

TO: All Department of the Interior Employees
FROM: Rhea Suh, Assistant Secretary for Policy, Management and Budget
SUBJECT: Guidance Concerning Returning to Work

I want to provide you with important information and guidance concerning the actions and activities that we will undertake as we return to work from the shutdown on October 17, 2013.

We want to welcome you back and do everything possible to ease this transition. We appreciate your sacrifices through these difficult times and we understand that the lapse in government activities has imposed hardships on you, your families, and the people we serve.

The information, guidance and resources outlined below cover important information that you will need to know over these next few days. We know that there will be additional questions, including on timing of payroll, and we are working to address those as quickly as possible. We will continue to provide updates as appropriate and make information available on oneINTERIOR.

Employee Status

On the first day back after the shutdown, Thursday, October 17, 2013, employees should report to work on their normal schedule unless the employee is on previously scheduled and approved leave or is approved for telework or has made other arrangements with their supervisor.

Employees should work with their supervisors on any specific circumstances not addressed in this general guidance.

Startup Activities

Employees are encouraged to begin their day with a series of startup activities, including:

- Access your email. Change and disable your email “out of office” message.
- Change your voicemail message to indicate you are back in the office.
- Complete your time card for the current time period (October 6-19). Additional guidance will be issued on the necessary steps to revise your time and attendance for pay period 2013-21 which included the first five days of the government shutdown (October 1-5).
- Make sure your work station and government property are accounted for and ready for use. If there is missing property, please report this to your supervisor.

A checklist of startup activities is included at the end of this message.

Telework

Employees who have been approved to telework on Thursday, October 17 should complete the aforementioned activities and notify their supervisor that they are on duty.

Employee Pay

The continuing resolution enacted by the Congress and signed by the President on October 16, 2013 provides retroactive pay for all employees furloughed during the government shutdown. Please complete your time and attendance for the current pay period 2013-22 (October 6-19). We will be issuing supplemental guidance to timekeepers to prepare amended timecards for the

prior pay period (2013-21) which included the first five days of the time period to ensure you are compensated appropriately. (See “Time and Attendance” section.)

Leave

If you have been previously approved to take leave on Thursday, October 17, you should contact your supervisor to ensure your leave approval is still in place or if you are needed to return to work.

Travel

Employees are able to begin travel with the approval from their supervisor if they have a valid travel authorization. If you are traveling to take training or attend a meeting or conference, please make sure the event is still going to take place.

Transit Subsidy

The transit subsidy has already been loaded onto the electronic media and will be available to employees authorized to use the subsidy. Please contact your subsidy administrator if you encounter any difficulties.

Time and Attendance

Upon the reopening of the government, employees should record their hours as follows for pay period 2013-22 (October 6-October 19):

- Furloughed employees should charge all hours for the period October 6-October 16 against regular time with the exception of the Columbus Day holiday on October 14. Hours on the Columbus Day holiday should be charged against the holiday code. Because all leave was cancelled during the shutdown period, furloughed employees should not record any hours against sick or annual leave for the period October 6-October 16. Employees should record actual hours worked for the balance of the pay period (October 17-19) including any leave.
- Excepted employees who remained on duty to protect life and property should record all hours for the period October 6-October 16 against regular time with the exception of the Columbus Day holiday (October 14). Excepted employees who worked on Columbus Day should record the amount of hours worked on the holiday. Any portion of the Columbus Day holiday not worked should be recorded against the holiday code. Excepted employees who did not work on Columbus Day should record all hours to the holiday code. Because all leave was cancelled during the shutdown period, excepted employees should not record any hours against sick or annual leave for the period October 6-October 16. Excepted employees should record actual hours worked for the balance of the pay period (October 17-19) including any leave. Excepted employees paid for by carryover should follow these same time and attendance directions.
- Exempt employees who are funded by non-lapsing appropriations will report all hours worked as they normally would. Columbus Day will be recorded as a holiday. Any annual or sick leave would also be recorded.

Further instructions will be provided on completion of amended time sheets for the pay period 2013-21 which included the first five days of the shutdown - October 1-5.

Access to Buildings and Facilities (Washington, D.C.)

The Main Interior Building (MIB) and South Interior Building (SIB) will be open to the public beginning Thursday, October 17, 2013.

The cafeteria in MIB will be closed on October 17, 2013. The snack bars in MIB and SIB will be open.

Only Ramps A and D will be open in MIB for parking on October 17, 2013. Parking will be available for those employees that have parking permits for MIB, SIB and the Federal Reserve.

Further information about the status of these facilities and services on Friday, October 18, will be provided.

Agency Services (Washington, D.C.)

In October 17, 2013, the shuttles to MIB are NOT expected to be operating.

There will be limited custodial and mail service and the health unit and fitness center will be closed on October 17, 2013.

Services such as Information Technology Support and other contracted functions may not be fully operational, so please be patient.

The MIB child day care center will be closed on October 17, 2013.

Further information about the status of these facilities and services on Friday, October 18, will be provided.

Information Resources

Additional updates and information will be available on [oneINTERIOR](#) and www.doi.gov

Startup Checklist for Furloughed Employees

- Meet with your supervisor to obtain additional necessary details and guidelines about startup procedures.
- Access your email and disable the out of office message.
- Change your voicemail message to indicate you are back on duty.
- Check and power up your devices, phones, laptops, etc.
- Check on any refrigerators and throw out any perished food.
- Complete your time and attendance for the current pay period (2013-22).