



# *West Virginia National Guard Human Resources Office Bulletin*



**Bulletin Number: 13-01**

**Date: 14 June 2013**

**Applicability: National Guard (NG) Technician Supervisors**

## **General Administrative Furlough Guidelines & Procedures for Supervisors**

**Subject:** Administrative Furlough

**References:** National Guard Furlough Guidance, General Grass, Chief NGB  
NGB Administrative Furlough Guidance Q & A  
DCPAS Administrative Q & A

**Effective Date:** 8 July 2013

**Use:** The Secretary of Defense gave official notice to begin furloughing the civilian workforce effective 8 July 2013. All National Guard Technicians and all activities they support will be impacted. This guide is to give direction to supervisors and commanders who will be responsible for scheduling furlough, and managing the workload properly.

### **1. Scheduling Furlough**

a. Furloughs will be limited to 88 hours, or 11 workdays prior to the end of FY 2013. It's recommended furlough be spread over the maximum number of pay periods; however, technicians will be allowed the right to request continuous furlough days off through their normal leave request process. All requests for specific furlough days off must be approved or disapproved in accordance with (IAW) the Labor Management Relations Agreement (LMRA), dated 10 October 2010 (ARTICLE II- Workweek and Hours of Work; ARTICLE III- Attendance and Leave) and, applicable law, rule, and regulation. This is available on the HRO website under Union Contract. 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 (see Para 3 below). The furlough period will run from 8 July 2013 through 30 September 2013. As authorized, local commanders and supervisors have latitude in scheduling each technician's furlough hours/ days consistent with mission requirements, bargaining agreements, fairness, equity, and consideration for technician preferences.

b. The Adjutant General will hold commanders, supervisors, and managers accountable for managing workloads properly, and for ensuring technicians are not permitted to work compensatory time in contravention of the established guidance (mission critical only). During the furlough period,

every effort should be made to mitigate mission and readiness impacts, to the greatest extent possible, by controlling leave and absences for all National Guardsmen, AGRs and Technicians alike.

c. Commanders, supervisors, and managers may need to manage furloughs by hours to ensure technicians are furloughed exactly 88 hours over the duration of the furlough timeframe. Air Wings will convert to 40 hour work week, on 30 June 2013, and revert to alternate work schedule 6 October 2013.

d. Careful consideration should be given to the timing of furlough hours and days. Supervisors may need to rotate technician furlough time to enable continued operations.

e. Furlough hours/ days may not be scheduled solely on a designated Federal holiday. Additionally, they may not be scheduled for a three-day period where designated holiday falls in the middle of the three days, to have three days of pay while losing only two days of work. Technicians must be in a paid status either the day preceding the holiday, or the day after the holiday to receive Holiday Pay.

f. A furloughed technician may not volunteer to work from home or on-site, either officially or unofficially, on a non-pay basis during any hours or days designated as furlough time.

g. Furloughed technicians may not take paid leave, or substitute any form of paid time off, such as compensatory time off, for any hours or days designated as furlough time.

h. Furlough hours/ days will not be scheduled during periods of technician temporary duty (TDY). If a furlough during a technician's TDY appears unavoidable, consideration must be given to the cancellation of TDY, or adjustment of furlough day.

i. Newly hired technicians, technicians transferring within the National Guard from a position excepted from furlough to a position subject to furlough, and technicians transferring to the National Guard from another DoD component, or from another Federal agency will be provided a 30-day notice of proposed furlough immediately upon reporting to the new position by HRO. The technician's hours of furlough, if furloughed, will be pro-rated across the pay periods remaining from the day after the final furlough decision is issued. Under no circumstance may an individual technician's total furlough hours exceed 88 hours, regardless of where employed.

j. Technicians who are returned to technician duty during the furlough period may be required to take furlough time off if they have not taken enough LWOP to cover the 88 hour requirement for furlough. Supervisors must ensure an RTD SF 52 is generated and provided to the HRO prior to the technician's RTD. The HRO will determine if the technician must be given a 30-day notice of furlough, and the correct amount of furlough hours that technician is required to perform.

k. No proposed furlough notice or notice of final furlough decision is required for technicians who are on LWOP/ Absent US, and not expected to return to work during the period of furlough, such as a technician on an extended period of LWOP/ Absent US while on an AGR or FTNGD-OS tour.

l. Supervisors may track the furlough hours their technicians use by running the "furlough indicator" report in the My Workplace location within the Defense Civilian Personnel Data System (DCPDS). The data will be updated one week after the end of each pay period.

## 2. Scheduling Compensatory Time

a. During the FY 13 administrative furlough, commanders and supervisors may approve compensatory time that meets the criteria described in Paragraph 1(b). Any approval of compensatory time **MUST** be documented in advance of the time and date on which the work is to be performed, in writing, signed and dated by the supervisor using the NGB 46-14. The approval will also set forth the purpose of the compensatory work, the rationale concluding the work meets the criteria set forth above, and the number of hours of compensatory time authorized. All compensatory time worked during the furlough will be tracked, and supervisors will be required to email the NGB 46-14's to the Human Resource Office following each pay period which compensatory time was performed.

b. Labor Relations MOU concerning this furlough may be found on the HRO website under the "Furlough Information" tab.

## 3. Time Card Codes for Furlough

a. Technicians and supervisors must document furlough hours/ days in the time and attendance system. Furlough hours/ days will be coded as "KE- Furlough".

b. Technicians on military duty (AT, UTA's, IADT, etc) will be coded "KE- Furlough" on their time cards.

c. Technicians who are called to active duty in support of combat operations will be coded as "KG- Military A-US".

## 4. Additional Resources

a. All references above, and other helpful information may be found on the HRO website at [www.wv.ngb.army.mil/jobs](http://www.wv.ngb.army.mil/jobs), under the Furlough Information tab.

b. Office of Personnel Management Administrative Furlough Guidance is also available at <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>.

Your point of contact is the Employee Relations Specialist at (304) 561-6431.



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