

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

NGWV-HRO-Z

30 September 2013

MEMORANDUM FOR WVNG Technician and Active Guard & Reserve (AGR) Employees

SUBJECT: Updated Information on Potential Lapse of Appropriations

1. REPORTING PROCEDURES: In the event of a Government Shutdown due to lapse of appropriations, all AGR personnel will continue in a normal duty status. Military personnel will not be paid until such time as Congress makes appropriated funds available to compensate them for this period of service. Excepted Technicians will also continue to work in a normal duty status and will not be paid until Congress makes appropriated funds available. Non-Excepted Technicians will be furloughed, i.e., placed in a non-work, non-pay status. Excepted and Non-Excepted personnel have been identified and will be notified by their Chain of Command.

All Technician employees should report to work on October 1, 2013 to support an orderly government shutdown. Non-Excepted employees must not work more than 3 hours on 1 October 2013. Employees will be paid for time worked on 1 October 2013 when FY 2014 funding becomes available.

2. TECHNICIAN TRAINING STATUS: Should a shutdown occur, technicians currently performing technician training at a school must be recalled to the workplace in an orderly fashion. Please contact the Human Resource Office immediately for detailed instructions if you or your employee is currently in a technician training status.

3. TIMECARD INFORMATION: If the lapse of appropriations occurs, Furloughed and Excepted employees will record 8 hours of furlough on their timecard for 1 October 2013 even if they report to work on 1 October 2013 to affect an orderly shutdown. Beginning 2 October 2013, the pay/ personnel system will hardcode furlough hours until the end of the shutdown. Once Congressional decision is made, retroactive corrections will need to be made to pay Excepted Technicians for the time worked during the furlough, and pay Furloughed Technicians for the 3 hours needed to affect an orderly shutdown on 1 October 2013.

4. CONTACT INFORMATION: All employees must ensure their supervisors have the most up-to-date contact information to include phone numbers and civilian email addresses. Employees may update their information in MyBiz using the "Update My Information" field. Supervisors will be responsible for contacting technicians upon announcement to return to the worksite; therefore, it is imperative to verify your employees' contact information.

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5. Thank you for your patience, and we are working to provide the most current information. Updates will be released as they become available. Continue to check our website at www.wv.ngb.army.mil/hro under the Furlough Information tab for additional information.



PAIGE P. HUNTER
Col, WVANG
Human Resource Officer