

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

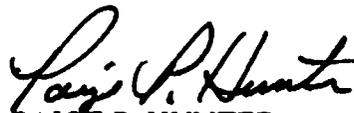
NGWV-HRO-Z

9 SEPTEMBER 2013

MEMORANDUM FOR WV National Guard Technician Supervisors and Employees

SUBJECT: Timecard Corrections due to Change of Required Furlough Hours

1. On 6 August 2013, the Secretary of Defense authorized the reduction of mandatory furlough from 88 to 48 total hours. While we are all grateful for the reduction, it has caused concern for those who took more than 48 total hours of non-pay to satisfy the original required amount.
2. As of today, the following procedures related to timecard corrections will apply to technicians who have more than 48 total non-pay hours since 8 July 2013:
 - a. If a technician was on a military order, his/her timecard may be changed from Leave Without Pay to reflect annual leave, military leave, compensatory time off, time-off award, or he/she may retain the military leave without pay code.
 - b. If a technician took regular furlough hours, his/her timecard may be changed to reflect annual leave, compensatory time off, time-off award, or personal leave without pay.
 - c. Supervisor's will be held accountable to ensure changes do not reduce the total amount of the technician's leave without pay below the required 48 hours of furlough.
 - d. Employees who were newly hired, or who returned to technician duty, during the furlough period may have new furlough hour requirements. These employees and supervisors will be notified directly with the updated amount of furlough hours required.
3. As always, we appreciate your patience, and we will continue to provide you with the most up-to-date information as it is received.


PAIGE P. HUNTER
Col, WVANG
Human Resource Officer