



Administrative Furlough

8 July 2013 - 30 September

11 Days / 88 hours required



The Adjutant General's intent for execution of the administrative furlough

- Section/Office coverage will be maintained daily
- Federal Technicians will work a four day week (32 hours)
- Federal Technicians will be furloughed on either Monday or Friday of each week during the administrative furlough. Exceptions to be granted by MEARNG-COS, 101st ARW/CC or HQ MeANG/DoS
- Federal Technicians will be allowed up to 2 hours per week for employee exercise program
- Furlough days will begin the week of 8 July...no delays allowed
- Overtime assignments during the administrative furlough are not allowed, unless necessary to protect health, safety and security of personnel and/or property. In cases where overtime work is assigned and compensatory time off is earned, NGB Form 46-14 must be completed in advance and signed by appropriate approval authority.

Absent-US / LWOP Situations During Administrative Furlough

- Employees who are in an LWOP (Absent-US) status will receive credit for their time in that status towards any remaining scheduled furlough hours.
- Employee scheduled for LWOP during the administrative furlough are subject to furlough days/hours until the period of LWOP begins. Such as: If Sgt Smith is scheduled to begin a period of LWOP on 1 Aug, he/she must be furloughed for 1 day per week (8 hrs per week) beginning on the week of 8 July. Once the LWOP begins, those LWOP days may be attributed to the remaining number of days/hours for the duration of the furlough.

Effect of the accrual of 11 days / 88 hours

- Should be no adjustment to an employee's Service Computation Date (SCD) unless the employee accrues 6 months of an unpaid status.
- Once a technician's balance of non-pay hours equals their scheduled hours in a pay period (e.g., 80 hours in a biweekly pay period, fewer hours for part-time technicians), the Technician will not accrue leave for that pay period. Leave accrual resumes the next pay period. Note: This will occur once if the furlough period is 11 days / 88 hours.

Overtime Work (aka Comp Time Earned)

A supervisor is prohibited from assigning and approving overtime work during an administrative furlough, except as necessary to protect the health, safety and security of personnel or property; to ensure direct and timely provision of services and material to deployed units or to units that are preparing to deploy; or to perform mission critical functions.

- Any approved assignment of overtime work must be documented in advance of the time and date on which the work is to be performed, in writing (NGB 46-14 and ATAAPS), signed and dated by the approval authority. Requests for compensatory time off (earned) for overtime work must provide proper rationale that the work meets the requirements above.

Travel / TDY

- Employees may not travel while in a furlough status.
- Management should use good judgment in determining the need and approval for travel during the furlough period.
- Management may need to rearrange the furlough day/hours if an individual must travel during the "previously scheduled" furlough day/hours.
- A Technician may be approved to earn compensatory time while in a travel status. This includes only the time "actually" spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

Miscellaneous

- It is anticipated that bi-weekly tracking reports will be required by all "units"
- A technician is not permitted to serve as an unpaid volunteer and will remain away from the work place until recalled.
- Sequestration should not affect a technician's ability to take approved use or lose annual leave before the end of the leave year or to use earned compensatory time off within the established timelines.
- Thrift Saving's Plans contributions will be impacted if contributions are based upon percentage of pay.
- Time Keepers to code furlough hours with code KE