

Employee Checklist for Orderly Shutdown

GENERAL: This checklist should be used by non-exempt employees to complete orderly shutdown activities. Employees should follow their supervisor's instructions on reporting to work (remotely or on-site) on their next regularly scheduled work day following a lapse in appropriations. While up to four hours is allowed, employees may remain on duty only for the duration necessary to complete the orderly shutdown activities and must immediately depart upon completion of those activities. Most employees should be able to depart within an hour of receiving their furlough notices.

These activities must be performed on the regularly scheduled workday following lapse in appropriations.

1. Receive and acknowledge receipt of the Furlough Notice.

- If received via email, read receipt and a reply email acknowledging receipt is required. Simply write 'received' in the reply email. (There is no need to actually sign the notice on the employee signature block)
- If received in-person, signature acknowledging receipt is required.

2. Provide your up-to-date contact information. Provide your up-to-date personal contact information (phone and email where you can be reached during the furlough period) to your supervisor or the designated management official so you can be notified of any changes in your furlough status.

3. WebTA. If logging into webTA remotely, webTA can be accessed via <https://wta.hs.nfc.usda.gov/webta>

- Follow the event-specific time and attendance processing guidance for recording time.

4. Update out of office messaging – use the following standard message:

- Email/Outlook “Out-of-Office” Message:
I will be out of the office starting (Furlough effective date) to the current federal funding hiatus, I will not be able to return emails or telephone calls until I return to duty upon conclusion of the funding hiatus.
- Voicemail “Out-of-Office” Message:
You have reached XXX at the Office of XXX for the Transportation Security Administration. I will be out of the office starting (Furlough effective date), due to the federal funding hiatus. I am not able to access or return voicemail messages during this time. Please leave a message and I will return your call upon my return to duty upon conclusion of the funding hiatus.
- If updating your out of office message remotely, follow these instructions below:
Cisco Phone
 - From an outside line, dial: (571) 227-3000
 - When the operator begins to speak press *
 - Enter your 10-digit desk number as your ID and press #

- Enter the default Pin (872872) or the Pin you selected.
- Follow the instructions of the Automated Attendant.

5. Cancel any meeting/trainings/ travel reservations scheduled to occur during the funding hiatus

6. Document the status of projects to facilitate resumption when regular operations are resumed.

7. Safe guard information and protect government property

- Remove all sensitive and classified material from your work area and secure in cabinets or drawers
- Lock all cabinets and drawers
- Remove any attached hard disks (USB drives, external drives, etc.) and secure them in locked cabinets or drawers
- Turn off computer, monitor(s), and any peripherals, e.g., printer, copier, etc.; make sure laptops are locked
- Turn off and unplug any personal electronic devices (fans, desk lamps, etc.) in the office area, including shared areas (kitchen, etc.)

NOTE: Furloughed employees may retain and monitor government-issued electronic devices for status updates and emergency notifications only. Employees are prohibited from using these devices for any other purpose; using these devices for any other purpose is considered unauthorized work, and furloughed employees who perform unauthorized work during a shutdown may be subject to disciplinary action up to and including removal from Federal service.

If not retaining, employees should secure all government- issued electronic devices in locked cabinets or drawers.

8. Account log-in IDs and passwords. Ensure you have any account log-in ID and passwords for personal accounts that you may need (e.g., Thrift Savings Account, Employee Personal Page).

9. Close out and depart. Upon completion of all orderly shutdown activities, report to your supervisor or a designated management official to:

- Confirm completion of orderly shutdown activities, and provide any prior to departing
- Report the hours worked, performing orderly shutdown activities