



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-HRO

28 May 2013

MEMORANDUM FOR All MENG Directors, Commanders, Supervisors and Timekeepers

SUBJECT: Instructions on Administration of Furlough

1. PURPOSE: To provide instructions on administration of the discontinuous furlough resulting from sequestration of DoD funds.
2. INTENT: The intent is to insure coverage Monday-Friday through a 4-day paid work week (8 hours per day) for technicians during the period of 08 July 2013 through 21 September 2013. Furlough days will be taken 1 day or 8 hours per week, 16 hours per pay period, as applicable. Shops and offices will use Monday and Friday as furlough days. There may be exceptions, to include situations where all technicians may need to be scheduled on the same day for safety/efficiency (e.g. ARNG ground maintenance). In rare instances, high-priority missions may dictate that a 5-day week is necessary and therefore two furlough days, or 16 hours, may be required in one week to satisfy the furlough requirements. Exceptions will be granted by Chief of Staff (MEARNG), 101st ARW Commander or MeANG Director of Staff. Even though we are faced with these constraints we cannot allow essential mission activities to fall off.
3. INSTRUCTIONS:
 - a. Administering a discontinuous furlough of our technician workforce requires close attention to time and attendance (T&A) procedures and additional record keeping by supervisors, timekeepers, technicians and others. Do NOT attempt to work around the furlough rules or take shortcuts with time and attendance reports for convenience sake.
 - b. The MENG is required to notify technicians of furloughs at least 30 days in advance. This will be done by separate correspondence. The supervisory chain is tasked to retain signed copies of the notification letters in case of appeals. Notification letters need to be retained throughout the furlough period, but may be disposed of 1 OCT 2013, unless there is an ongoing action.
 - c. Technicians in Leave Without Pay (LWOP) status or "Absent-Uniformed Service" status (A-US: deployed, AGR with reemployment rights, etc.) will receive a furlough notice from their immediate supervisor. A technician, who returns to work before the end of the furlough period, may be required to take furlough time off based on the requirement of 1 day or 8 hours per week, 16 hours per pay period, as applicable. Also upon return to duty, a technician may submit a written request through their supervisory chain to the Human Resources Officer (HRO) requesting to have their period of LWOP reviewed to determine if the requirement for furlough days has been fulfilled. The Adjutant General (TAG) has final approval authority and the HRO

MENG-HRO

SUBJECT: Instructions to Supervisors on Administration of Furlough

will notify the Technician of the final decision. Furlough days WILL NOT be delayed in order to conduct them during a later period of A-US.

d. Furlough days will not be scheduled on holidays or ILO holidays. Employees must be in a paid status the workday before or the workday after a holiday to receive a paid holiday.

e. Rather than produce hundreds of SF-52s, National Guard Bureau (NGB) will run a mass action for all MENG technicians, including those on A-US and LWOP. Notification of personnel action (SF-50) will be distributed electronically via MyWorkplace/MyBiz. Supervisors and timekeepers will report furlough hours on time and attendance records.

f. If you have employees attending training in a technician status, it is recommended supervisors address this at the time the initial furlough schedule is established, (i.e., don't schedule furlough days while a technician is attending or travelling to/from training-). Unforeseen events, such as travel delays, may require changes to the furlough schedule.

g. Performance of military duty on furlough days is allowed. Technicians cannot use any form of paid leave or compensatory time on furlough days.

h. Granting of time to perform physical fitness training during the work week is subject to mission requirements. In order to be consistent, physical fitness time will be reduced to no more than 2 hours per week in any week with a furlough day (8 hours of furlough), and to no more than 1 hour per week if 3 furlough days (24 hours of furlough) fall in a single week.

i. This furlough does not affect AGRs; however, additional operational duties may be placed on the AGR workforce to meet OPTEMPO, mobilization and training requirements.

j. A supervisor is prohibited from approving compensatory time off for overtime work during an administrative furlough, except as necessary to protect the health, safety and security of personnel or property; to ensure the direct and timely provision of services and materiel to deployed units or to units that are preparing to deploy; or to perform similar mission critical functions. 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 (on NGB 46-14 for Army Guard, ATAAPS for Air Guard), signed and dated by the approval authority. Requests for compensatory time off for overtime work must provide proper rationale that the work meets the requirements above.

k. MeANG and MEARNG comptrollers may provide additional guidance to timekeepers and approving officials.

l. NGB has indicated there will be reporting requirements for both the official notification letter and tracking of furlough hours as they are executed. When HRO receives details on these reports we will provide them to the chain of command.

MENG-HRO

SUBJECT: Instructions to Supervisors on Administration of Furlough

4. POCs for this memorandum are Lt Col Richard Dawson, 430-6012 richard.j.dawson.mil@mail.mil, LTC Lydia Jordan, 430-6016 lydia.a.jordan.mil@mail.mil and/or CMSgt Jeffrey Guesman, 430-6015 jeffrey.a.guesman.mil@mail.mil.

FOR THE ADJUTANT GENERAL


MICHAEL R. McLAUGHLIN
COL, EN, MEARNG
Human Resources Officer

