

Updates for Coast Guard Civilians Impacted by the Shutdown Furlough (1/16/2019)

Pay Procedures During Furlough

Exempted employees, on duty during the shutdown, should enter their time and attendance information in accordance with normal procedures. As a reminder, exempt employees are defined in the DHS Procedures Relating to a Lapse in Appropriations, as employees performing activities funded by appropriations that have neither lapsed nor been exhausted, e.g., the Yard, EC&R, Boating Safety etc.

Exempted employees, on duty during the shutdown, funded by reimbursements, but paid from AFC-08 appropriations should **not** enter time and attendance information until directed to do so. Organizations must maintain records of hours worked and leave approved.

Excepted employees should **not** enter time and attendance information until directed to do so. Organizations must maintain records of situational furlough notices (e.g., 12/24/18, 12/25/18, 1/1/19 or other time not worked) issued. These employees will not be paid for time absent on furlough (including holidays) unless legislation is enacted that authorizes pay for non-work time during the furlough period.

Furloughed employees should **not** enter time and attendance information until directed to do so. These employees will not be paid for time absent on furlough (including holidays) unless legislation is enacted that authorizes pay for non-work time during the furlough period.

If you have questions concerning timekeeping during the partial shutdown, please send an email to “Ask HR” at USCG.ASKHR@uscg.mil.

The below definitions are provided for clarity:

EXEMPT: Employees not impacted by a lapse in appropriation (i.e., fee funded or funded from multi-year accounts).

EXCEPTED: Employees impacted by a lapse in appropriation but are performing excepted functions in a non-paid status (did not receive a furlough notice)

FURLOUGHED: Employees impacted by a lapse in appropriation and received a furlough notice

Benefits Update

Enrollments and enrollment changes made during the Federal Benefits Open Season were processed for the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Flexible Spending Account Program (FSAFEDS).

Operations under FEHB, FEDVIP and FSAFEDS will continue.

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Impact of non-pay status on federal benefits and programs (non-TSP)

For a chart on the impact of non-pay status to federal benefits and programs, see <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/>.

Impact on TSP

Per the www.TSP.gov website (January 8, 2019) the TSP will continue its normal daily operations during the federal government shutdown. Normally the TSP requires documentation from the agency to suspend or defer TSP loan payments. However, considering the circumstances, the TSP is not requiring documentation of Leave Without Pay (LWOP) status at this time. If loan payments were up to date prior to the furlough, missing one or two payments will not cause a loan to be in default. As long as retroactive pay is approved, all missed loan payments will be submitted and posted. The TSP will provide more information as the furlough continues or events change.

OPM has provided guidance on shutdown furloughs. This guidance is posted on the OPM website [Guidance for Shutdown Furloughs](#).

Questions and answers related to **Federal Benefits** begin on page 15 of the online guidance.

If you have questions concerning benefits during the partial shutdown, please contact Walter.J.Misiorek@uscg.mil.

CG Support – Counseling and Financial Support

The CG SUPRT Program provides confidential professional counseling, education, and referral services to CG employees and their family members. Help is available for issues such as marital and family problems, drug abuse, depression and anxiety, work/life balance, work-related concerns and career issues. Confidential help is available 24 hours a day <https://www.cgsuprt.com/portal/landing?a=1> or **1-855-CGSUPRT (247-8778)**. In addition, employees may want to contact their financial institution.

Additional Resources for Shutdown Furloughs

1. Refer to the Coast Guard Questions & Answers on Shutdown Furloughs which was issued with initial furlough notification emails from supervisors.
2. The Office of Personnel Management (OPM) has several resources available to employees regarding unemployment benefits and answers to pay, leave, and benefits questions during a shutdown furlough.
 - Information on Unemployment during a Shutdown: <https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/unemployment-compensation-for-federal-employees-fact-sheet-december-2018.pdf>

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- Pay, Benefits, and other Guidance for Shutdown Furloughs: <https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>

Reduced or no-interest loans are being offered by some financial institutions and credit unions to federal employees impacted by this partial shutdown.

Additional Employee Resources are also at <https://www.dhs.gov/employee-resilience-family-ready-prgm>

3. OPM Guidance for Shutdown Furloughs

<https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/guidance-for-shutdown-furloughs.pdf>

4. For additional information regarding Guard Mutual Assistance (CGMA), please check the CGMA website www.cgmahq.org.

Additional Questions:

Emails can be sent to USCGOfficeofCivilianHR@uscg.mil