

“Out of Office” Communications Items

USDA employees should refer to the below items and set voicemail and e-mail out-of-office language appropriately as part of orderly shutdown procedures.

Signage for Closed Offices

Language is provided in the document “Office Sign” for printing and display by field offices that are closed due to the funding lapse.

Furloughed Employee Voicemail

This language should be recorded on employee voicemail system as part of orderly shutdown procedures.

“Hello, you have reached [NAME – OFFICE].

I am not in the office at this time. I am on furlough due to the lapse in federal government funding.

Please leave a voicemail, or email me at [EMAIL ADDRESS]. Please note that I do not have access to email or voicemail due to the current lapse in funding. I look forward to returning your message once funding has been restored.”

Furloughed Employee E-mail

This language should be inserted into employee Out-of-Office notification as part of orderly shutdown procedures.

“Thank you for your message.

I am not in the office at this time. I am on furlough without access to email, due to the lapse in federal government funding. I will return your message as soon as possible once funding has been restored.

For information about available government services, visit USA.gov.”

Excepted (Including On Call) Furloughed Employee Voicemail

As excepted employees are performing work that, by law, may continue to be performed during a lapse in appropriations, their voicemail should reflect their status – either continue to have their “in the office” information or record an “out of the office” message (see Furlough Employee) based on when they are working.

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Excepted (Including On Call) Furloughed Employee E-mail

As excepted employees are performing work that, by law, may continue to be performed during a lapse in appropriations, their e-mail should reflect their status – either not have an “out of office” message or insert an “out of the office” notification (see Furlough Employee) based on when they are working.

Exempt Employee Voicemail

As exempt employees are not affected by the lapse in appropriations, their voicemail should continue to have their “in the office” information.

Exempt Employee E-mail

As exempt employees are not affected by the lapse in appropriations, their e-mail should not have an “out of office” message. If an exempt employee is not working (on leave or for other reason), they should discuss an appropriate message with their direct supervisor.