

WVNG Employee Shutdown Checklist

- Attend Meeting on Orderly Shutdown
- Sign and print name on furlough roster
- Accept letter T5/T32; sign and date
 - Change Out of Office Voice Mail Message
 - Change Out of Office Email Message
 - Secure all Classified Information
 - Secure all PII
 - Update all time sheets
 - Cancel attendance at all meetings or events during the shutdown
 - Verify supervisor has current contact information
- Complete section/unit roster with updated POC
- Monitor News for When to Return to Work

Directorate/Supervisor Shutdown Checklist

- One (1) week prior to a potential shutdown validate excepted list of employees and provide to NG J1.
- One (1) week prior to potential shutdown update all employee contact information
- One day prior to potential shutdown advise employees of the situation and to report to work on the next scheduled workday
- One (1) day prior to government shut down advise employees that if government shuts down, all telework and compressed work schedules are suspended and employees will report to work on next scheduled workday
- 0730 hrs on the first scheduled workday following a government shutdown have employee notification letters available for distribution
- Complete Orderly Shutdown within four (4) hours
 - Verify receipt of notification letters for all civilian employees
 - Notify HRO immediately of any civilian employees for whom you did not receive a notification letter
 - Obtain notification letter for unaccounted employees from the HRO
 - Notify Excepted Employees
 - Notify Furloughed Employees
 - Verify Employee Contact Information
 - Cancel all Approved Leave for the Furlough Period
 - Cancel all Travel for the Furlough period that is not for Excepted Activates
 - Cancel attendance at all meetings or events during the shutdown
 - Provide HRO with executed notification letters
 - Ensure furloughed employees complete orderly shutdown
 - Ensure workspace is secured
 - Dismiss all furloughed employees NLT 1130 hrs
- Provide Orderly Shutdown Status Report to Leadership and HRO.

