

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM)**

LAPSE CHECKLIST & FACTSHEET FOR EMPLOYEES

This checklist is to assist employees in advance of a potential government shutdown. Not every item will apply to everyone. Refer to the [Department of Commerce Furlough Guidance and Information website](#), or contact your supervisor and/or servicing human resources office, for more information.

ALL EMPLOYEES— PENDING POTENTIAL LAPSE IN APPROPRIATIONS

- Provide your supervisor with your personal contact information including your personal mobile and/or home number and personal email address.
- Complete any pending time & attendance items for the current pay period as instructed by your supervisor and the Office of Human Resources Management (OHRM) or your servicing human resources office.
- If you are on official travel or anticipate official travel in the next few weeks, contact your supervisor for further instruction.
- If you are on detail to or from another bureau or agency, contact your detail agency and home agency supervisors for further instruction.
- If you are in training or have scheduled upcoming training, contact your supervisor.
- Review the Department's [Furlough Guidance and Information](#) website.
- Login to [MyEpp](#) to review/ update your personal email address and print a copy of your most recent pay stub / Earnings & Leave (E&L) Statement.
- Print a copy of your most recent SF-50 from your [eOPF](#).
- To the extent you may be subject to furlough, discuss with your supervisor whether orderly shutdown activities may be undertaken remotely if you would otherwise be scheduled to telework on your first scheduled workday upon commencement of a lapse.
- To the extent you may be subject to furlough, discuss with your supervisor flexibilities they may exercise if you may have problems returning to work on the first business day after a lapse in appropriation ends, such as use of accrued annual leave, compensatory time off, or credit hours.

CHECKLIST FOR FURLOUGHED EMPLOYEES

Employees *not excepted from furlough* during a lapse in appropriations should take the following actions as part of conducting an orderly shutdown when directed by their supervisor to do so:

- Acknowledge receipt of your furlough notice electronically from your government or personal email account.
- Review your Furlough Notice and your copy of the Notice to Creditors memo stating to creditors that you are in a non-pay status and seeking flexibility in payments.
- Set up the following out-of-office messages on your government email, voicemail, and any group or generic email boxes that you manage that will not be monitored during the furlough:

I am currently unavailable to take e-mails (*or phone calls in case of voicemail*) due to a lapse in appropriations. If you leave a message, I will be unable to respond until funding has been appropriated and the lapse ends. I sincerely regret this inconvenience.

- Secure or take home all personal belongings and effects, personal financial paperwork related to employment (SF-50, Life and health insurance information, Leave and Earning statements, etc.), and other personnel documentation, particularly that which you may need to access to; any personal belongings not taken home should be secured in your work area.
- Log off all workstations, laptops, iPads, and servers. Shut down printers, copiers, and any non-networked computers, and leave networked computers turned on unless you receive local bureau-level guidance recommending turning off networked machines.
- Remove food, clean out refrigerators and microwaves, and water or take home plants.
- Unplug all small electronic devices.
- Turn off all lights.
- Place trash receptacle outside of the office door in the main corridor for pick-up (the custodial contractor will only enter and service offices of excepted employees upon request), if applicable.

Security Checklist:

- Secure all government-issued equipment.
- Controlled Unclassified Information (CUI) is stored in a locked office, locked drawer, or locked file cabinet.
- If applicable, arm the alarms to any spaces that have an Intrusion Detection System (IDS).
- Lock inside and main doors leading to the outside corridor, if applicable.
- For offices that store, process, or transmit Classified National Security Information (CNSI) ensure the following checks have been made:
 - All documents or removable media containing CNSI is stored in a General Services Administration (GSA)-approved security container (safe).

- Communications Security (COMSEC) equipment is not keyed and is properly safeguarded.
- Classified waste is properly stored or destroyed.
- Wastebaskets and recycle bins are inspected to ensure they do not contain classified materials.
- Security containers are inspected to ensure they are locked.
- Alarms are activated, if applicable. For spaces that have an alarm, ensure that your bureau [Field Servicing Security Office](#) are provided a point of contact in the event that an alarm is activated.

All personnel in national security designated positions, complete any required [reporting](#) per [Security Executive Agent Directive \(SEAD\) 3](#) within 10 business days of return. More information can be found at: [Reporting Requirements | U.S. Department of Commerce](#).

Monitor the status of the Department's operations to determine when to return to duty by visiting <https://www.commerce.gov>, calling the Department's Information Line (202-482-7400 or 877-860-2329), or or visiting the OPM website operating status website: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>

GUIDANCE AND RESOURCES FOR ALL EMPLOYEES

Department of Commerce Employee Assistance Program (EAP):

<https://www.commerce.gov/hr/practitioners/benefits-policies/employee-assistance-program>

Department of Commerce Furlough Guidance and Information:

<https://www.commerce.gov/furlough-information>

eOPF

<https://eopf.opm.gov/doc/>

MyEPP:

<https://www.nfc.usda.gov/EPPS/index.aspx>

OPM Guidance for Furlough Shutdowns:

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>

OPM Website & Operating Status:

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>