

MESSAGE FROM THE DEPUTY UNDER SECRETARY FOR MANAGEMENT

Furloughed employees who do not have a means to access Outlook and have not been able to view their furlough letter can request a copy of the letter by sending an email to [CopyofFurloughLetter@state.gov](mailto:CopyofFurloughLetter@state.gov) by January 9, 2019. The email must include:

1. Employee's Full Name (with middle initial);
2. Bureau;
3. Service (CS or FS);
4. Personal email address; and
5. State.gov email addresses

Additional furlough guidance, including information about unemployment benefits and other resources available to furloughed employees, is available at <https://www.state.gov/m/2018>.

Very best regards,

Bill Todd  
Deputy Under Secretary for Management