

Lapse in Appropriations Frequently Asked Questions for DOT Employees

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General Information

1. What is a furlough?

A furlough is the placement of an employee in a temporary nonduty, non-pay status because of lack of work or funds, or other non-disciplinary reasons. In a “shutdown” furlough, the agency no longer has the necessary funds to operate and must shut down those activities which are not excepted pursuant to the Antideficiency Act. (See guidance from the Office of Management and Budget (OMB) and the Department of Justice for further information on appropriation matters.)

2. What do exempt, excepted, and non-excepted mean?

These terms identify the status of an employee during a lapse in appropriations. The Offices of the General Counsel (OGC), Administration (OST-M), and Budget (OST-B), working with senior agency managers, determine which employees are designated to be handling “excepted” and “non-excepted” functions.

- Employees who are *exempt* from the lapse in appropriation are in positions that are funded from a source other than the annual appropriations and are not affected by a lapse in appropriations.
- Employees who are in positions that are funded by the annual appropriations are either excepted or non-excepted.
 - *Excepted* employees continue to perform those “excepted” duties that, by law, are allowed to continue during a lapse in appropriations and are not furloughed but are not paid until the appropriation is passed.
 - *Non-excepted employees* are furloughed until an appropriation is passed.

Under provisions of the “Government Employee Fair Treatment Act of 2019” (31 U.S.C. 1341(c)), Federal employees affected by a lapse in appropriations that began on or after December 22, 2018, must receive retroactive pay at the employee’s “standard rate of pay” for the lapse period as soon as possible after the lapse ends, regardless of scheduled pay dates, and subject to the enactment of an appropriations act ending the lapse.

3. What types of activities/work functions are excepted from furlough?

Generally, exceptions apply to employees in positions (“excepted” employees) that are (1) performing emergency work because suspending their functions would imminently threaten the safety of human life or the protection of property, (2) involved in the orderly suspension of agency operations, or (3) performing other functions excepted from the furlough, as provided in DOJ and OMB guidance.

4. Can a limited number of employees that provide administrative support to employees performing functions otherwise authorized by law to continue during the lapse period also continue working during the lapse period?

Yes. Absent other options, a limited number of administrative employees who perform payroll, contracting, human resources, or other such services if necessary to support an employee performing functions otherwise authorized by law during a furlough may also continue to work during the absence of appropriations, where the suspension of the related activity during the funding lapse would prevent or significantly damage the execution of the funded activity. In this situation, the agency may continue to incur obligations prior to the enactment of an appropriations act because the legal authority to obligate for such functions is implicit. See Opinion of the Attorney General (January 16, 1981). Such authority is necessarily implied by statute because lawful continuation of other activities implies that these functions will continue as well, e.g., a human resources employee if necessary to support employees performing functions under valid no-year or multi-year funding sources. See id., p. 5. However, no expenditures can be made to liquidate these obligations.

5. Are Senior Executive Service (SES) employees subject to furlough?

Yes, generally, unless they have been excepted from furlough under the same conditions as all other employees.

6. Are political appointees (such as Executive Schedule officials, noncareer members of the SES, and Schedule C appointees) subject to furlough?

All political appointees who are covered by the leave system are subject to furlough. For example, Schedule C appointees in the General Schedule (GS) or Senior Level (SL) pay systems and noncareer SES members are all covered by the leave system and subject to furlough. Individuals appointed by the President, with or without Senate confirmation, who are not covered by the leave system are not subject to furlough.

7. Why are leave-exempt Presidential appointees not subject to furlough?

Individuals appointed by the President, with or without Senate confirmation, who are not subject to the laws and regulations governing leave in the Federal service, are not subject to furlough because they are entitled to pay by their status as an officer, not by the hours they worked. The salary of a leave-exempt Presidential appointee is an obligation incurred by the year, without consideration of hours of duty required. Therefore, a leave-exempt Presidential appointment cannot be placed in a non-pay, nonduty status.

Presidential appointees who are covered by the leave system are not considered to be entitled to pay based solely on their status as officers; thus, these individuals are subject to furlough in the same manner as other Federal employees.

8. Can a furloughed employee be recalled to perform excepted duties and how will the employee be notified in the event of a recall?

A furloughed employee can be recalled for a period of time if they are needed to perform excepted duties. If an employee is recalled, their supervisor will contact them to inform them that they have been recalled.

9. May an employee volunteer to do their job on a non-pay basis during a furlough period?

No. Furloughed employees may not work or telework on a voluntary basis during a furlough. Performing non-excepted duties during a furlough period is a violation of the Antideficiency Act and may have disciplinary consequences for both the employee and the manager authorizing the work.

10. May employees take other jobs while on furlough?

Yes, however an individual continues to be an employee of the Federal Government during a furlough. As such, standards of ethical conduct and rules on outside employment continue to apply during a furlough period.

Orderly Shutdown

11. Do I need to code my timecard for the furlough?

Yes, as part of orderly shutdown procedures, employees and/or timekeepers should ensure a timecard for pay period 21 (9/24/23 - 10/7/23) is generated in CASTLE and that week one is up to date. Based on the length of the furlough, the CASTLE Team will issue specific instructions regarding timecard coding for week two of the pay period, which will be communicated to CASTLE users through CASTLE Alert Bulletins and the Operating Administration CASTLE Managers.

12. What type of work is performed by employees during orderly shutdown?

Employees who are performing work required for the orderly shutdown of Agency operations, perform the following functions:

- Taking measures to secure files (computer or hard copy).
- Making contacts outside the agency that are necessary to communicate their status.
- Setting an email automatic reply and voicemail message to communicate their status.
- Canceling meetings, hearings, and other previously arranged agency business.
- Documenting the status of projects so that they can be resumed, transferred, or otherwise appropriately handled when the ultimate funding situation is determined.
- Making copies/saving records of personal pay and employment records that they may need during a lapse, including the most recent SF-50 (Notice of Personnel Action) from eOPF and the most recent Leave and Earnings Statements (LES) from Employee Express.
- Ensuring their timecard for pay period 21 (9/24/23 - 10/7/23) is generated in CASTLE and that week one is up to date.
- Taking home any food, perishable items, or other personal items that they may need during the furlough period.

Transit Benefits

For any additional transit benefit related questions, please contact Parking.TransitOffice@dot.gov.

13. Will the transit benefit subsidy be provided to employees during a furlough?

All eligible SmartBenefits users will receive their October transit benefit subsidy as scheduled on October 1, 2023. All TRANServe credit card users will receive their transit benefit subsidy for the month of October. However, only employees with an exempt or excepted status are authorized to use the transit benefit subsidy during the furlough period. Non-excepted employees on a furlough status may only use the transit benefit subsidy if reporting from home to work and back to conduct permitted “orderly shutdown activities.”

14. Can I use the transit benefit subsidy while furloughed?

No. If furloughed, employees may only use the transit benefit subsidy if reporting from home to work and back to conduct permitted “orderly shutdown activities.” Otherwise, for employees in a non-pay, leave, or telework status, the transit benefit cannot be used and use could result in disciplinary action. Furloughed employees with a TRANServe credit card should halt automatic payments to their transit provider so that the transit benefit is used only for days worked.

15. I use the transit benefit subsidy to take a van pool to work and I pay in advance. If I am furloughed, what should I do?

Van pool users should talk to their van pool operators in advance of the shutdown to let them know that they may be in a non-pay status. Automatic payments should be stopped, and the employee collecting the transit benefit should only pay for the days spent commuting from home to official work site and from the official work site to home.

16. What adjustments are required to a furloughed employee’s transit benefits?

For SmartBenefit users, TRANServe recommends using a separate SmartTrip card during furlough days to ensure that they do not use their Federal benefit.

Pay

17. Will employees excepted from furlough who are still working continue to receive a paycheck during the furlough period?

No. If funding for a function has lapsed, employees excepted from furlough cannot be paid for work performed until subsequent appropriations are enacted. Employees will receive paychecks as scheduled for the period before the lapse and will receive paychecks for the lapse period after a continuing resolution or appropriations act is passed.

18. Will furloughed employees receive backpay for the furlough period after appropriations are enacted?

Under provisions of the “Government Employee Fair Treatment Act of 2019” (31 U.S.C. 1341(c)), Federal employees affected by a lapse in appropriations that began on or after December 22, 2018, must receive retroactive pay at the employee’s “standard rate of pay” for the lapse period at the earliest date possible after the lapse in appropriations ends, regardless of scheduled pay dates, and subject to the enactment of an appropriations act ending the lapse.

19. What impact will the furlough have on the October 3, 2023, paycheck?

The paycheck scheduled for October 3, 2023, is for pay period 20 from September 10 to September 23, 2023, and is not impacted by a furlough. The paycheck scheduled for October 17, 2023, is for pay period 21 and is from September 24 to October 7, 2023. If a furlough ends prior to October 9, 2023, employees will receive full paychecks. If a lapse extends beyond October 9, excepted and non-expected employees will receive pay for the week of September 24 – September 30, 2023.

20. May an excepted employee be permitted to earn premium pay (e.g., overtime pay, Sunday premium pay, night pay, availability pay) during the furlough period?

Yes. Excepted employees who meet the conditions for overtime pay, Sunday premium pay, night pay, availability pay, and other premium payments will be entitled to payment in accordance with applicable rules, subject to any relevant payment limitations. Premium pay may be earned but cannot be paid until Congress passes and the President signs a new appropriation, funding, or continuing resolution.

21. May agencies deny or delay within-grade or step increases for General Schedule (GS) and Federal Wage System (FWS) employees during a shutdown furlough?

Within-grade or step increases may not be denied or delayed solely because of lack of funds. Within-grade and step increases for GS and FWS employees are awarded based on length of service and individual performance. An employee who meets the requirements for such increase during a lapse in appropriations will retroactively receive their increase once appropriations are enacted.

Leave and Other Paid Time Off

22. Can I use leave, compensatory time off, or credit hours for the days that I am furloughed?

No. During a furlough period, previously approved leave, compensatory time off, or credit hours are rescinded and requests to use such time off must be denied for furloughed employees.

23. If an employee who received a furlough notice had previously scheduled annual or sick leave, what happens to the scheduled leave?

Upon furlough, all scheduled leave is canceled (annual leave, sick leave, or other). Absences during the furlough may not be charged to leave.

24. May employees who were designated as excepted from the furlough be granted paid leave?

No. An excepted employee cannot receive pay for leave during a lapse in appropriations. Generally, an excepted employee will be placed in a furlough status if they are unavailable to be at work and perform the duties determined by the agency to be allowable activities, as long as the time off is properly requested and approved, in accordance with the agency's policies. An agency may subsequently terminate the furlough if the employee's services are still required for excepted activities following the absence.

To provide maximum flexibility for employees, an excepted employee on a flexible work schedule may adjust their scheduled tour of duty to accommodate short absences that were previously approved. For example, with supervisory approval, an employee may elect to work hours outside of their normal work schedule throughout the pay period to make up time needed for a short absence (e.g., previously scheduled appointment) and avoid the need to be furloughed. Adjusting an employee's work schedule for this purpose does not entitle an employee to premium payments for hours worked in excess of 8 hours in day.

25. Does a shutdown furlough affect the accrual of annual leave and sick leave?

If an employee is furloughed (i.e., placed in non-pay status) for part of a biweekly pay period, the employee's leave accrual will generally not be affected for that pay period. However, the accumulation of non-pay status hours during a leave year can affect the accrual of annual leave and sick leave over a period of time. For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of non-pay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. However, once appropriations are enacted and retroactive pay is processed, the employee will be credited with any missed annual or sick leave accruals.

For part-time employees, the rule blocking accrual of leave based on the accumulation of non-pay status hours does not apply since leave accrual for part-time employees is prorated based on hours in a pay status in each pay period.

26. May an excepted employee be permitted to earn compensatory time off and credit hours (under flexible work schedules) during the shutdown period?

Yes. With supervisory approval, excepted employees may earn compensatory time off and/or credit hours. Each Operating Administration (OA) is responsible for approving the number of hours an excepted employee can work related to the performance of excepted activities.

Employees will not be permitted to use earned compensatory time off or credit hours during the shutdown period.

Work Schedules

27. How is the number of furlough hours determined for employees on an Alternative Work Schedule (AWS)? Can an employee reschedule a non-workday that occurred during the furlough?

Employees are furloughed based on the number of hours they are scheduled to work on the days for which there is a shutdown furlough. Normally, schedules are established in advance of the pay period involved. As such, an AWS non-workday scheduled to occur during a shutdown furlough should not be changed after the pay period begins.

28. If Monday, October 2 is my Regular Day Off (RDO), can I change my RDO to another day if I am required to come in for orderly shutdown activities?

No. An employee's RDO should not be changed after the pay period begins. An employee will have up to four hours to affect an orderly shutdown of their activities on the first workday they are scheduled to work following the lapse in appropriations, if needed.

29. Should employees change their current telework and reporting in the office schedule due to the furlough?

Employees who are exempt or excepted during the furlough should continue their regular telework and reporting into the office cadence. In some situations, supervisors may request that employees report into the office more often due to unique requirements and/or situations.

Benefits

30. How will a furlough affect my benefits (health, life, Long Term Care Insurance, Federal Employees Dental and Vision Insurance Plan (FEDVIP))?

A short-term furlough should have minimal impact on an employee's benefits. Employees will continue to be covered during a short-term furlough period and will make payments for these benefits once returned to a pay status. For specific questions about certain benefits, please refer to the OPM Guidance available at <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>.

31. If an employee submitted a new application or a change to their health insurance plan (e.g., because of a Qualifying Life Event) and the paperwork was not processed by the

agency because of a shutdown furlough, how would the employee seek services or coverage?

New enrollments or changes in enrollment due to a Qualifying Life Event do not take effect until the employee has been back in pay status for any part of the prior pay period.

Employee Assistance Program (EAP)

32. Is the Employee Assistance Program (EAP) available during a lapse in appropriations?

The Employee Assistance Program and Worklife4you will continue to be available to employees during a furlough. Employees can access the site from their personal computers/devices and/or call the [EAP](#) at 1-800-222-0364 (available 24/7).

Retirement

33. To what extent does non-pay status affect retirement coverage?

Retirement coverage continues for up to 6 months for periods of non-pay status per calendar year.

34. What will happen to employees who would have retired during a shutdown furlough?

For employees who, on or before the requested retirement date, submitted some notice of their desire to retire, Operating Administrations should, when the lapse in appropriations ends, make the retirement effective as of the date requested. The retirement request may be informal (such as a letter requesting retirement) and can be either emailed or personally submitted to the agency. Any additional required paperwork, such as the formal retirement application form, may be completed when the agency reopens. No time spent by the retiree in such actions after the effective date of the retirement may be considered as duty time, since the individual would no longer be an employee of the agency.

Thrift Savings Plan

35. Can a furloughed employee obtain a loan from their Thrift Savings Plan (TSP) account? If a furloughed employee has a TSP loan, what happens to the loan?

An employee may not obtain a loan from their TSP account while on furlough. As for current TSP loans, employees must pay the missed payments directly to the TSP in order to avoid a taxable distribution. The Payroll Office cannot make up missed payments from payroll deductions once the employee returns to work.

36. What happens to my TSP loan repayments if I am furloughed? Will I default on my TSP loan?

TSP loans are repaid by payroll withholding. If a person misses two loan payments, nothing happens. Most Federal employees are paid biweekly, which means nothing will happen if they cannot make their TSP loan repayments for 28 days. If it is longer, the Federal Retirement Thrift Investment Board, which oversees the TSP, will notify participants that they need to pay the "cure" amount to get their loan back on track.

Unemployment Compensation

37. Are employees entitled to unemployment compensation while on furlough?

Employees may be eligible for unemployment compensation depending upon the number of consecutive furlough days. Generally, an individual must be unemployed for a minimum of 7 days to be eligible for unemployment compensation. Questions regarding eligibility for unemployment compensation should be directed to the State unemployment office for the employee's official duty station (the Department of Labor website provides contact information for State unemployment offices: <https://www.dol.gov/general/topic/unemployment-insurance>). An employee who receives unemployment compensation from the State during a furlough period, is required to repay to the State any monies received once appropriations are funded and retroactive payment for the furlough period is received.

38. Are Human Resources Offices required to provide furloughed Federal employees with an SF-8, Notice to Federal Employee About Unemployment Insurance?

Federal agencies are required to provide employees with an SF-8 ([SF-8 Unemployment Compensation Form](#)) if they will be in a non-duty status for seven or more days. For this reason, the SF-8 is distributed to furloughed employees, since it is not known how long the furlough will last.

Service Credit

39. What effect will a furlough have on my career tenure, probationary period, time-in-grade for promotion, within grade increases, or service computation date?

In most situations, there is unlikely to be any impact because, under current law, once the lapse in appropriations ends employees will receive retroactive credit.

Details

40. What happens to employees on detail during a shutdown furlough?

Detailed employees remain officially assigned to their permanent positions during the detail. During a shutdown furlough, each agency will determine the status of their employees on detail within the agency or to another agency. Home and receiving agencies should carefully consult about what activities are appropriate for a detailee to perform during a funding lapse to ensure that the activities are consistent with the reasons why the agency designated them as “excepted”, or if the detailee is otherwise funded.

Training

41. What happens to employees scheduled for training during a furlough?

Employees who are excepted or furloughed are not authorized to attend training. Employees who are exempt from the furlough may attend training as planned.

42. What procedural rights apply to employees who are veterans covered under 5 U.S.C. chapter 75 and 5 CFR part 752 for a shutdown furlough?

The law gives a covered veteran employee the same procedural rights as other covered employees during a shutdown furlough. Employees should consult with their Operating Administration Human Resources Office to determine whether they are covered and what procedures may apply to them.

43. If an employee decides to challenge a shutdown furlough, from what point would the time for appeal to the Merit Systems Protection Board run?

Employees must file an appeal within 30 days after the effective date of their first furlough day, or 30 days after the date of their receipt of the decision notice whichever is later.

44. What procedures and appeal rights are applicable for noncareer, limited term, and limited emergency employees in the SES and reemployed annuitants holding career SES appointments?

Noncareer, limited term, and limited emergency SES appointees and reemployed SES annuitants holding career appointments are not covered by 5 CFR part 359, subpart H, and they may be furloughed under agency designated procedures, which should include certain minimum features, e.g., whenever possible, a written notice at least one day before the furlough that states the reason for, duration of, and effective dates of the furlough.

Other Pay Situations

45. If employees are receiving Continuation of Pay (COP) for a work-related injury, will COP be terminated or interrupted by the furlough?

When employees are furloughed due to a lapse in funding, there is no legal authority to pay COP or any similar payment. However, lapsed funding does not abrogate the employee's entitlement to COP in any way. Therefore, although COP may be suspended during a furlough caused by lapsed funding, retroactive payment is mandatory once funding is available. Once the furlough begins, COP is placed in abeyance pending the resumption of funding. When funding is available, any remaining COP entitlement must be paid on a retroactive basis. The Department of Labor recognizes that they cannot force an agency to make payments of salary to furloughed employees when the agency has no funds to legally do so.

46. If an employee is receiving wage-loss compensation under the Federal Employees Compensation Act (FECA) and was then furloughed, what effect would the furlough have on their compensation?

None. FECA wage-loss compensation is not considered wages and, therefore, is not affected by a lack of funding at the employing agency.

Travel Card

47. Will U.S. Bank travel cards work during a lapse?

Yes. The U.S. Bank travel card will continue functioning as normal during a lapse to pay for TDY and local travel expenses. Cardholders are reminded to check with their Operating Administration Travel Office regarding the continued use of their travel cards due to appropriation limitations in place during the lapse. Employees may not be authorized to use their travel card if the agency has determined an individual to be a non-excepted (furloughed) employee during the lapse.

48. Will employees still have to pay their travel card bill during the lapse?

Yes. Employees are still obligated to make repayments on their travel cards. However, for charges incurred between 9/15/23 and 10/15/23, the next payment due date is 11/13/23. We recognize the hardships that may be imposed on employees and the additional burden of delayed reimbursement of travel costs incurred while performing important work at DOT. We have been working with U.S. Bank to ensure that regardless of the current statement due date, travel card accounts will not be considered past due, nor will the account incur late fees or be suspended during a lapse. Additionally, the past due account will not have a negative effect on the employee's credit rating. If an account is in delinquent status when the lapse begins, the delinquency status will remain. If an employee's travel card account was in delinquent status prior to the lapse, payment is expected in full. Employees will be responsible for reconciling and paying their account balances in full upon the government reopening.

49. Will employees who were in a delinquency status at the time of the lapse be given more time to pay?

No. Travel vouchers should be completed within five business days after a TDY trip ends. Employees who had travel card accounts in delinquent status before the lapse had ample time to reconcile the account, submit a voucher, and pay the U.S. Bank account balance in full.

50. Will employees whose travel cards are about to expire receive their new card during a lapse?

Yes. In accordance with the terms of the SmartPay master contract, if an employee’s card is due to expire during a government lapse, their new card will still be mailed out.

51. Will the U.S. Bank customer service call center continue to operate during a lapse?

Yes. If an employee needs to reach the bank during the lapse, they can call the number (1-888-994-6722) on the back of their travel card.

Travel – General

52. Will the CWTSato customer service call center continue to operate during a government lapse?

Yes. CWTSato will be available and able to assist with questions related to reservations and assist with booking and ticketing during a lapse. Employees may contact CWTSato by phone or through the Contact Us chat feature.

Phone Numbers:

DOT (CWTSato Travel)	(877) 327-5164
FAA (CWTSato Travel)	(877) 327-5163
FAA Alaska (El Sol)	(844) 565-4488

Chat: https://www.cwtsatotravel.com/traveler_info/contactInfo.html?cid=1108

Although an option to assist with airfare reservations is not listed, agents will assist employees with booking new and making changes to existing reservations through the chat feature. Select any option within the “reason to chat” dropdown for assistance with airfare.

53. Will the ESC E2 help desk continue to operate during a government lapse?

Yes. The ESC E2 help desk will be available to assist employees with E2 related questions by phone or email.

Hours: 7:00 am CT to 6:00 pm CT
ESC E2 Help Desk: 1(866) 641-3500, option 7
Group Email: 9-amc-etravel-helpdesk@faa.gov

54. Will employees receive payment for temporary duty (TDY) up to the point of the lapse?

Yes. However, Delphi, the DOT accounting system, will be down for FY 2023 year-end processing from 9/29 – 10/9/23 (FAA) and 10/1 – 10/8/23 (DOT OAs, excluding FAA). All travel vouchers which were completed and received final approval by 9/25/23 will receive reimbursement prior to Delphi year-end processing.

Travel – Non-Excepted (Furloughed) Employees

55. What should non-excepted (furloughed) employees do if they are away from their duty station on a TDY trip when the lapse begins?

Short-term TDY:

If a lapse occurs while a non-excepted (furloughed) employee is on a short-term TDY assignment, employees who are notified to return home should do so as soon as practicable. Prior to the lapse, employees may remain at the TDY location until the official lapse announcement. However, managers may instruct employees to return home from TDY earlier before an imminent lapse in appropriations or authorization. Employees and managers must be fiscally prudent in re-booking return flights. For example, if an employee has a refundable ticket, they must exchange that for their return trip; if an employee has a non-refundable ticket, they need to determine the cost of the change fees and rebooking the new ticket when choosing a return flight. If there is a flight that costs \$400 more that leaves in two hours and one that costs \$150 more that leaves in five hours, then the employee should select the \$150 flight. Travelers are encouraged to contact CWTSato for assistance to ensure they select the lowest cost option.

Long-term TDY:

If a lapse occurs while a non-excepted (furloughed) employee is on a long-term TDY assignment, employees who are notified to return home should do so as soon as practicable. They should also follow the DOT Long-term Travel Policy guidance regarding reimbursement for the early termination of Long-term TDY Assignments and the early cancellation of lodging leases. The policy can be found on page 9 in the DOT financial policy webpage at: <https://www.transportation.gov/mission/budget/dot-long-term-temporary-duty-travel-policy-dot-order-150100>

Travel – Excepted Employees

56. What should excepted employees do if they are away from their duty station on a TDY trip (short-term or long-term) when the lapse begins?

Employees must be in immediate contact with their managers to determine whether they should return to their official duty location or if travel is deemed excepted.

Travel – Exempted Employees

57. Can exempted employees, who are paid by funding that is not impacted by the lapse, continue to travel during a lapse?

Travel for exempted employees may continue as planned. However, Delphi, the DOT accounting system, will be down for FY 2023 year-end processing from 9/29 – 10/9/23 (FAA) and 10/1 – 10/8/23 (DOT OAs, excluding FAA). Normal year-end guidance should be followed to book and ticket reservations while Delphi is down. Travelers or travel arrangers should call CWTSato for assistance with booking and ticketing reservations. The ESC E2 Help Desk may be contacted with questions regarding processing travel authorizations and vouchers. Operating Administration Travel Coordinators should be contacted if employees have questions regarding year-end guidance.

DOT (CWTSato Travel)	(877) 327-5164
FAA (CWTSato Travel)	(877) 327-5163
FAA Alaska (El Sol)	(844) 565-4488
ESC E2 Help Desk	1(866) 641-3500, option 7