocket for an academic education course and get reimbursed when the Federal Government reopens?

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

The Agency will post information on the [NASA Shutdown Information](#) page as well as send e-mails. The Office of Personnel Management (OPM) may also post information on their page. Additionally, NASA Centers/organizations may post information on internal websites or use other mechanisms to communicate expectations. The Emergency Notification and Accountability System (ENS) will be used to notify employees of return-to-work information after a Shutdown Furlough.

**17. I was scheduled to use my use-or-lose annual leave during the Shutdown Furlough, and my leave was canceled. Will my use-or-lose annual leave be restored?**

An employee may request restoration of forfeited use or lose leave if certain conditions are met and the scheduled leave is canceled (beyond the employee's control) due to a Shutdown Furlough.

- The employee submitted a [timely](#) written request to schedule the leave before the end of the leave year.

- The employee’s approved use-or-lose leave plans were cancelled due to the Shutdown Furlough.
- The employee was unable to reschedule use of the leave during the current leave year.
- The Office of Management and Budget (OMB), Office of Personnel Management (OPM), or NASA guidance indicate that the Shutdown Furlough qualifies as an “exigency of the public business” for purposes of annual leave restoration.

NASA will share communications about use-or-lose annual leave restoration; however, this will typically occur after the normal operations resume. Please note that the Agency may be working high priority actions (e.g., retroactive pay) so communications on use-or-lose annual leave may not occur immediately.

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

During a Shutdown Furlough, all previously approved paid time off (e.g., annual leave, sick leave) is canceled.

If you are an excepted employee required to work during the Shutdown Furlough, you may request approval to be absent from duty during the Shutdown Furlough. If you are approved to be absent, by default you will be placed in a furlough status. As an excepted employee, you are allowed to take paid leave, in certain situations, for brief absences during a Shutdown Furlough. However, it is not to your advantage to do so since 31 United States Code (U.S.C.) § 1341(c)(2) provides for retroactive pay for furlough periods without charge to leave. Regardless of whether you use paid leave or are placed in a furlough status, you will not be paid until after the lapse ends.

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

Your Formal Shutdown Furlough Notice is your proof of your furlough status. Therefore, you should print and/or save (to a non-Government personal computer/device) your Formal Shutdown Furlough Notice. Additionally, creditors, unemployment compensation offices, 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.

**20. If an employee retires, separates, or transfers to another Federal agency during the Shutdown Furlough, when do they conduct off-boarding/out-processing activities? Are former employees entitled to pay by from NASA for off-boarding/out-processing activities conducted after the Shutdown Furlough concludes?**

If an employee is unable to conduct off-boarding/out-processing due to a Shutdown Furlough, the employee is required to conduct any necessary activities (e.g., returning NASA equipment) after normal operations resume. Employees should make arrangements with the Center/organization/their NASA supervisor to determine necessary off-boarding/out-

processing activities. Former employees conducting off-boarding/out-processing activities after normal operations resume when the Shutdown Furlough ends, are not entitled to compensation by NASA for the time spent conducting these activities.

**21. How does a Shutdown Furlough affect an employee who is on paid or unpaid Family and Medical Leave Act (FMLA); on Leave Without Pay (LWOP); is enrolled in Voluntary Leave Transfer Program (VLTP) or Voluntary Leave Bank Program (VLBP); or on leave to accompany a military spouse overseas?**

Since each employee's situation is different, you need to coordinate with your supervisor, Servicing Human Capital Offices (HCOs), and the NASA Shared Services Center (NSSC) to ensure they are aware of your situation. Upon return to normal operations, NASA will determine the effect of the Shutdown Furlough on your situation and provide guidance and next steps.

**22. Will I be paid during a Shutdown Furlough for the time it takes to conduct orderly shutdown activities?**

Time spent conducting orderly shutdown activities, will be paid retroactively after appropriations have passed.

## **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 U.S. Department of Labor’s unemployment insurance programs provide unemployment benefits (i.e., compensation) to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements. In this document “unemployment insurance” refers to the program managed by DOL while “unemployment benefits” refers to the payment an employee may receive if they are found eligible.

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 [Inside 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 Shutdown Furlough and save all relevant information to a non-Government personal computer/device. The following are several resources with related information:

1. [Inside 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, the **Addendum to OPM Guidance for Shutdown Furloughs** link, and any other addendum or information links.
4. [CareerOneStop Unemployment Benefits](#) webpage.
5. [United States Department of Labor Unemployment Compensation for Federal Employees](#) webpage.
6. [U.S. Department of Labor 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 [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 **official** information you are to use if you apply for UCFE benefits. You should **not** 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

U.S. Department of the Interior

Equifax Workforce Solutions

P.O. Box 351567

Westminster, CO 80035

CODE NO.  
631

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, become 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.

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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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