



Government Shutdown

Guidance for LaRC Employees & Supervisors

October 1, 2025



Office of the Chief Human Capital Officer
People first. Mission always.



- Shutdown Furlough Notifications
- Content of Official Furlough Notices
- Orderly Shutdown - Employee Responsibilities
- Employee Designations
 - Employees in a non-pay status
 - Excepted Employees
- Time and Attendance
- Pay
- Use of Government Resources
 - How to Change your Voicemail Greeting
 - How to Change Your Out-of-Office Message
- Return to Duty
- Supervisors
 - Supervisor Responsibilities
 - Supervisor Checklist
 - FLSA Non-Exempt Employees Guidance
 - Furlough Status Change Notification Process
 - Change in Status Email Template
- Furlough Authorities
- Additional Information

Shutdown Furlough Notifications



09/30/25

- OCFO – Email, ‘Planning for Potential Lapse in Funding’
- OCHCO - HRMES email, ‘Notification to all employees on furlough status’
- **OCHCO - HRMES email, ‘Employee guidance on conducting orderly shutdown activities ’**
- **OCHCO - HRMES email, ‘Supervisory guidance on conducting orderly shutdown activities’**

10/01/25

- Langley HCO – Email, issue formal furlough notices to all Langley Civil Servants.
 - **Employees are required to open e-mail containing formal furlough notice on your workday or the day you are scheduled to work.**
 - Directors should provide guidance for employees if supervisors are out of the office.

TBD: During Lapse

- Langley HCO – Email formal furlough notices during the lapse

TBD: Return to work Status

- Email supplemental guidance & required actions to employees following return to normal status.

Content of Official Furlough Notice



- Expected duration of shutdown (NTE 30 calendar days).
- Eligibility for unemployment (SF-8 located on NASA Shutdown page).
- Grievance and appeal rights.
- Notice regarding use of government resources during shutdown.
- Reminder that employees cannot volunteer their services (i.e., cannot conduct any government work during the shutdown unless Excepted).
- Possibility of change in status (recall to work for Excepted activities).
- Requirement to provide personal contact information to supervisor.

Orderly Shutdown 10/01/2025



Employee Responsibilities - [NASA Shutdown Furlough Guide for Employees \(ver. 14\)](#) - “Basic Checklist Before a Shutdown Furlough” found in Appendix B

Reference - OCHCO - HRMES email, ‘Supervisory guidance on conducting orderly shutdown activities’

- Employees are required to support efforts to complete an orderly shutdown, following instructions contained in furlough communications.
- Employees are to complete orderly shutdown activities on the next workday on which the employee had scheduled work, not on a weekend, off day, a holiday, or an AWS day off.
- If able to do so, employees are encouraged to conduct orderly shutdown activities remotely/virtually and are authorized to do so using NASA-issued equipment.
- Actions to be completed (in addition to any specific actions required by the supervisor):
 - Opening, reviewing, acknowledging and saving/printing their Formal Shutdown Furlough Notice on Wed., Oct. 1, 2025, (or their next scheduled regular duty day),
 - Completing their timesheets as instructed below
 - Establish computer and telephone out-of-office message (standard language found in Appendix B of the [NASA Shutdown Furlough Guide for Employees](#), also referenced on slide 16 -19).
 - Follow CFO Travel Guidance
 - Coordinate with supervisor - ensure personal contact information is shared.
 - Secure work area - power down computers and turn off all other non-essential electronics/ equipment/lights, take home food and other perishables and lock offices as appropriate.
 - Check operations status daily (see slide 30 of this presentation).

CFO is responsible for reporting/monitoring changes to approved list of Excepted employees.

Employee categories:

- Non-excepted (a majority of Langley civil service employees will be non-excepted)
- Excepted
 - Full-time
 - Part-time
 - On-call

During Shutdown

- Non-excepted employees are furloughed
- Excepted full-time employees are not furloughed
- Excepted part-time employees are furloughed when not working
- Excepted on-call employees are furloughed unless called to work

Employees in a non-pay status

Considerations for employees scheduled to return to duty early or in a Leave Without Pay (LWOP) or donated leave program (e.g., Voluntary Leave Transfer Program/ Voluntary Leave Bank Program) status during the Shutdown Furlough period.

If Employee status is...	And...	...Then
LWOP (to include military service, FMLA, qualifying medical need)	Return date is scheduled within the Shutdown Furlough period	Employee will be placed into furlough status and will receive a formal furlough notice
LWOP – Student intern	If return date is scheduled within the Shutdown Furlough period	They will return to duty but placed in furlough status
LWOP is intermittent (e.g. nonpay status only for medical treatments under FMLA)		Employee is placed on furlough on a non-LWOP day
Voluntary Leave Transfer Program (VLTP)/ Voluntary Leave Bank Program (VLBP)	Donated annual leave is scheduled to be used during a Shutdown Furlough period	Donated leave will be canceled and converted to furlough status time.
Voluntary Leave Transfer Program (VLTP)/ Voluntary Leave Bank Program (VLBP) – Performing excepted/emergency work	Donated annual leave is scheduled to be used during a Shutdown Furlough period	Each excepted employee who is required to perform work is entitled to donated leave. Retroactive pay for the furlough period will be paid at the earliest date possible after the lapse in appropriations ends.

Excepted Employees



- Employees should only perform excepted activities.
- Excepted full-time and part-time employees must work approved schedule and report hours worked.
 - Specific work schedule should be discussed with Director as part of orderly shutdown.
 - Work can be performed only during approved schedule.
 - Work schedule and designation are subject to change.
 - Should report hours worked **daily** in WebTADS, as hour type GDWWK – GOVERNMENT SHUTDOWN – Excepted Work Unpaid.
 - Ensure accurate retroactive pay and facilitate prior pay period adjustments, employees should manually track all hours worked (outside of WebTADS).
 - Leave unworked hours blank. Non-work hours are not recorded at this time.
- Excepted on-call employees should check e-mail periodically (ex. 2 times a day) to see if their work status has changed.
 - Work must be de minimums amount of time.
 - Any work more than a de minimums amount (no more than 15 minutes) could be reported as a violation of the Antideficiency Act.

Recording time worked

- CFO will provide specific guidance on time and attendance.
- All employees make a note of time worked as part of the orderly shutdown for use in reporting time after the shutdown ends.
- Employees who perform approved excepted work during the shutdown furlough should record their time worked into WebTADS on a daily basis as hour type GDWWK – GOVERNMENT SHUTDOWN – Excepted Work Unpaid.
 - Ensure accurate retroactive pay and facilitate prior pay period adjustments, employees should manually track all hours worked (outside of WebTADS).
 - Leave unworked hours blank. Non-work hours are not recorded at this time.

10/01/25 & throughout the furlough

- Only employees designated as Excepted may work, and only the hours approved.
- No employees may volunteer services.

Orderly shutdown activities commence on 10/01/25 unless the employee is designated as Excepted or not scheduled to work.

- Employees are to complete orderly shutdown activities on the next workday on which the employee had scheduled work, i.e. employee's with previously scheduled leave, alternative work schedule (AWS) day off, or holiday(s) that take place during the furlough period (at Langley or an alternate location – approved for telework/OGA/etc.) for Not To Exceed (NTE) 4 hours to accept their furlough notice and accomplish an orderly shutdown
- Employees requiring more than 4 hours to complete an orderly shutdown should contact our supervisor as soon as possible.

Sick/annual leave, Leave Without Pay (LWOP) and Continuation of Pay (COP)

- No employees will be granted annual or sick leave during shutdown (Excepted employees scheduled to work who want to take leave will be placed in a furlough status for the requested days off).
- Employees on COP for a workplace injury at the time of the shutdown will remain on COP for as long as it is authorized.
- Employees on approved LWOP will remain on LWOP for the duration initially requested and if LWOP ends during shutdown, employees will be carried in a furlough status.

Excepted and Non-excepted employees should be paid for hours during the shutdown once Congress and the President pass a new appropriation or CR, as applicable

Use of Government Resources



- Use of government resources is restricted during shutdown
- Instances of appropriate use of government resources during a shutdown (iPhone, computers, etc.)
 - Non-excepted employees may use government resources for orderly shutdown activities or to periodically check for shutdown-related updates and communications
 - Excepted FT/PT employees may use devices only during hours scheduled to work and to check for changes in work schedule and status of shutdown
 - Excepted on-call employees may use these devices to check changes in work status via e-mail 2-4 times per day or perform the duties they have been assigned. Performing any work outside of excepted duties assigned could be reported as a violation of the anti-deficiency act.
 - Employees working remotely must connect to NASA Corporate network using the Virtual Private Network (VPN) whenever accessing NASA IT services during the shutdown
 - Government-issued IT devices should not be used for personal use as this results in additional costs which would violate the Anti-Deficiency Act
- Non-excepted employees
 - Non-excepted employees should only use their Government-issued IT devices for orderly shutdown activities or to periodically check for shutdown-related updates and communications
- Employees may not relocate desktops and associated peripherals to an alternate work site

Enterprise Infrastructure Services which will remain operational during the shutdown

- Enterprise Network Operations Center (7x24)
- Mission and Institutional Networks (NISN)
- Wide Area Network (WAN)
- Local Area Network (LAN)
- Voice Services
- Imagery Services
- Cable Infrastructure Services
- Identity Credential Access Management (ICAM)
- Data Center Services (all Centers)
- Data Center Storage, Backup, and Archiving Services
- NASA Consolidated Active Directory (NCAD)
- Cloud Computing Management
- Cloud Compliance Management
- Mission Support Business Enabling Apps
- Mission Support Workforce and Crosscutting Apps required to support payroll processing and time/attendance
- Web Services operational support
- Email services
- Mobile Device Management (MDM)
- Personal computer critical patching
- Personal computer Backups
- M365 applications
- IP Address Management (IPAM)

Infrastructure Services which will remain operational during the shutdown

- Help Desk for Excepted Personnel
- Enterprise Service Desk (ESD) support - 24/7 with limited resources
- Tier 2 support (For WCS services only) as approved by the Contracting Officer
- On-site deskside support (e.g., break/fix or print consumables)
- Collaboration services

Cybersecurity Services which will remain operational during the shutdown

- Security Operations Center (SOC)
- Cyber Threat Analysis Program (CTAP)
- Agency Incident Response
- Vulnerability Management
- SOC Infrastructure Services (7x24)
- Log Aggregation Services (7x24)
- Covered Article & Technology Supply Chain Assessment Needed (CATSCAN)
- Mission cybersecurity support
- NAMS workflow approvals

Password Expiration

- **Passwords** - Password expirations for both NASA Enterprise Directory (NED), Active Directory, and Launchpad will be extended with no user interaction required
- 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, OCIO is taking steps to minimize automatic NASA account lockouts
 - **PIV Exemptions expiration** – PIV exemptions will be suspended with no user interaction required
 - **PIV badge PKI certificate expiration** - there is no programmatic way to extend the expiration date on a certificate since it is recorded on the certificate at issuance
 - **Physical Badge expiration date** - There is no programmatic way to extend the expiration date on a badge. Users will be required to complete their badge renewals prior to badge expiration
 - **Cybersecurity training** - Automatic suspensions due to not completing cybersecurity training will be paused during a lapse in appropriations. Once the shutdown is over, upon return to normal operations, there will be a grace period to complete the training before re-enabling the automation suspensions

How to change voicemail greeting

Standard language found in Appendix B of the [NASA Shutdown Furlough Guide for Employees](#)

How to change your voicemail greeting from anywhere:

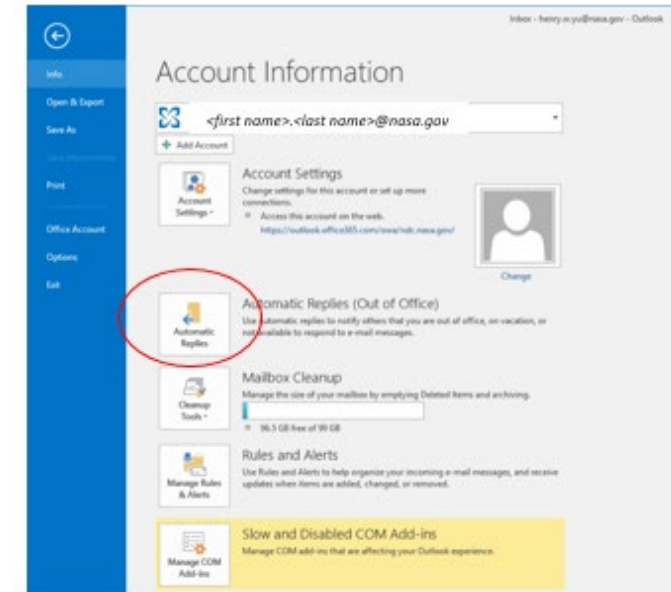
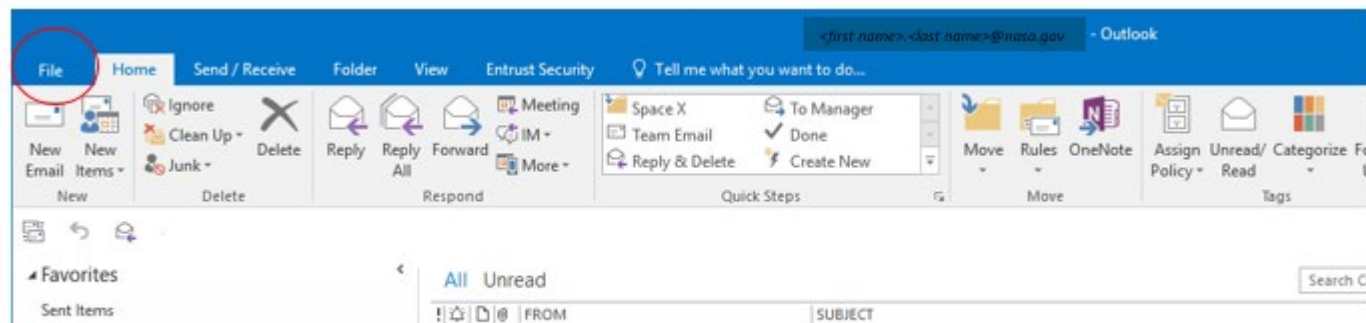
- Dial your office number and wait for your voice mail to answer and press the *
- The system will ask for your Unity ID code (10 digit phone number) followed by # key (i.e. xxx-xxx-xxxx#)
- Enter your security code (If you haven't set this up use 62723861#)
- Press *
- Press 4 to hear Setup Options
- Press 1 to change your Greeting
- Follow the remaining prompts as necessary

How to Change Out of Office Message

Standard language found in Appendix B of the [NASA Shutdown Furlough Guide for Employees](#))

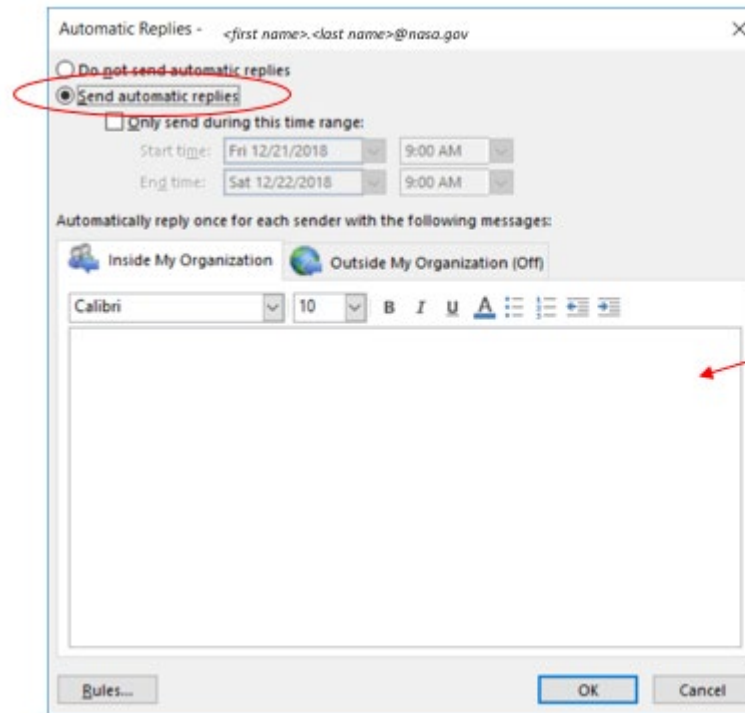
How to change your Office 365 Out of Office message:

1. VPN into the NASA network
2. From Outlook, left click on **File** (upper left hand corner), and then left click on **Automatic Replies**



How to Change Out of Office Message (Con't.)

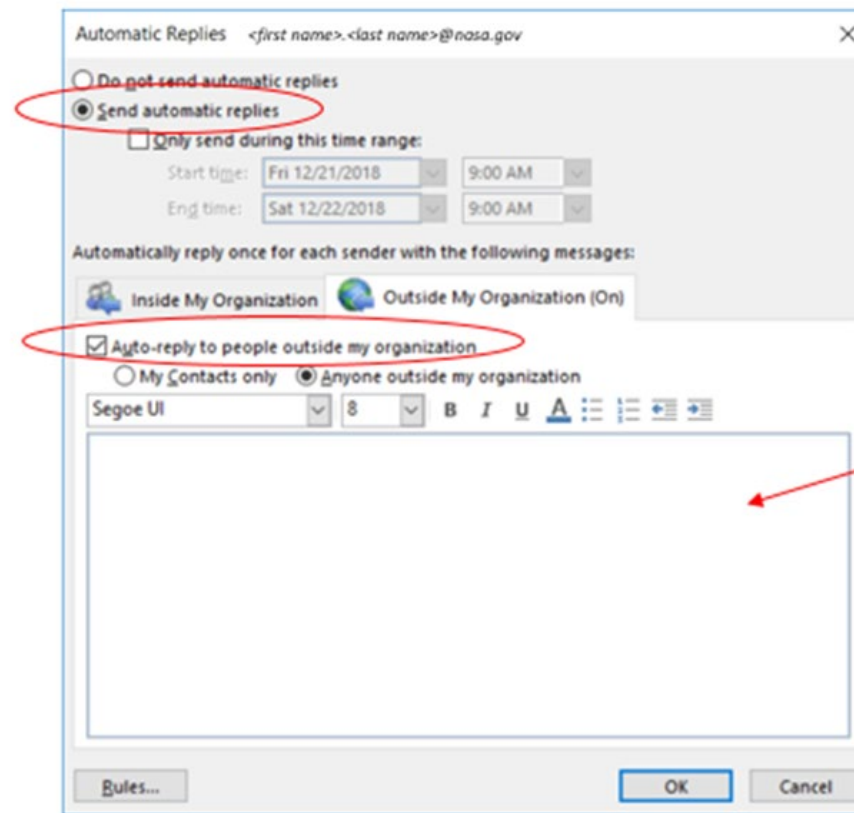
3. Check **Send automatic replies**, but do not select specific time range. Select the **Inside My Organization** tab and enter the Out of Office Message. Click **OK** to enable automatic reply



Enter your out of
office message here
then click "ok"

How to Change Out of Office Message (Con't.)

4. If you have external customers (outside of the NASA email), then select the **Outside My Organization** tab, check **Send automatic replies**, check **Auto-reply to people outside my organization**, enter the Out of Office message. Click **OK** to enable automatic reply to people outside of NASA



Automatic Replies <first name>.<last name>@nasa.gov

☐ Do not send automatic replies

☒ Send automatic replies

☐ Only send during this time range:

Start time: Fri 12/21/2018 9:00 AM

End time: Sat 12/22/2018 9:00 AM

Automatically reply once for each sender with the following messages:

☒ Inside My Organization ☒ Outside My Organization (On)

☒ Auto-reply to people outside my organization

☐ My contacts only ☒ Anyone outside my organization

Segoe UI 8 B I U A

Rules... OK Cancel

Enter your out of
office message here
then click "ok"

Checking Status to Return to Duty



Employees are encouraged to check status daily

- NASA Operating Status <https://nasa.gov/shutdown>
- Langley Status Line (757-864-2111)
- Langley Operating Status <https://www.nasa.gov/shutdown/shutdown-center-information/shutdown-larc/>
- NSSC Customer Contact Center (1-877-677-2123)
- OPM <https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>
- Public media

Once the President approves a new funding measure, the Government will reopen immediately

- Employees are expected to report to work (either on-site or telework) immediately in accordance with their regular work schedules.
- For employees that are unavoidably late in reporting, supervisors have the authority to excuse up to one hour without charge to leave.
- Any other delays in returning to work should be charged annual leave, leave without pay or, if applicable, sick leave.

Supervisor Responsibilities



Supervisors – Reference OCHCO - HRMES email, ‘Supervisory guidance on conducting orderly shutdown activities’

- Ensure you have current contact information for all subordinates and provide your contact information to them.
- Ensure that Excepted employees are clearly informed of their status and understand the rationale behind their designation.
- Determine and communicate activities required to conduct an orderly shutdown on the next workday on which the employee had been scheduled to return to work.
- Identify employees who will likely be on travel or training when the shutdown begins and communicate instructions.
- Ensure your Excepted employees understand how to report Time and Attendance during a shutdown.
 - Ensure employees have instructions on how to complete WebTADS and that employee timesheets have been completed appropriately, to include approval of all special hour-type requests (e.g., overtime, etc.)
 - Ensure employees are aware all NASA employees (non-excepted and excepted) will be paid for the time they are affected by a shutdown furlough after a Continuing Resolution (CR) or appropriation has been passed.
 - To the extent possible, supervisors are encouraged to allow employees performing excepted activities to do so virtually. To perform work virtually, employees must have an approved situational telework agreement.
- Ensure employees understand their responsibilities and expectations for returning to work.
- Allow employees to continue planned periods of absence and perform orderly shutdown activities on the workday on which the employee had been scheduled to return to work.

Supervisor Checklist

	Checklist Item	Supervisory Action
1.	A general notice will be sent to employees informing them of their excepted category during the Shutdown Furlough period. a. Non-excepted (furloughed and not required to perform emergency duties) b. Excepted full-time c. Excepted part-time d. Excepted on-call	An employee's excepted/non-excepted status is based on legal parameters and not value or importance of work. Ensure employees understand their status and that their status is subject to change based on mission requirements. Employees will be informed of their furlough status through center notice.
2.	Ensure employees have updated personal and emergency contact information	Employees can view their contact information in their About Me section of the HR Service Center . Personal and emergency contact information can be updated in Employee Express .
3.	Perform orderly shutdown activities (e.g., secure files, out of office, shut down equipment, clear out perishables, unplug appliances)	The formal shutdown notice will provide guidance on conducting orderly shutdown activities. Employees performing excepted work virtually must have a telework agreement in place. Supervisors can verify telework status in the HRSC TW RW Status page.
4.	Generally, employees should not be on official travel unless for an excepted activity	Those not excepted and on official travel when a shutdown is announced should coordinate with their supervisor, Travel Office, and Human Capital Office regarding update to their status.
5.	Identify and communicate with all employees who, unrelated to furlough, are in any type of an irregular duty status.	Coordinate with your servicing HCO if employee circumstances changed.
6.	If change in employee furlough status, notify	See slides <i>Furlough Status Change Notification Process</i> and <i>Change in Status Email Template</i>
7.	Ensure accurate Time and Attendance reporting before, during, and after a Shutdown Furlough.	Time should only be entered for time worked. Timesheets will be adjusted after the Shutdown Furlough period.
8.	Notify the NASA Shared Services Center (NSSC) of any changes to an employee's employment status.	Call: 877-NSSC123 (877-677-2123) and select option 3 Online: submit an inquiry
9.	Ensure employees understand their responsibilities and expectations for returning to work.	At a minimum, the NASA Emergency Notification and Accountability System (ENS) will be used by all Centers to notify employees of return-to-work information.

FLSA Non-Exempt Employees Guidance



Due to ongoing litigation involving overtime pay for FLSA non-exempt employees during shutdowns, supervisors should follow this guidance:

- FLSA non-exempt employees may be designated as excepted, but they must not perform any overtime work during a shutdown.
- Supervisors must validate the necessity of assigning non-exempt employees to excepted duties.
- If no FLSA-exempt alternatives are available, supervisors must ensure that non-exempt employees do not perform work that would result in overtime, to avoid legal exposure.

Furlough Status Change Notification Process



In the event of a change in an employee's furlough status, the organization to whom the employee belongs will notify the employee of the change and retain any documentation associated with the notification. The "Notional Excepted Activity and Personnel Process- During Event" on the next slide provides an overview of this process.

Key Steps:

1. The Directorate POC, or designated individual, will initiate the employee notification process by contacting the employee's supervisor.
2. The employee's supervisor will advise them of their change in status and request that they read and confirm receipt of their written change in status notification.
3. The written change in status notification will be sent by the Directorate POC, designated individual, or the employee's supervisor. The person notifying the employee of their status change must retain a copy of this notification for their records.
4. Directorate POC updates in [Agency Shutdown Planning Tool](#) /IWAPP of change in status.
5. Supervisors do not need to be on the excepted list to notify employees of their change in status, however this notification should come from a management official within the employee's management chain.
6. If the employee does not report as directed, HR should be contacted to advise on next steps.

OCHCO is not retaining records of change in furlough status. The Agency Shutdown Planning Tool (ASPT) will be used to respond to any requests for data about employee statuses.

Change in Status Email Template



Subject line:

OFFICIAL NOTIFICATION - CHANGE IN FURLOUGH STATUS TO **INSERT NEW STATUS HERE** (On-call Excepted, Part-Time Excepted, Full-Time Excepted)

Body of email:

You have been verbally notified by **INSERT SUPERVISOR NAME, Title** that your furlough duty status change has changed from **INSERT CURRENT STATUS TO NEW STATUS HERE**. Effective immediately, you are needed to fulfill an excepted activity on a **INSERT STATUS HERE** basis. Due to **INSERT REASON FOR THE CHANGE IN STATUS HERE**, you may now perform the following specific work:

INSERT SPECIFIC WORK, APPROVED WORK SCHEDULE, AND APPROVED WORK LOCATION HERE

You may perform *only* the excepted activities identified above during the time periods you are assigned to work. The work may be performed at your official duty station, or, if appropriate and approved, at an alternate duty station.

Please acknowledge receipt of this email.

You may refer to your Notice of Decision - Furlough for information on your rights to appeal this decision. If you have additional questions, please contact **INSERT SUPERVISOR NAME, PHONE # here**.

This notice will become invalid upon passage of NASA's appropriation or a continuing resolution.

- **Executive Committee (EC)** – Makes Center management and shutdown-related decisions.
- **Langley Human Capital Office (OCHCO/HCO)** – Sends employee specific notices and other workforce communications prior to shutdown; provides return to work guidance to EC for Langley Status Line updates.
- **Office of the Chief Financial Officer (OCFO)** – Leads lapse in appropriation planning, maintains list of employee designations; approves updates to Center exceptions during shutdown; provides guidance on timekeeping and travel.
- **Office of Procurement (OP)** – Provides guidance to Contractors and grantees.
- **NASA Headquarters (NASA HQ)** – Serves as point of contact for OMB and provides guidance to Centers.
- **NASA Shared Services Center (NSSC)** – Provides guidance to Training vendors.
- **Office of Management & Budget (OMB)** – determines and approves all Excepted work.

- [NASA Shutdown Guidance](#)
- [NASA Shutdown Furlough Guide for Employees](#) (ver. 14)
- [NASA's Furlough FAQs](#) (dated 03/13/25)
- NASA's Operating Status - <https://www.nasa.gov/shutdown>
- Unemployment Benefits – <https://www.careeronestop.org/localhelp/unemploymentbenefits/unemployment-benefits.aspx>
 - Must have official furlough notice and SF-8 to file (both contained in e-mail from



OCHCO

Office of the Chief Human Capital Officer