



## NASA Instructions for Unemployment Compensation Under a Government Furlough Updated September 24, 2019

As a NASA employee, if you choose to apply for Unemployment Compensation while on a Shutdown Furlough, you will need to bring with you the latest Standard Form (SF) 8, Notice to Federal Employee About Unemployment Insurance. It is important for you to have the SF 8 in case you need to apply for Unemployment Compensation for Federal Employees (UCFE) benefits. To obtain the latest copy of the SF 8 prefilled for NASA employees, do the following:

1. Visit the [NASA Operating Status and Furlough Information Page](#).
2. Under the **Unemployment/Workers' Compensation and TSP Information** portlet, click the **SF 8, Notice to Federal Employee About Unemployment Insurance** link.
3. When you retrieve the SF 8, immediately save it to a non-Government personal computer/device or print it. This is the **official** information you are to use if you apply for UCFE benefits. You should **not** use your Center's address and phone number to apply for UCFE benefits. Please do not share the NASA SF 8 with employees from other agencies since their form will require different information to be processed correctly.

To help expedite your claim, the Department of Labor advises that you provide the State Unemployment Office with the following documents:

- Copy of Furlough Notice.
- Social Security Administration (SSA) Card.
- Earnings and Leave Statement, located in [Employee Express](#) at <https://www.employeeexpress.gov/>.
- Most recent IRS Form W-2, Wage and Tax Statement, located in [Employee Express](#).

**Note:** Since NASA employees will receive retroactive pay for the time they are affected by a Shutdown Furlough, if you receive Unemployment Compensation for the Shutdown Furlough, you will be required to repay the Unemployment Compensation funds.

For additional information, please refer to the NASA Shutdown Furlough Guide for Employees and other information located on the [NASA Operating Status and Furlough Information Page](#).

If you have any questions concerning this document, please contact:  
**NASA Shared Services Center (NSSC) Customer Contact Center**  
1-877-677-2123 (1-877-NSSC123) or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)