Supervisors/Managers Checklist for Orderly Shutdown

☐ If you are a non-exempt employee being furloughed, use the Employee Checklist for Orderly Shutdown to complete your individual shutdown activities in addition to the requirements below.

☐ Ask all employees for up-to-date contact information so they can be notified of any changes in their furlough status and update the employee contact list.

☐ Confirm all non-exempt employees under your supervision received their furlough notice.

☐ Communicate shutdown instructions and procedures to all employees as follows:

- ✓ Inform employees that **all approved paid leave is cancelled**. Paid leave cannot be granted under any circumstances for any employee (this includes military leave, leave due to illness or other emergencies).

- ✓ Inform employees that while in furlough status:

  - Furloughed employees may retain and monitor government-issued mobile devices for status updates and emergency notifications; however, employees are prohibited from using these devices for any other purpose.

  - Furloughed employees are allowed to access the HCAccess website https://hraccess.tsa.dhs.gov where TSA will post updates and FAQs related to the partial shutdown. As needed, TSA may also use the TSA Alerts and Warning (AWS) system to send alerts related to the partial shutdown.

  - Furloughed employees who perform unauthorized work during a shutdown may be subject to disciplinary action up to and including removal from Federal services.

  - Furloughed employees cannot come to the workplace for any reason. However, employees may access the parking or fitness center facilities located in the office building if they have already paid for those services for the furlough period.

  - Furloughed employees cannot attend or schedule work-related meetings, conferences, training, and/or seminars.

  - Furloughed employees cannot use government vehicles, if they have access.

  - Based on the Office's determination, inform employees on TDY or in travel status on the first day of the shutdown to either return to their duty stations as soon as possible or hold in place.

- Furloughed employees should monitor public broadcasts and the Internet for the status of the government shutdown.

☐ Instruct employees to complete orderly shutdown activities and check in with you upon completion. Non-exempt employees must immediately depart (if on-site) after completion of shutdown activities.

☐ Confirm that non-exempt employees have completed all shutdown activities, including out of office messages, securing sensitive documents, etc. Release employees once shutdown checklist is complete.

☐ Follow the event-specific time and attendance processing guidance provided.

☐ If you are being furloughed, before departing, check in with your supervisor or designated management official to:

✓ Provide the status and record of furlough notices and employee acknowledgement. This may include consolidated record of all non-exempt and exempt notices, including email receipt/read notices and employee return emails.
✓ Document and provide the number of hours each employee worked to complete orderly shutdown activities.
✓ Confirm completion of all orderly shutdown activities for your office
✓ Provide updated employee contact information
✓ Provide a list of all exempt employees who will remain

REMINDER
Supervisors may not contact furloughed employees for any purposes other than status updates or emergency notifications. Do not ask employees to perform unauthorized work. If you do, you may be subject to disciplinary action up to and including removal from Federal service.
Furloughed employees cannot be asked by management to perform work, or perform work on a volunteer basis, during a furlough.