



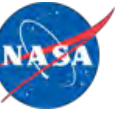
Potential Government Shutdown

Guidance for KSC Supervisors & Employees

12/21/18



OCHCO
Office of the Chief Human Capital Officer



Topics Covered

- Responsibilities
- Employee Designations
- Excepted Employees
- Commercial Partner and Contractor Activities
- Notifications from KSC Human Resources
- Content of Official Furlough Notices
- Time and Attendance
- Pay
- Use of Government Resources
- Orderly Shutdown & Services Available
- Return to Duty
- Additional Information



Responsibilities

- Executive Committee (EC) – Responsible for Center management and shutdown-related decisions; Center Director, Associate Director for Management, CFO and Chief of Security
- HR (BA) – Sends employee specific notices and other workforce communications prior to shutdown; provides return to work guidance to EC for KSC Status Line and KSCSOS updates
- CFO (GG) – Maintains list of employee designations; approves updates to Center exceptions during shutdown; provides guidance on timekeeping and travel
- Procurement (OP) – Provides guidance to Contractors and grantees
- Spaceport Integration (SI) – Provides guidance to Commercial Partners
- NASA HQs – Serves as point of contact for OMB and provides guidance to Centers
- NSSC – Provides guidance to Training vendors
- Office of Management & Budget (OMB) – determines and approves all Excepted work



Supervisor & Employee Responsibilities

- Supervisors
 - Allow employees to continue planned periods of absence and perform orderly shutdown activities on the workday on which the employee had been scheduled to return to work
 - Ensure excepted employees know their status and understand the reason for their excepted status
 - Ensure you have current contact information for all subordinates and provide your contact information to them
 - Determine and communicate activities required to conduct an orderly shutdown on the next workday on which the employee had been scheduled to return to work
 - Identify employees who will likely be on travel or training when the shutdown begins and communicate instructions
 - Ensure your Excepted employees understand how to report Time and Attendance during a shutdown
 - Ensure employees understand their responsibilities and expectations for returning to work
- Employees
 - Follow instructions contained in furlough communications on the workday on which your are scheduled to work, not on a weekend off day, a holiday, or an AWS day off
 - Ensure you open your official furlough notice when/if received
 - Ensure your supervisor has your personal contact information
 - Complete the Basic Checklist Before a Shutdown Furlough (Appendix B of the NASA Shutdown Furlough Guide for Employees)
 - Complete orderly shutdown
 - Check operations status daily



Employee Designations

- CFO is responsible for reporting/monitoring changes to approved list of Excepted employees
- Employee categories:
 - Non-excepted (approx. 90% of KSC civil service employees)
 - Excepted
 - Full-time
 - Part-time
 - On-call

During Shutdown

- Non-excepted employees are furloughed
- Excepted full-time employees are not furloughed
- Excepted part-time employees are furloughed when not working
- Excepted on-call employees are furloughed unless called to work



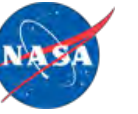
OCHCO

Office of the Chief Human Capital Officer



Excepted Employees

- Excepted full-time and part-time employees must work approved schedule and report hours worked
 - Specific work schedule should be discussed with Director as part of orderly shutdown
 - Work can be performed only during approved schedule
 - Work schedule and designation are subject to change
 - Requirement to report hours worked in **e-mail daily** to KSC-Central-Time-Keeping Mailbox (KSC-Central-Time-Keeping@mail.nasa.gov)
- Excepted on-call employees should check e-mail 2-4 times each day to see if their work status has changed
 - Work must be de minimus amount of time
 - Any work more than a de minimus amount (no more than 15 minutes) could be reported as a violation of the Antideficiency Act



Commercial Partner Activities

- Commercial Partners on KSC operating in a dedicated facility that receives no appropriated funding may continue to report to work at KSC to perform purely commercial work as long as the following conditions are met:
 - There are sufficient advanced funds on account with NASA, and obligated on the supporting contract, to pay for the reimbursements owed to NASA for such work
 - The work does not require support from NASA civil servants or any Government resources (facilities, equipment, etc.)
 - The work is not in support of a Government contract
- For more information, contact:
Scott Koester
Chief, Customer Services and Integration Branch (SI-I1)
321-867-8497
Scott.W.Koester@nasa.gov



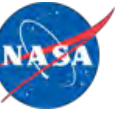
KSC Contractor Activities

- All on-site contractor activities are shutdown unless an exception applies:
 - Recurring exceptions: those necessary to protect life and property, i.e. security, fire fighting, Indian River bridge tender, clean room monitors.
 - Non-recurring exceptions: Mission related, time-specific requirements to support current critical programs/projects, i.e. ISS operations, payload or spacecraft processing.
- Exceptions are proposed by Contracting Officer's Representative (COR) and Program Managers with justifications. Exceptions are reviewed and vetted by KSC legal and coordinated with the CFO, submitted to NASA HQs for concurrence, and to OMB for formal approval.
- Contracting Officer (CO) provides notification to Contractors with shutdown instructions and exceptions
 - Contractors can perform work off-site if funds are available and no government oversight is required.
 - No deliveries allowed unless an exception applies.
 - CO also provides written notification to Contractors on return to work.



Notifications from KSC HR

- 12/21/18
General notice issued to all KSC civil servants via e-mail from KSC-Human-Resources
- 12/21/18
Notice to Excepted employees (full-time, part-time and on-call) issued via e-mail from KSC-Human-Resources
- Starting 12/26/18
When authorized by OMB, formal furlough notices will be issued to all KSC Civil Servants via e-mail from KSC-Human-Resources with delivery and read receipts
 - Employees are required to open e-mail containing formal furlough notice (when reporting back to work)
 - Directors should provide guidance for employees if supervisors are out of the office



Content of Official Furlough Notices

- Expected duration of shutdown (NTE 30 calendar days)
- Eligibility for unemployment (SF-8 attached to specific notice)
- Grievance and appeal rights
- Notice regarding use of government resources during shutdown
- Reminder that employees cannot volunteer their services (i.e., cannot conduct any government work during the shutdown unless Excepted)
- Possibility of change in status (recall to work for Excepted activities)
- Requirement to provide personal contact information to supervisor



Time & Attendance

- Recording time worked
 - CFO will provide specific guidance on time and attendance
 - WebTADS is **NOT** to be used after **12/20/2018** by any employee
 - All employees make a note of time worked as part of the orderly shutdown for use in reporting time after the shutdown ends
 - Hours worked by Excepted employees starting on 12/22/2018 must be documented in an e-mail to the KSC-Central-Time-Keeping Mailbox (KSC-Central-Time-Keeping@mail.nasa.gov)
- Work starting 12/22/18 & throughout the furlough
 - Only employees designated as Excepted may work, and only the hours approved
 - No employees may volunteer services
- Orderly shutdown activities will commence on 12/26/18 due to the 12/24 & 12/25 holidays unless the employee is designated as excepted or not scheduled to work
 - Employees are to complete orderly shutdown activities on the next workday on which the employee had scheduled work (at KSC or an alternate location – approved for telework/WFA/etc.) for NTE 4 hours to accept their furlough notice and accomplish an orderly shutdown
 - Employee's with previously scheduled leave, alternative work schedule (AWS) day off, or holiday(s) that take place during the furlough period will complete orderly shutdown activities the workday on which the employee had been scheduled to return to work. For example, if an employee has leave scheduled and does not plan to return to work until January 2, they would proceed with orderly shutdown activities on their scheduled return to work day 1/2/19
 - Employees requiring more than 4 hours to complete an orderly shutdown must have the time approved by the Executive Committee



OCHCO

Office of the Chief Human Capital Officer



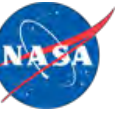
Time & Attendance (cont.)

- Sick/annual leave, Leave Without Pay (LWOP) and Continuation of Pay (COP)
 - No employees will be granted annual or sick leave during shutdown (Excepted employees scheduled to work who want to take leave will be placed in a furlough status for the requested days off)
 - Employees on COP for a workplace injury at the time of the shutdown will remain on COP for as long as it is authorized
 - Employees on approved LWOP will remain on LWOP for the duration initially requested and if LWOP ends during shutdown, employees will be carried in a furlough status
- Use-or-lose leave
 - In the event of a government shutdown during the latter part of the 2018 leave year (ending January 5, 2019), the shutdown and all associated planning activities qualify as an exigency of the public business for the purposes of restoring use or lose annual leave to eligible employees.
 - Requests to have use or lose annual leave restored must be submitted by the employee in accordance with Center procedures and employees must meet all other eligibility requirements. Deciding officials will make the final determination on whether individual employee annual leave restoration requests meet the criteria for approval.
 - Restoration of annual leave is at the discretion of the Agency
 - Having leave properly scheduled and approved within WebTADS will ensure that an employee is eligible in the event the decision is made to restore annual leave



Pay

- Employees will be paid on the regularly scheduled day (12/28/2018) for hours worked and recorded in WebTADS through 12/21/2018
 - Regular deductions (health benefits, etc.) will be taken so employees will see less pay than expected
 - Benefits will continue during the shutdown so employees will be responsible for the cost of those benefits when pay resumes after the shutdown
- Excepted employees will be paid for approved hours during the shutdown once Congress passes a new appropriation or CR and the President signs
- Non-excepted employees (those who were furloughed and not designated to work during the shutdown) will only be paid for the furlough period if Congress approves such payment
 - This applies to employees on call and part-time when not in a work status



Use of Government Resources

- Use of government resources is restricted during shutdown
- Only excepted employees may use government resources during a shutdown (iPhone, computers, etc.)
 - FT/PT employees may use devices only during hours scheduled to work and to check for changes in work schedule and status of shutdown
 - On-call employees may use these devices to check changes in work status via e-mail 2-4 times per day
- Non-excepted employees:
 - Cannot use government-issued devices to check status of shutdown or e-mail
 - Cannot use BYODs (personal computers, phones, etc.) connected to the government server to conduct work (including accessing email)



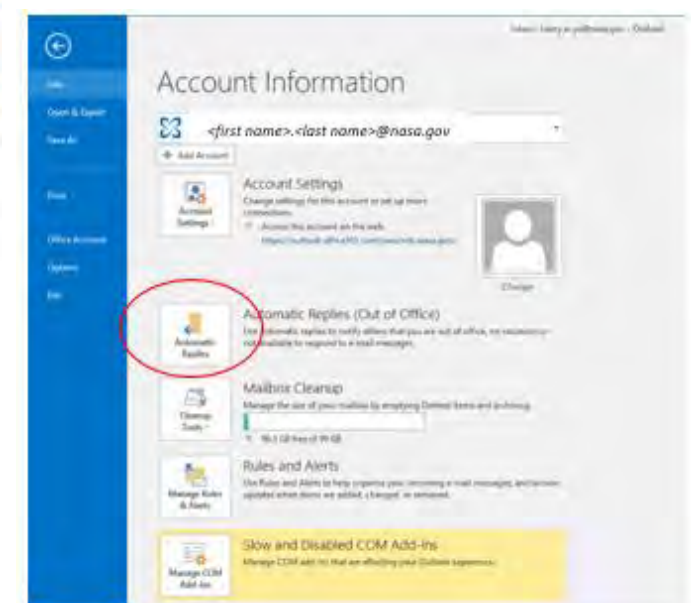
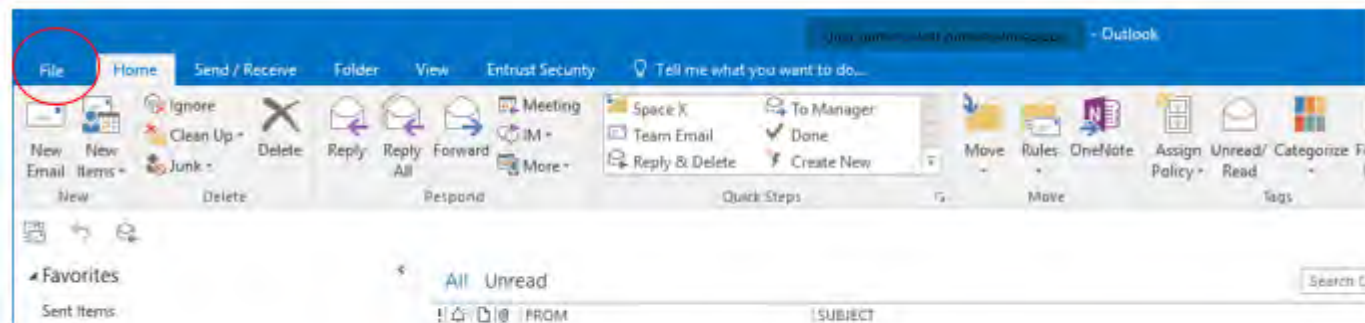
How to Change your Voicemail Greeting

- Please change your voicemail greeting to state
 - “The Government is closed. ...”
- To change your voicemail greeting from anywhere:
 - Dial your office number and wait for your voice mail to answer and press the *
 - The system will ask for your Unity ID code (5 digit phone number) followed by # key (i.e. 7-xxxx# or 1-xxxx#)
 - Enter your security code
 - Press 4 to hear Setup Options
 - Press 1 to change your Greeting
 - Follow the remaining prompts as necessary



How to Change your Out of Office Messages

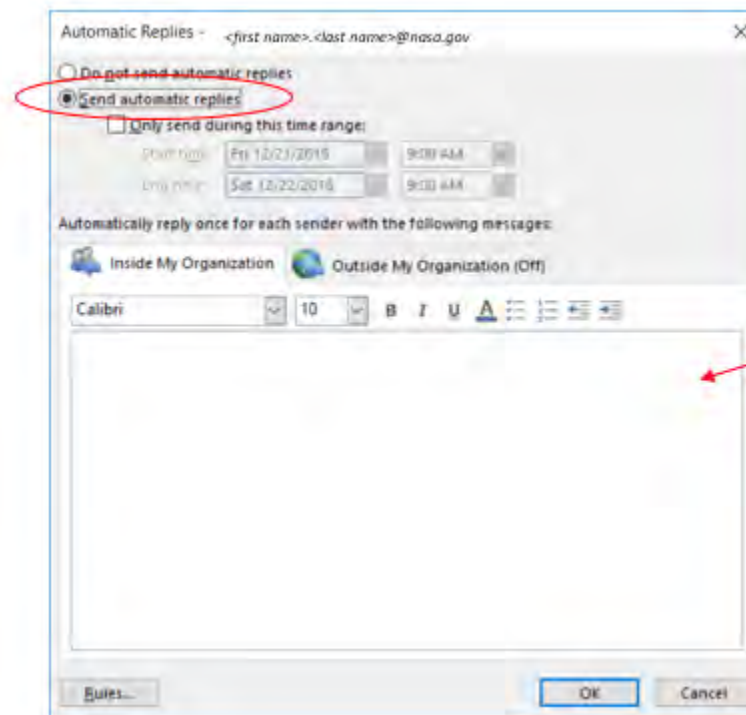
- To change your Office 365 Out of Office message:
 1. VPN into the NASA network
 2. From Outlook, left click on **File** (upper left hand corner), and then left click on **Automatic Replies**





How to Change your Out of Office Messages (Con't.)

3. Check **Send automatic replies**, but do not select specific time range. Select the **Inside My Organization** tab and enter the Out of Office Message. Click **OK** to enable automatic reply.



Enter your out of office message here then click "ok"



How to Change your Out of Office Messages (Con't.)

4. If you have external customers (outside of the NASA email), then select the **Outside My Organization** tab, check **Send automatic replies**, check **Auto-reply to people outside my organization**, enter the Out of Office message. Click **OK** to enable automatic reply to people outside of NASA.

Enter your out of office message here then click "ok"

How to Change your Out of Office Messages via MaaS360

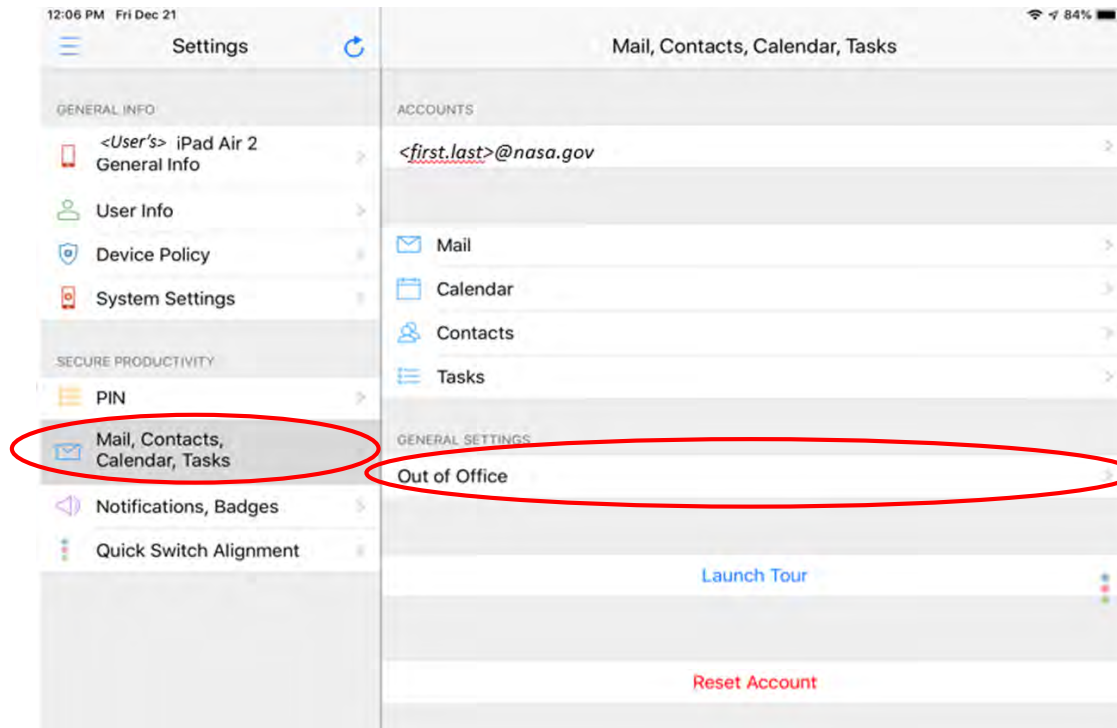
- To change your Out of Office message via MaaS360:
 1. Open MaaS360 and go to the Settings screen
 2. Click on **Settings**



How to Change your Out of Office Messages via MaaS360 (Con't.)



3. Click on **Mail, Contacts, Calendar, Tasks**
4. Then click on **Out of Office**



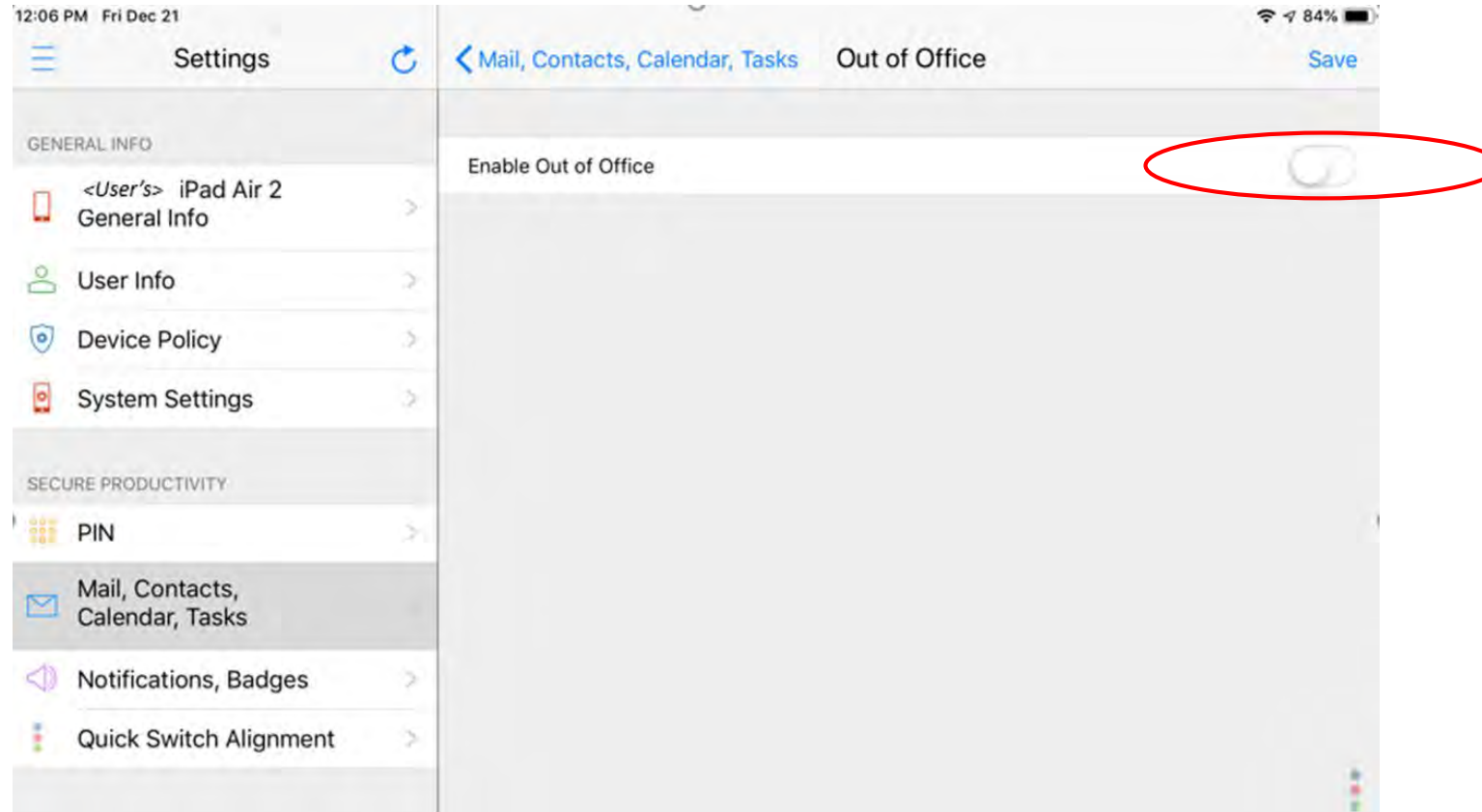
OCHCO

Office of the Chief Human Capital Officer



How to Change your Out of Office Messages via MaaS360 (Con't.)

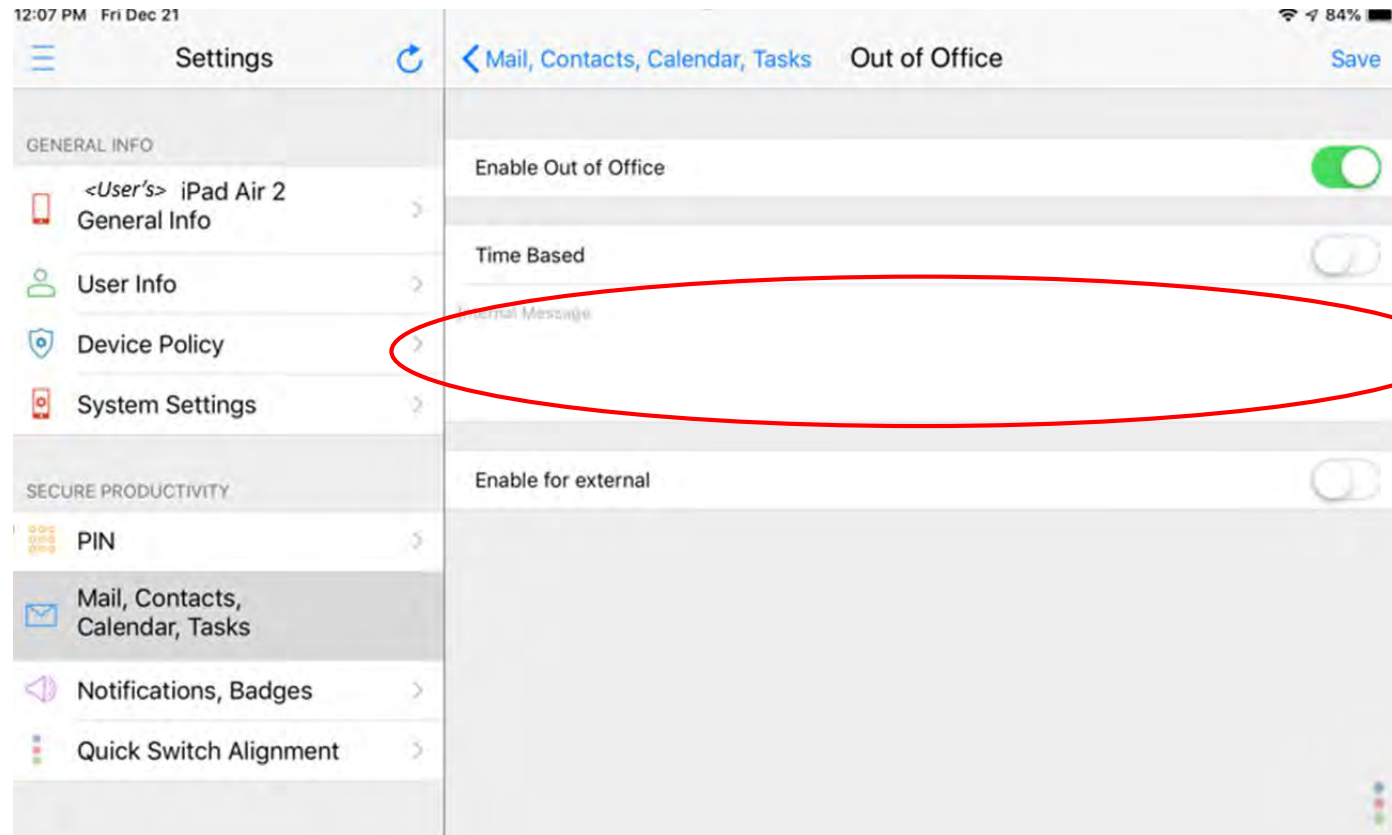
4. Click on the **Enable Out of Office** toggle



How to Change your Out of Office Messages via MaaS360 (Con't.)



5. Enter the Out of Office message in text field and click on **Save**



OCHCO

Office of the Chief Human Capital Officer



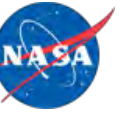
Orderly Shutdown (12/26/18)

- Employees are required to support efforts to complete an orderly shutdown of the Center on a regularly scheduled workday
- Employees are to complete orderly shutdown activities on the next workday on which the employee had scheduled work
- Actions to be completed (in addition to any specific actions required by the supervisor):
 - Coordinate with supervisor
 - Contact HR (321-867-6838) to discuss/cancel scheduled training
 - Follow CFO Travel Guidance provided to Directors (Subject Line: Planning for Travel under a Lapse of Appropriation)
 - Establish computer and telephone out-of-office message (standard language found in Appendix B of the **NASA Shutdown Furlough Guide for Employees**)
 - Follow the “Basic Checklist Before a Shutdown Furlough” found in Appendix B of the **NASA Shutdown Furlough Guide for Employees**
 - Secure work area, power down computers and secure work area, turn off all other non-essential electronics/ equipment/lights, take home food and other perishables and lock offices as appropriate
- If using KSC Child Development Center, find alternate care as CDC will be closed during shutdown
- If using KARS Park to store boats, RVs, etc., make arrangements to move items needed because park will be closed during shutdown

Services Available During Orderly Shutdown (12/26/18)

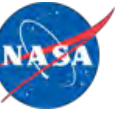


- KARS Park – will remain open until **11:00am on Sunday, December 23rd** to allow campers ample time to leave and to allow members with RVs or boats in storage to remove them.
 - RV/Boat storage customers will be allowed to leave items in storage, if they choose. However, they have been notified that they will not have access to their property during shutdown.
- Launch Federal Credit Union – HQ and MFF Branches will be open from:
 - Monday December 24th - 8:00am – 2:00pm
 - Wednesday December 26th - 8:00am – Noon
 - Closed for remainder of shutdown
- Div. of Blind Services - Vending will remain available throughout shutdown; all other DBS Services will be closed



Center Access & Services During Shutdown

- Only Gate 3 on KSC and gates on Cape-side will be open for access to the Center
- Fire and Security services will be available to respond to emergencies (911 call Center will be manned and active)
- Duty Office will be staffed (321-861-5050)
- Visitor Pass & ID (Badging) will be closed
- No deliveries allowed unless coordinated with KSC Security



Checking Status & Returning to Duty

- Employees are encouraged to check status daily
 - KSC Status Line (321-861-7900 or 1-866-572-4877)
 - KSC SOS <https://kscsos.com/>
 - OPM <https://www.opm.gov/>
 - NSSC (1-877-677-2123)
 - Public media
- Once the President approves a new funding measure, the Government will reopen immediately
 - Employees are expected to report to work immediately in accordance with their regular work schedules
 - For employees that are unavoidably late in reporting, supervisors have the authority to excuse up to one hour without charge to leave
 - Any other delays in returning to work should be charged annual leave, leave without pay or, if applicable, sick leave.



Additional Information

- NASA Shutdown Furlough Guide for Employees (dated August 27, 2018) - https://nasapeople.nasa.gov/shutdown/NASA_Shutdown_Furlough_Guide_for_Employee_s.pdf
- NASA's Furlough FAQs (dated November 1, 2018) – <https://www.nasa.gov/sites/default/files/atoms/files/shutdownfaqs-09-28-2015-update.pdf>
- Questions regarding training prior to shutdown (HR, 321-867-6838)
- Questions regarding travel before and during shutdown (CFO, 321-747-8336 or 321-867-9438)
- CI Travel before and during shutdown – 1-855-896-7941
- Unemployment Benefits – <https://www.careeronestop.org/localhelp/unemploymentbenefits/unemployment-benefits.aspx>
 - Must have official furlough notice and SF-8 to file (both contained in e-mail from KSC-Human-Resources)