



ATO Shutdown Furlough Resources

Here you will find guidance regarding an emergency "shutdown" furlough, due to a lapse in appropriations, specific for Air Traffic Organization (ATO) employees.

Guidance from the Office of Human Resource Management (AHR) with Frequently Asked Questions that address many basic questions about a furlough can be found by visiting the [Furlough and Return-to-Work Updates](https://my.faa.gov/go/furlough) (<https://my.faa.gov/go/furlough>), page on MyFAA.

For answers to ATO-specific questions not found on the [FAA's general shutdown furlough FAQ](https://my.faa.gov/go/furlough) (<https://my.faa.gov/go/furlough>), email: 9-ATO-AWA-Furlough-Questions@faa.gov (<mailto:9-ATO-AWA-Furlough-Questions@faa.gov>).

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General Information:

- ATO Shutdown Playbook (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/management_services/media/ATO_Shutdown_Playbook_2023.pdf) - Document contains information adopted from Agency edicts and customized for use in the ATO.
- ATO Manager Guidance on Official Time (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/ATO_Manager_Guidance_Official_Time_During_Shutdown.pdf) - Direction for managers regarding official time and excepted activities allowed during the furlough.
- Manual Furlough Notice – Intermittent Absence (<https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/Intermittent%20Absence.pdf>) - Excepted employees who require intermittent absences are issued this notice. The time approved is recorded as furlough. When the period of absence ends, the employee will return to duty without having to utilize the recall process. Managers should keep track of the issuance, recording the name, date of issuance, organization/facility code, date of absence, number of hours absent.
- Manual Furlough Notice – Non Excepted Status – Incorrectly Coded (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/NonExcepted%20Status_Incorrectly%20Coded.pdf) - Non-excepted employees who are coded incorrectly as excepted will receive this notice. You may issue in person or electronically. Managers should keep track of the issuance, recording the name, date and time of issuance, organization/facility code.

Pay/Financial Information:

DOI FAQs - Questions About Backpay (<https://www.doi.gov/shutdown/questions-and-answers-back-pay-during-lapse-appropriations>)

- **Note:** *Some guidance may vary for the FAA, including that the FAA Ops budget was funded for December 23 and our pay was already processed for this day. Accordingly, please disregard the answer to Question #3.*
- TSP Information - The Thrift Savings Plan has provided a fact sheet (<https://www.tsp.gov/whatsnew/Content/index.html#shutdown>) on the effect of non-pay status on TSP accounts.
- FAA Letter to Creditors (https://my.faa.gov/content/dam/myfaa/org/staffoffices/ahr/Communications_and_Events/furlough/FAA-Letter-to-Creditor.pdf) - Request for financial flexibility from creditors, as a result of the furlough.
- FAA's implementing guidance for the Government Employee Fair Treatment Act (<https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/PB-87-GEFTA.pdf>)
- Bulletin from OPM regarding pay and benefits for Federal employees during the furlough (<https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/Pay-and-Benefits-Fact-Sheet.pdf>)

Time and Attendance:

- Time and Attendance Guidance (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/CASTLE_coding_guidance_2019-02.pdf) (Updated Jan. 15, 2019) - Information for ATO on how to properly code timecards in CASTLE for pay period 2019-02.
- Time and Attendance Guidance (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/CASTLE_CRU-ART_coding_guidance_2019-01.pdf) (Updated Jan. 4, 2019) - Information on how to properly code timecards in CASTLE and Cru-ART for pay period 2019-01. This guidance supersedes that which was posted on Jan. 2, 2018.

- Military Leave Information (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/Military_Leave_Furlough_2018-19.pdf) - Guidance on military leave during the furlough.

Travel:

- Travel Guidance (<https://my.faa.gov/org/linebusiness/ato/ato-shutdown-furlough-resources/ato-shutdown-furlough-resources---travel-guidance.html>) – Information on requesting travel for excepted activities and completing vouchers. Authorized ATO Travel under Government Shutdown (As of Jan. 10, 2019) - The agency developed processes for travelers to use the Central Billed Account (CBA) for excepted travel. We are no longer using the government purchase card option. AFN provided two forms. One covers air travel and rental cars. The other covers lodging. The traveler completes one or both as appropriate. In addition to those forms, ATO travelers must also complete the attached ATO CBA Cover form. Travelers **will not** submit to the e-mail address provided on the AFN forms. All forms route to AJG and we will submit to AFN on the traveler's behalf. SATO will notify the traveler when the process is complete. The required forms are:
 - Centrally Billed Authorization Instructions (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/Centrally_Billed_Authorization_Instructions.pdf)
 - CBA Cover Form (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/ATO_CBA_Cover.pdf)
 - CBA Authorization for Air and Rental Car Form (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/CBA_Authorization_for_Air_and_Rental_Car.pdf)
 - CBA Authorization for Lodging Form (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/CBA_Authorization_for_Lodging.pdf)

Training:

- ATO Academy Class Impacts due to Furlough (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/Academy_Class_Impacts_Schedule_Update_Jan23.pdf) (Updated Jan. 23, 2019) – ATO Academy classes cancelled and rescheduled as a result of the furlough.

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Forms & Information

- SF-8 Unemployment Compensation Document (<https://my.faa.gov/content/dam/myfaa/org/staffoffices/ahr/furlough/SF-8-Unemployment-Compensation.pdf>)
- List of MSPB Regional Field Offices (https://my.faa.gov/content/dam/myfaa/org/linebusiness/ato/MSPB_RegionalFieldOffices.pdf)
- Employment and Income Verification: The Work Number (https://my.faa.gov/org/staffoffices/ahr/employment_verification.html)

***This page can be viewed online at:
<https://my.faa.gov/org/linebusiness/ato/ato-shutdown-furlough-resources.html>***