Background

A shutdown furlough is an unplanned or emergency event when there is a lapse in appropriations (funding). If Congress does not pass an appropriations bill or a Continuing Resolution (CR) by midnight on the day the funding expires, the government is required to limit operations under the Antideficiency Act. During a shutdown furlough, the Department of the Navy (DON) will shut down any activities funded by annual appropriations that are not excepted by law. Actual lapses resulting in a shutdown have ranged from several hours to multiple days.

Key Points

- If congress does not appropriate funds by midnight at the end of the Fiscal Year or when a CR expires, the DON will limit operations to those identified as excepted.
- The DON must furlough appropriated fund employees.
- Furloughed employees may not work, even on a volunteer basis.
- Employees excepted from furlough (directed to work on site or telework) include those performing safety of human life, protection of property, or national security duties.
- Additionally, some employees that perform functions that directly support excepted functions, may be excepted from the furlough:
  - Medical/dental care
  - Acquisition and logistic support (includes contracting)
  - Education and training
  - Legal activities
  - Audit and investigation community
  - Morale welfare and recreation/non-appropriated funds
  - Financial management
  - Other activities that directly support excepted functions
  - Working capital fund/revolving funds
  - Activities funded with unobligated, unexpired balances
- Management must determine if military personnel can provide the needed support to the excepted functions.

Note: Only the minimum number of civilian employees necessary to carry out excepted activities will be excepted from the furlough. Employees that provide direct support to excepted positions may also be excepted, if they are critical to performing the excepted activity.
**Important to Note**

- Commands must update DCPDS furlough indicator codes no later than two weeks before the current appropriations expire. Commands may use the Furlough DDF module of AutoNOA to perform the required updates or submit the PER-138 report containing only employee records requiring update within the Defense Civilian Personnel Data System (DCPDS) to their designated Operations Center.

- Upon furlough, cancel scheduled leave (e.g., annual leave, sick leave) for furloughed and excepted employees.

- Excepted employees (directed to work on site or telework) may request leave during the lapse in appropriations. Excepted employees are not required to use leave to cover periods of authorized absence from work and may instead default to furlough status, for which the employee will receive retroactive compensation, without charge to his/her leave balances.

- When Congress passes an appropriations bill or continuing resolution both furloughed and excepted employees receive retroactive pay for the period the lapse in appropriations was in effect.

- Excepted employees on temporary duty travel (TDY) performing excepted functions may remain at their TDY location upon notification to continue direct support to excepted agency.

- Non-excepted employees on TDY are encouraged to return home sooner than planned wherever reasonable and practicable, based on the length of the assignment and the time required for return travel, compared to the anticipated length of the lapse, to minimize the burdens of doing so.

- Heads of activities may require the return to the work site or telework of furloughed civilian employees in the event of developments that pose an imminent danger to life or property.

- Excepted employees may earn compensatory time off and/or credit hours consistent with appropriate requirements and Command guidelines.

- Navy Working Capital Fund (NWCF) activities have been determined to be a categorical exception to shutdown furlough while there is available funding. This applies until cash reserves are exhausted. Based on this guidance, Echelon III Commanders should consider funding flexibilities and operation expenses. Management must make prudent business decisions to sustain operations and minimize operational impact.

**Where to Find Additional Information?**


More questions regarding the furlough also are posted at: [https://www.seacnnavy.mil/donhr/Employees/Furlough/Pages/Default.aspx](https://www.seacnnavy.mil/donhr/Employees/Furlough/Pages/Default.aspx) or [https://portal.seacnnavy.mil/orgs/MRA/DONHR/OCHRHQ/Pages/Furlough.aspx](https://portal.seacnnavy.mil/orgs/MRA/DONHR/OCHRHQ/Pages/Furlough.aspx)

**Still have questions?**

Employees should address questions to their servicing HRO.

HROs should address questions to their DCHRs.

DCHRs should address questions to the OCHR Program Manager.