

STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 Coonskin Drive
Charleston, West Virginia 25311-1085

NGWV-HRO-Z

31 May 2013

MEMORANDUM FOR

SUBJECT: Notice of Proposed Furlough

1. The Office of the Secretary of Defense (OSD) concluded the Secretary of Defense (SECDEF), under provisions of 10 U.S.C. 113, has the authority of 32 U.S.C. 709. The SECDEF directed furlough actions of National Guard Technicians employed under the authority of 32 U.S.C. 709, based upon across-the-board Department of Defense (DoD) budget reductions effective, 14 May 2013. This memorandum serves as notification the West Virginia National Guard proposes to furlough no earlier than 30 days from receipt of this notice. This furlough is due to the sequestration under the Budget Control Act. This furlough is proposed to promote the efficiency of the service by avoiding a deficit of funds in FY 13.
2. The following procedures and conditions related to the furlough will be applied:
 - a. The furlough guidance is proposed to be on discontinuous (intermittent) days, beginning 8 July 2013 through 30 September 2013. Full time employees will be furloughed no more than 88 hours.
 - b. The current guidance is to plan for a furlough of two work days per pay period between 8 July 2013 and 30 September 2013.
 - c. Technicians expected to perform military duty (AT, IADT, UTA's, etc) may choose to take their non-paid furlough during the period of the military order
 - d. If military mission dictates a call to Active Duty in support of combat operations, timecards may be coded "KG". For all other military orders (AT, UTAs, or other IADT, etc), the time card code is "KE."
 - e. As always, supervisors are encouraged to maintain a schedule that encompasses mission requirements as well as employee needs.
 - f. Annual, sick, court, or military leave, which has been approved for a day which is later designated as a furlough day, will be recorded as a furlough, with a non-pay status for that day.
3. Difficult personal financial implications of any furlough exist regardless of the length. Every effort will be made to distribute additional information as it becomes available. Should an adverse

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situation arise with financial institutions, check the HRO website, under the “Furlough Information” tab for financial counseling/assistance contacts, or contact the HRO office for further information.

4. Seven calendar days from receipt of this letter will be allowed for any request of furlough action review. This request must be in writing, and should include supporting materials, any affidavits, or other supporting documentary evidence. Representation, at employee cost, is a right in this matter. If in an active pay status, the requestor and/or representative, if an agency employee, will be allowed up to four hours of official time to review the supporting material, seek assistance, prepare a reply, secure affidavits and statements, consider appropriate courses of action, and make a response. Supervisors should be contacted to arrange for official time. To arrange for review of the supporting materials, please contact the appropriate individuals listed below:

a. Questions concerning this process should be directed to Maj Chad Board at (304) 561-6422, or chad.board@ang.af.mil.

b. Written replies should be mailed to the appropriate reviewing official:

Army Technician Employees:
COL William E. Crane, Chief of Staff
1740 Coonskin Drive, Charleston, WV 25311

Air Technician Employees:
Lt Col Michael O. Cadle, Director of Staff- Air
1679 Coonskin Drive, Charleston, WV 25311

5. A final written decision, including an explanation of the specific reasons for the action taken, will be provided as soon as possible after the seven days allowed for reply.

6. The Impact & Implementation (I&I) discussions regarding this document and the proposed furlough are ongoing.

7. This information is current as of today’s date, and is subject to change based on additional guidance from OPM and DoD. Please continue to monitor the West Virginia National Guard HRO website at www.wv.ngb.army.mil/jobs for further updates.

8. I hereby officially certify I have issued notice of proposed furlough.



PAIGE P. HUNTER
Col, WVANG
Human Resource Officer

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This form shall be returned to the Human Resource Office, and will be retained as part of the personnel record.

Employee Acknowledgement

I acknowledge receipt of this notice of proposed furlough ().

Printed Technician Name

Signature

Date

Delivery Official/ Supervisor Acknowledgement

1. Please check one of the following options:

I acknowledge delivery of this notice of proposed furlough (), or

Employee was unavailable for personal delivery ().

2. If delivery was made but employee refused to sign, please check the below statement:

Employee refused to sign the above employee acknowledgement ().

Printed Delivery Official/ Supervisor Name

Signature

Date