NATIONAL GUARD BUREAU
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ARLINGTON VA 22204-1373

4 March 2013

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS

SUBJECT: Updated Administrative Furlough Guidance (TN 13-05)

1. The Office of the Secretary of Defense (OSD) is expected to direct furlough actions of National Guard Technicians employed under the authority of 32 USC 709, based upon across-the-board Department of Defense (DoD) budget reductions effected 1 March 2013.

2. This letter provides updated administrative furlough planning guidance and a provisional timeline. This letter should not be considered as National Guard Bureau (NGB) formal furlough notification, nor construed as directive in nature. Official notification to begin furlough actions will be issued by the Chief, National Guard Bureau, as appropriate.

3. The Deputy Secretary of Defense's Management Action Group (DMAG) developed planning guidance, intended to be implemented across the Services in a consistent manner if a furlough becomes necessary. This guidance may lead to furloughing all National Guard Technicians with very few exceptions. The Office, Chief National Guard Bureau, will publish exceptions of designate personnel and respective approval authorities. The President exempted military personnel appropriations from sequester, so this furlough does not apply to National Guard Active Guard and Reserve (AGR) personnel.

4. A provisional timeline is included and may be used as a quick reference for required notification dates, appeal deadlines, and required response suspenses. The timeline dates reflect the DoD furlough planning model that begins 26 April 2013 and runs for eleven consecutive pay periods, ending 24 September 2013. Specific guidance regarding the execution of furlough days must take into account language in local collective bargaining agreements and mission critical activities.

5. The attached NGB Administrative Furlough Guidance, dated 1 March 2013, is updated based upon your questions and recommended changes. The three unions having National Consultation Rights were also afforded the opportunity to make recommendations, of which many are included. This guidance will

continue to be updated as additional information is received or additional questions arise.

6. Finally, multiple steps must be accomplished before a furlough can actually be implemented. It is important to note that, like with any other changes in conditions of employment, it is improper to engage employees in discussions during town hall meetings, commanders' calls, etc., about executing a furlough without first notifying local union officials.

7. Supervisors may have formal discussions with employees, but have an obligation to notify their local union officials of the opportunity to represent employees at these meetings. The decision to furlough technicians, and determination of those activities exempt from furlough, are management rights not subject to bargaining. Bargaining must come first before notification to the technician workforce. If not already engaged, you should begin local impact and implementation bargaining with unions immediately in preparation for potential furloughs.

8. We stand ready to assist with clarification of the attached guidance or to answer any other questions you may have. Please direct any questions to Ms. Brenda DeCruise, Chief, Employee Relations and Labor Management, (703) 607-1478, brenda.j.decruise.civ@mail.mil; or Mr. Scott Brinker, Labor Relations Office, (501) 307-5111, scott.r.brinker.civ@mail.mil.

Encl: as

SUSAN L. NIEMETZ
Colonel, USA
Chief, Office of Technician Personnel
National Guard Bureau

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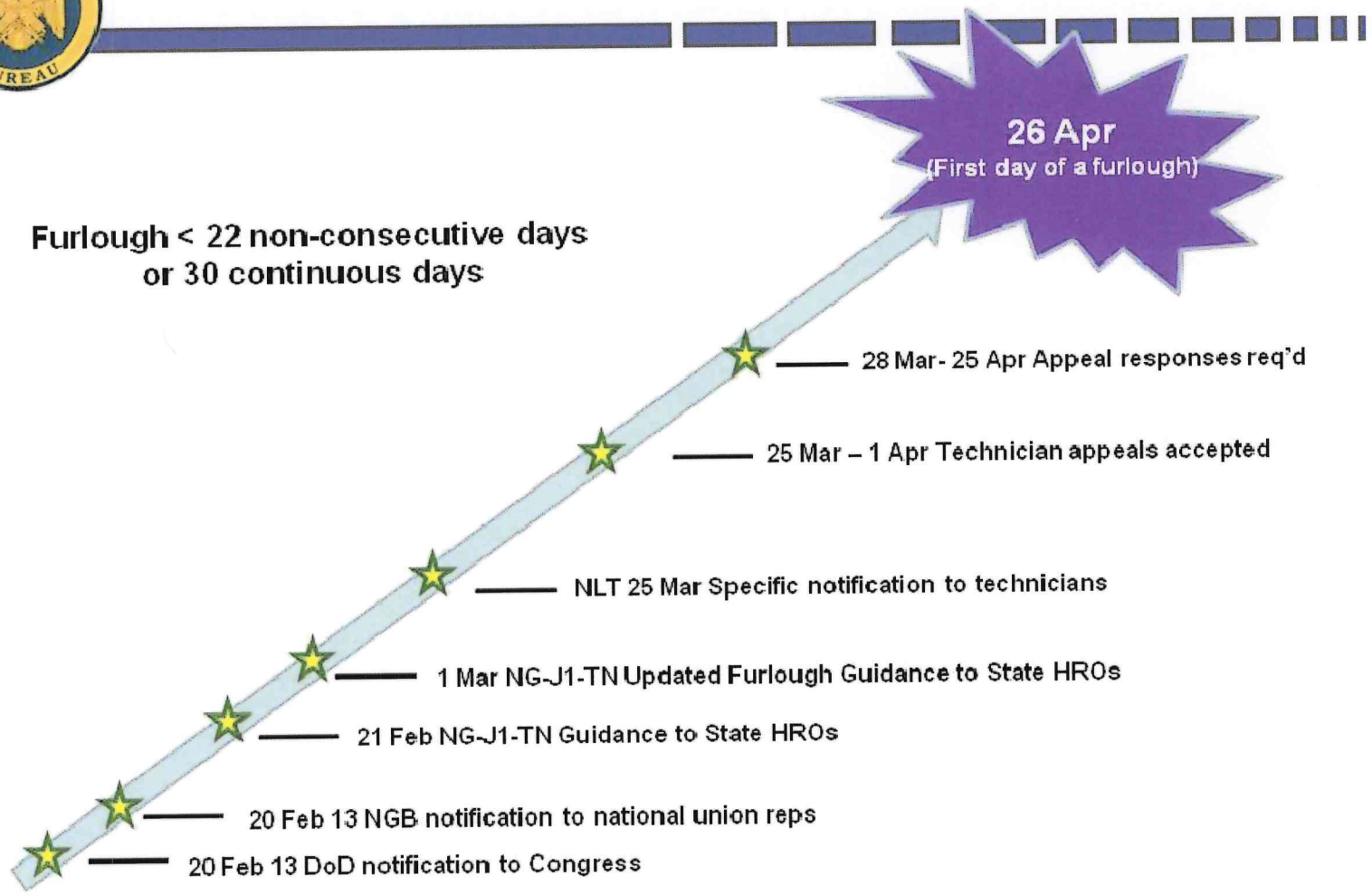
Title 32 Technician Furlough Provisional Timeline



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