DCMA Operations and Federal Appropriations

Employee Communication

February 7, 2018

A Message from Marie Greening, DCMA Deputy Director

Teammates,

As we are all aware, the current Federal continuing resolution will expire at 11:59 p.m., Thursday February 8, unless an appropriations budget or another continuing resolution is passed. I’m hopeful one will be passed, but we are preparing for an orderly shutdown on Friday February 9 in case one is required.

The repetition of these shutdown deadlines can be difficult and wearing. Every one of us is important to DCMA’s role of delivering to the warfighter, and I sincerely appreciate your patience and professionalism during this time.

Regardless of Congressional actions by tomorrow night, all Defense Contract Management Agency employees should report to work as scheduled Friday, February 9 for either regular duty or to participate in orderly shutdown procedures. If you 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.

Employees not scheduled to work on Friday must be available to receive guidance from their leadership chain. They and their supervisors must refer to Question 4 in the FAQ section of this email for options on how to proceed. The orderly shutdown may be accomplished remotely, but employees must coordinate this with their supervisors.

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.

Contractors should check with their Contracting Officer’s Representative and company leadership for guidance.

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). Please also review the general information and frequently asked questions I have included below.

Respectfully,

Marie Greening

Deputy Director, DCMA

DCMA Frequently Asked Questions

Government Shutdown, February 9, 2018

Q1. Will I still get paid on Friday, February 9?

Employees will be paid for leave and work hours up until midnight, February 8.

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 Friday, February 9 for either regular duty or to participate in orderly shutdown procedures.

Employees not scheduled to work on Friday must be available to receive guidance from their leadership chain. They and their supervisors must refer to Question 4 for options on how to proceed. The orderly shutdown may be accomplished remotely, but employees must coordinate this with their supervisors.

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 Friday, February 9 to perform an orderly shutdown. If you 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. If I am a non-excepted (furloughed) civilian, and I am NOT scheduled to work on Friday, February 9, what do I do if a government shutdown occurs?

If you are on leave, see Q7 below.

If you are on a Compressed Work Schedule (not maxi-flex but a 5/4/9 or 4/10 compressed work schedule) and your regular day off (RDO) is scheduled for Friday, February 9, please coordinate with your supervisor to determine which of the following options are required. Your RDO should not be rescheduled in the middle of the pay period.

Option 1: You can receive your furlough letter electronically and perform orderly shutdown activities on Friday, your scheduled RDO. If your supervisor directs this course of action you will be entitled to overtime or comp time (as appropriate) for the hours you spend in shutdown activities.

Option 2: Alternatively, you can report to duty on your next scheduled workday (e.g., Monday, February 12) and receive your furlough letter from an excepted employee in your organization. Your supervisor must inform you who you should report to if your supervisor is furloughed. You may then receive your furlough letter and perform your orderly shutdown activities on that day.

If you are on maxi-flex and you are not scheduled to work on Friday, February 9, your schedule should be adjusted to allow you to report to work on Friday, receive your furlough letter, and perform an orderly shutdown.

Q5: 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.

Q6: 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.

Q7. 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. You may receive your letter electronically or you may be directed to report to work to receive your letter and conduct orderly shutdown activities. If you are unable to report to work and do not have access to the Internet, 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.

Q8. How will I know if the 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 agency’s Facebook page to receive updates: [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.