

From: National Science Foundation

TO: All IPAs by BCC

Dear NSF Intergovernmental Personnel Act (IPA) Assignees, AAAS Fellows, and Einstein Fellows,

As you all are aware, the President and the Congress continued to work to resolve their differences over legislation that would keep the federal government operating beyond midnight Monday, September 30, 2013. Because neither the budget nor a continuing resolution was passed, NSF is preparing to shut down by 1:30 today.

The attached NSF Fact Sheet is a modified version of the information you received yesterday. The revised document removes information not applicable to IPA assignees and Fellows and describes a number of actions and responsibilities for NSF employees, IPA assignees and Fellows in the event of a government-wide shutdown. I am also attaching to this message Furlough Guidance for IPAs and Fellows: Frequently Asked Questions.

It is our hope that the situation will be resolved shortly. However, in the event it is not and the shutdown continues, we wanted to provide you with as much information as possible. If you have not already done so, I urge you all to read carefully both the attached NSF Fact Sheet and the Furlough Guidance for IPAs and Fellows. Should you or your home institution have any questions regarding the treatment of IPA assignees, please contact Pam Hammett (phammett@nsf.gov<mailto:phammett@nsf.gov>>) in the Division of Human Resource Management when the Federal Government is open for business. AAAS Fellows should address questions to Sherrie Green (sbgreen@nsf.gov<mailto:sbgreen@nsf.gov>>) in the Office of International and Integrative Activities; the point of contact for Einstein Fellows is Celeste Pea (cpea@nsf.gov<mailto:cpea@nsf.gov>>) in Education and Human Resources.

The Fact Sheet, which contains links to other pertinent information related to a shutdown at OPM and NSF websites, is attached and included in this e-mail.

Sincerely,

Judy Sunley Director, Division of Human Resource Management October 1, 2013

Furloughs Guidance for Intergovernmental Personnel Act (IPA) Assignees and Fellows Frequently Asked Questions

Q. How does a furlough affect persons working for Federal agencies under Intergovernmental Personnel Act (IPA) agreements or through Fellows programs?

A. As a general rule, personnel from non-Federal organizations on IPA agreements or fellowships to Federal agencies are subject to furlough in the same manner as other employees.

Q. Can IPA assignees or Fellows continue with Independent Research/Development (IR/D) activities during a furlough?

A. No, IR/D activities are considered Official Business and are therefore not permitted during a furlough.

Q. Can IPA assignees or Fellows travel during a furlough?

A. No discretionary travel (including travel to a home institution, conferences etc.) will be funded during a furlough. If an IPA is in a travel status when a furlough begins, they will be expected to return as soon as is

practicable. See the Fact Sheet and its Travel Advisory attachment. The following OPM guidance may also be of interest.

Q: At the time of an appropriations lapse, an employee who is funded through a lapsed appropriation is on temporary duty assignment away from the employee's normal duty station. The agency notifies the employee to return to the employee's normal duty station. Can the employee elect to delay the return? If the employee decides to delay the return, and as a result the employee incurs additional travel costs, who is liable for those additional travel costs?

A: Employees who are notified to return home should do so as soon as practicable. When an employee returns promptly, the travel expenses that the employee incurs in the return are properly-incurred obligations of the agency (as part of the agency's orderly shutdown activities), and the agency will reimburse these travel costs after appropriations are enacted and are available for that purpose.

If, however, an employee elects not to return promptly and, as a result of this decision, the employee incurs additional travel expenses, those additional travel expenses are not obligations of the agency, and will not be reimbursed (instead, the employee is personally liable for the additional travel expenses); while the employee will be personally liable for the additional travel expenses, the agency will continue to incur the obligation for those travel costs that would have been incurred if the employee had returned promptly, and the agency will reimburse such "prompt return" travel costs after appropriations are enacted and are available for that purpose.

Finally, in the case of those employees who are notified by their agency that they are to remain on travel, because the continuation of their travel is in direct support of an excepted agency activity, their travel expenses are properly incurred obligations of the agency (as part of the agency carrying out an excepted activity), and the agency will reimburse the travel costs after appropriations are enacted and are available for that purpose.

Q. Will a furlough affect the amount of my IPA award (including per diem and supplemental pay) or my AAAS or Einstein Fellowship?

A. It depends. Factors that will affect the answer include: duration of the furlough and the decision to pay or not pay federal workers for days not worked during the furlough. If Federal workers are retroactively paid, IPAs will likewise be paid. Further guidance, if necessary, will be forthcoming.

NSF Fact Sheet addressing a government shutdown (IPA and Fellow Guidance)

The President and the Congress have been working to pass a Continuing Resolution that would fund the federal government at the start of fiscal year 2014, which begins on Oct. 1, 2013. Congress has yet to pass legislation that would fund the government beyond that date. As a result, agencies, including the National Science Foundation (NSF), need to prepare for the possibility of a government-wide shutdown and provide guidance on its impact on agency staff and contractors.

In the Event of a Shutdown:

- If the Office of Management and Budget (OMB) directs the agency to shut down, most likely at midnight tonight or shortly thereafter, NSF must cease normal operations. Employees will be able to determine if this has happened by reaching the NSF Message Board (local number is (703) 306-0909, and the toll-free number is (888) 718-3026), listening to the media, or going to the OPM website (www.opm.gov <<http://www.opm.gov>>).
- Tuesday, October 1 will be used to accomplish shutdown activities (for example, turning off your computer, or securing NSF equipment). NSF will issue a general furlough notice to all employees. Following the shutdown period, the NSF headquarters building (including the NSF Fitness Center) will be closed to official business, and employees (including those on Intergovernmental Personnel Act assignments and AAAS and Einstein Fellows) are not authorized to work, in either an official or volunteer capacity, unless they have been notified

that they are excepted from furlough. This includes viewing and responding to emails from NSF accounts. Performing any government work while on furlough due to a lapse in appropriations is a violation of the Anti-Deficiency Act and could result in disciplinary and other adverse actions.

Shutdown Activities Tuesday, October 1

- By Tuesday, October 1, 1:30 p.m., employees will complete the process of shutting down their work stations. You may conduct your shutdown activities for up to four hours and may do so remotely or at NSF. In accordance with OMB guidance, you may conduct your shutdown activities remotely, even without an existing telework agreement. If you have a telework agreement in place, you need not secure prior approval for conducting shutdown activities remotely.
- On Tuesday, October 1, you may access NSF systems and utilize NSF-issued mobile devices only for the purpose of conducting shutdown activities.
- During the four-hour shutdown period on Tuesday, October 1, NSF will electronically issue furlough notices to NSF employees; please acknowledge receipt as requested. You may need a hard copy of your furlough notice to file for unemployment benefits.
- Please discuss any further questions about shutdown activities with your supervisor.

Furloughed NSF IPAs and Fellows

- Furloughed IPAs and Fellows are not allowed to report to work or volunteer their services, even from remote locations. Following shutdown of their work stations, they will not have access to the building.
- Furloughed IPAs and Fellows are required to turn off any NSF-issued mobile devices and laptops so that they may not receive, view or respond to emails during the furlough. Remote access to NSF systems during the furlough may be monitored. The prohibitions of the Anti-Deficiency Act extend to work performed outside the office, including via personal mobile device or remote computer connections. IPAs and Fellows should not access NSF email on any device while on furlough. Performing any government work while on furlough due to a lapse in appropriations is a violation of the Anti-Deficiency Act and could result in termination of the assignment agreement and/or other adverse actions.
- If you receive NSF email on your personal device, you must turn off receipt of NSF email on your device for the duration of the shutdown. To do this on an iOS device (e.g., iPhone or iPad), go to Settings > Mail, Contacts, Calendars, and select the NSF Office 365 account. Slide the Mail button toggle from On to Off.

Travel

- NSF IPAs and Fellows should not commence travel after a furlough begins. Those already on travel will be asked to return home as soon as practicable. During the hiatus in funding, NSF will instruct CWTSatoTravel to cancel reservations day by day until NSF is funded by Congress.
- Remember to cancel hotel reservations held on your personal credit card within the time allowed by the hotel to avoid cancellation fees. NSF will not be able to reimburse these fees.

NSF Systems

- NSF systems will not be available to non-excepted IPAs and Fellows during a furlough. Remote access to NSF systems will not be allowed.
- Visitors to the www.nsf.gov website will see a notice saying that the website is not available that will contain a link to detailed guidance for the external community relating to

proposals and awards. Emails sent to personnel at their NSF email addresses will receive a standardized out of office message referencing the government shutdown. A standardized message will also be put in place for phone calls to NSF phone numbers.

· FastLane, eJacket and Research.gov<<http://Research.gov> <<http://research.gov/>>> will not be available. Those wishing to submit proposals or project reports will get a notice that NSF systems are not available.

Employee Information and Assistance

· During the furlough, NSF staff, IPA assignees, AAAS Fellows and contractors can call the NSF Message Board for NSF operational status and information regarding returning to work. The local number is (703) 306-0909, and the toll-free number is (888) 718-3026. Employees should also listen to the press for government operating status, and check the Office of Personnel Management (OPM) website (<http://opm.gov> <<http://opm.gov/>>) for operating status. As soon as employees hear that the federal government is open for business, they should report to their duty station on the next business day.

· Additional information on the impact of a government furlough is at <http://www.opm.gov/furlough2011/>

· NSF's shutdown plan is accessible on the NSF website:
http://www.nsf.gov/publications/pub_summ.jsp?ods_key=shutdown13001

· Additional information on planning for a shutdown is at:
<http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-22.pdf>

***** Judith S. Sunley

Division Director

Human Resource Management

National Science Foundation

e-mail: jsunley@nsf.gov<<mailto:jsunley@nsf.gov>> Phone: 703-292-4561