



NASA Instructions for Unemployment Compensation Under a Government Furlough Updated October 11, 2018

As a NASA employee, if you choose to apply for Unemployment Compensation while on 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 prefilled SF 8, do the following:

1. Visit the [NASA Operating Status and Furlough Information Page](#).
2. Under the **Unemployment Compensation 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. Since the SF 8 is a Federal Government form, if you lose it, you may not be able to retrieve another one online during a furlough.

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: If you receive Unemployment Compensation for the Shutdown Furlough and then receive retroactive pay, 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