Teammates,

As we are all aware, the federal government was shut down late Friday. I understand this is on your minds, and the uncertainty can be difficult. I appreciate everyone’s patience and professionalism during this time.

We are in the process of conducting an orderly shutdown of agency operations.

Unfortunately, communicating with everyone during this time is difficult. We will continue to provide updated information through our public homepage at [www.dcma.mil](http://www.dcma.mil). There are some general information and frequently asked questions below.

Regardless of Congressional action this weekend, all Defense Contract Management Agency employees should report to work as scheduled on either Sunday, January 21, or Monday, January 22, for either regular duty or to participate in orderly shutdown procedures.

Employees not scheduled to work on Sunday or Monday, and contractor employees, must be available to receive guidance from their leadership chain.

Orderly shutdown may be accomplished remotely, but employees must coordinate this with their supervisors.

Each of us has an important role to play in our national defense, and I’m looking forward to DCMA getting back to normal operations as quickly as possible.

Respectfully,

Marie Greening

Deputy Director, DCMA

**DCMA Frequently Asked Questions**

Government Shutdown, January 20, 2018

**Q1. Will I still get paid on Friday, January 26?**

Employees will be paid for leave and work hours up until midnight, January 19.

**Q2. Now that a government shutdown occurred, who at DCMA is affected?**

CIVILIAN PERSONNEL – O&M FUNDED: When a funding lapse occurs, the vast majority of O&M funded civilian personnel are furloughed. Only certain functions are excepted and will report for duty. Your supervisor will notify you if you are on the excepted list.

Regardless of Congressional action this weekend, all Defense Contract Management Agency employees should report to work as scheduled on either Sunday, January 21, or Monday, January 22, for either regular duty or to participate in orderly shutdown procedures.

Employees not scheduled to work on Sunday or Monday, and contractor employees, must be available to receive guidance from their leadership chain.

CIVILIAN PERSONNEL – DAWDF FUNDED: DAWDF funded employees are paid through a multi-year appropriation and are not subject to the lapse in appropriation. These employees should report to work as scheduled.

MILITARY PERSONNEL:   Military personnel on active duty, including reserve component personnel on Federal active duty, are not subject to furlough and will continue to report for duty.

CONTRACT PERSONNEL: Determining whether contractor support continues during the furlough requires careful review. Contractors should contact their Contracting Officer's Representative and their company leadership for further guidance.

**Q3. If I am a non-excepted (furloughed) civilian, do I still come to work since a government shutdown occurred?**

If you are a non-excepted (furloughed) civilian, you must come to work as scheduled on either Sunday, January 21, or Monday, January 22 to perform an orderly shutdown. If are authorized to telework, you may receive your furlough notification remotely instead of coming into work, but this should be pre-coordinated with your supervisor. This means you either need to report to work on your next scheduled work day to perform an orderly shutdown, or you need to have the capability to perform shutdown functions from home. If you are unsure, check with your supervisor and/or report to work for an orderly shutdown.

**Q4: What happens if I am on mission TDY during a government shutdown?**

All employees on TDY during a lapse in appropriations will be provided instructions from their leadership chain. They may be directed to return to their home station as part of the orderly shutdown process using the government-issued travel card. Excepted employees on TDY performing excepted functions will be directed to remain at their TDY location. DAWDF funded personnel must coordinate with their supervisors for specific guidance and determination on their TDY status.

**Q5: What happens if I am on training TDY during a government shutdown?**

For DAU training, please visit [www.DAU.mil](http://www.DAU.mil) for information on the status of classes; let your leadership know the status of the class. All DCMA classes are cancelled. If you have not started TDY, please do not commence travel. If you are in route or at your training location, please contact your leadership chain and SATO and prepare to return. If you are on long-term training TDY, please remain at your TDY location.

**Q6.  What happens if I am scheduled to be on leave during the furlough?**

During a shutdown furlough, all scheduled leave (e.g., annual leave, sick leave) for O&M funded excepted and non-excepted employees is canceled. Absences during the furlough may not be charged to leave. If you are unable to report to work for orderly shutdown due to previously scheduled leave, your supervisor will place you in a furlough status. Excepted employees unable to report to duty due to illness, jury duty, etc., must be placed in a furlough status (i.e., non-duty, non-pay). DAWDF funded employees leave status is not affected.

**Q7. How will I know if the partial government shutdown is over or when to return to work?**

Please continue to monitor media reports, the OPM website [www.OPM.gov](http://www.OPM.gov) and the DCMA public website [www.dcma.mil](http://www.dcma.mil). You can also use the social media networks to receive work status updates- Facebook: [www.facebook.com/defensecontractmanagementagency](http://www.facebook.com/defensecontractmanagementagency). When the government shutdown ends, you should report to work on your next scheduled work day. If you have any questions about returning to work please contact your supervisor.