

## **Methods for Delivering Furlough Notice**

1. **In-person:** If the employee is given the furlough notice in person, the employee should be asked to immediately sign, acknowledging receipt, and return the acknowledgement to the official who delivers the notice. If the employee refuses or otherwise does not do so, the delivering official should make a note of the date and time of delivery for the record.
2. **Electronically by email:** Emailed notices must be sent to the employee's official TSA email address, **using both a delivery receipt and a read receipt**. The electronic notice also requests a reply from the employee acknowledging receipt – a reply with simple 'received' is sufficient. Employee signature is not required on the signature block of the notice, if received via email. Electronic notice should be transmitted in the body of an email to facilitate reading on mobile devices. Employees are authorized to use Government-issued laptops and mobile devices to receive and acknowledge receipt of their furlough notice.  
**NOTE:** Notices may be emailed whether the employee reports to a TSA facility or telework location.

### **Furlough Notices**

Furlough notices, including a script for notifying employees by phone will be provided to the Offices when TSA is authorized to do so.

### **Recordkeeping**

Designated program office staff should document the delivery of furlough notices and return of acknowledgments of receipt by employees being furloughed. Regardless of the method of notification, program office staff must keep a record of the date each employee was provided all appropriate communications. Delivery receipt, read receipt, and employee acknowledgement responses should be tracked. Acknowledgement receipts should be retained in the program office until further instructions are provided.

On the tracking document, the time each employee spent performing orderly shutdown activities should also be documented.

### **Reporting**

Furlough POCs will send an email notification to OHC when shutdown activities have been completed for their respective offices, namely that all non-exempt employees received furlough notice. Send email to [Gary.Cunningham@tsa.dhs.gov](mailto:Gary.Cunningham@tsa.dhs.gov) and [Jennifer.McMenamin@tsa.dhs.gov](mailto:Jennifer.McMenamin@tsa.dhs.gov) – please include total number of non-exempt employees and total number of employees notified. Please do not forward the actual tracking documents or delivery records to OHC unless specifically requested.