



Many people are asking about CASTLE Codes. PASS has spoken with the agency and there are only two codes that should be used during a shutdown, both unfortunately go in the time not worked section which causes LDR issues and confusion.

1. Code 105 should be used if you are not at work.
2. Code 107 should be used if you are at work.

We strongly encourage each of you to do the following to track your time,

1. Code your time normally in CASTLE and then take a screen shot of that Time and Attendance for your records.
2. After you take the screen shot then code CASTLE using either appropriate shutdown code of 105 or 107.
3. Print, copy, or save your Leave and Earnings Statement (LES) for each pay period before the shutdown, and all during.
4. Immediately after the shutdown, review your leave and earnings statement. If your pay is not corrected within one to two pay periods of the shutdown ending, please reach out to your PASS representative and start the process of getting it corrected.

Furlough Guidance can be found at the following Agency link:

<https://my.faa.gov/org/staffoffices/ahr/furlough>

Travel, FAA may restrict travel activity, permitting travel only for exempt or excepted employees. **Travel reimbursements may not occur until after the furlough ends.** Please contact your manager to determine your furlough status.

Employees on TDY When the Furlough Begins

- If a furlough occurs while an employee is on TDY, you will receive return-home guidance directly from your manager.
- Furloughed employees **must return home within 24 hours**. The 24-hour clock begins once the employee receives their official furlough announcement.
- Employees who remain in a work status should coordinate TDY actions with their managers.
- Managers may instruct employees to return home earlier if a lapse in appropriations is imminent.

Employees on Long-Term TDY or International Assignment

- Employees should **not break lease agreements**.
- If the furlough is expected to be short, it may be more cost-effective for the employee to remain at the TDY site.
- Employees should not return to their permanent duty station **unless directed by their manager**.

Canceling Scheduled Travel (if trip has not yet started)

If you booked through E2 or retrieved a held reservation into your E2 authorization:

1. Log into **E2**.

2. Go to the **Trips** tab along the top ribbon.
3. Select the upcoming trip by clicking **Show**.
4. In the left column, under **Extras**, choose **Cancel Trip**
5. Cancel the reservation and determine if any expenses must still be vouchered.
6. If unable to cancel, recall the document using the **Recall Authorization** button at the bottom of the page. Once the document has been recalled, you will be able to cancel the authorization using steps 1-5.

Making Travel Arrangements During a Furlough (if approved to travel)

- **E2 Solutions** will remain active during a furlough.
- If no approvers are available, follow the **manual authorization process**:
- Obtain written approval from an official authorized to approve travel.
- Book reservations via the **“Make Reservations”** feature on the E2 homepage.
- After confirmation, a code will appear—save this code.
- Four (4) business days before departure, call **CWTSato** and provide the confirmation code to complete booking and ensure ticketing.
- Create and process the travel authorization in E2 **after the furlough has ended**.

Government Travel Card Payments

U.S. Bank has guaranteed that travel cards will not be considered past due, nor will accounts incur late fees or be suspended for transactions made after September 15, 2025 (with a statement due date of October 13, 2025). Additionally, past due accounts will not negatively affect employee credit ratings. We understand the hardships imposed on employees, including the additional burden of delayed payments for travel costs incurred while performing essential work at DOT. Employees will be responsible for reconciling and paying their account balances in full once the government reopens.

Key Contacts

CWTSato

- Phone: 877-327-5163
- Online Chat: [CWTSato Contact Page](#)

El Sol (Alaska)

- Phone: 844-565-4488

E2 Solutions Helpdesk

- Phone: 866-641-3500 (option 7)
- Email: 9-amc-ettravel-helpdesk@faa.gov

US Bank (Travel Card)

- Phone: 888-994-6722 (* for a live representative)

For additional details, visit the [FAA Furlough Guidance](#) page.