Using FAA equipment, systems, and buildings during a shutdown

Below are Q&A's for Using FAA equipment, systems, and buildings during a shutdown.

- Can furloughed employees access FAA email and the FAA website to get information on the status of the furlough or use FAA equipment?
- Can furloughed employees access federal buildings to retrieve personal property, to visit the credit union or workout facilities, or to use their automated teller machine (ATM)?
- Will child care centers remain open during a shutdown furlough?
- May an employee volunteer to do his or her job on a non-pay basis, or work at home (telework) during a furlough period?

Back to top

Can furloughed employees access FAA email and the FAA website to get information on the status of the furlough or use FAA equipment?

Employees in furlough status may check their FAA webmail account or the my.faa.gov/go/shutdown webpage to check operating status, and/or obtain important information, but may not use government-issued equipment such as laptop computers, iPads, or cell phones to perform work. Employees may not work for the FAA from home or serve as an unpaid volunteer for the FAA on any day while in furlough status. Employees with a government vehicle are not permitted to drive it on a furlough day.

Back to top

Can furloughed employees access federal buildings to retrieve personal property, to visit the credit union or workout facilities, or to use their automated teller machine (ATM)?

Yes. Furloughed employees are allowed into federal (GSA controlled/leased) buildings for a short period to go to their workspace to retrieve personal belongings, personal files, etc., and to access an ATM. However, during a national public health emergency, employees must adhere to FAA and other related guidelines (e.g., CDC) while in an FAA facility/building. Employees may not visit their FAA office/workplace to perform work or to interact with excepted staff on work-related issues.

Be sure to review the COVID-19 Facility and Office FAQs (https://my.faa.gov/site/news/COVID-19/covid-19-frequently-asked-questions.html#Office) prior to going to the building.

Back to top

Will childcare centers remain open during a shutdown furlough?

Yes, childcare centers will remain open during a shutdown furlough; however, employees should verify with the center first prior to dropping off their children. Furloughed employees are allowed into federal (GSA controlled/leased) buildings for a short period to drop off and pick up their children at the child care centers. Furloughed employees may not visit their FAA office/workplace to perform work or to interact with excepted staff on work-related issues.

May an employee volunteer to do his or her job on a non-pay basis, or work at home (telework) during a furlough period?

No.

Back to top

Page Last Modified: 12/22/22 13:43 EST

Messages from Leadership

- Message from the Assistant Secretary for Administration (https://my.faa.gov/focus/articles/2023/09/Message_from_the_Ass.html)

Resources

- White House FAQs and Contingency Plans (https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/)
- DOT FAQs (https://dotnet.dot.gov/payroll-benefits/faqs-lapse-appropriations)
- ATO Shutdown Furlough Resources (https://my.faa.gov/go/ATOfurlough)
- Employment Verification (https://my.faa.gov/org/staffoffices/ahr/employment_verification.html)
- Procedures for Emergency (Shutdown) Furlough and Recalling Furloughed Employees (https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp_ref/media/rmshutdownrecallproc.html)
- EMP-1.27a Shutdown Furlough (https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp-1-27a.html)
- HRPM Volume 1 - Employment Reference Material (https://my.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/emp/emp_ref/RMQ&ASaveMoneyFurlough.html)

This page can be viewed online at:
https://my.faa.gov/org/staffoffices/ahr/furlough/using_faa_equipment-systems-buildings_during_a_shutdown.html