

Furlough POC Checklist

1. Ensure exempt employees have been notified of their status and the requirement to continue working during the furlough period.
2. Ensure that non-exempt employees have received their furlough notice and SF-8, along with orderly shutdown checklist and furlough-related resources and information provided by the HC for distribution.
3. Maintain accountability of furlough notices issued.
4. Ensure that event-specific time and attendance processing guidance was provided to all employees.
5. Compile the list of furlough exempt employees.
6. Confirm completion of all orderly shutdown activities for employees and supervisors, including updated employee contact information, tracking of hours worked completing orderly shutdown activities for non-exempt employees.
7. Send e-mail notification to HC when furlough shutdown activities have been completed, namely, confirmation that all non-exempt employees received furlough notices – include the total number of non-exempt employees and total number notified.

For offices with airport/field locations, please provide one consolidated response.

Send E-mail to:

Gary.Cunningham@tsa.dhs.gov and Jennifer.McMenamin@tsa.dhs.gov

Please place the following in the subject line of the e-mail:

Furlough shutdown activities completed for [INSERT PROGRAM OFFICE]