

**Addendum 1 to Army Administrative Furlough FAQs  
Updated 26 June 2013**

**Q1. Can a supervisor/management official other than the proposing and deciding official deliver notices to employees?**

A1. Typically the proposing and deciding officials issue and personally deliver the respective notices to the employee. However, the notices, once signed, can be delivered by a supervisor or another appropriate management official in the employee's chain of command. Also note that, in cases where the employee is not at the work place, appropriate measures may be taken to have the notice delivered to him or her.

**Q2. Will newly hired employees and employees transferring to Army who are not covered by an approved exception receive a 30-day furlough notice?**

A2. Yes, newly hired employees subject to furlough must be given a 30-day furlough notice. Also, employees transferring to Army, regardless of whether they received a notice or were furloughed at their losing agency, will receive a 30-day furlough notice.

**Q3. Will Army employees reassigned within Army from a position excepted from furlough to a position subject to furlough receive a 30-day furlough notice.**

A3. Yes, they will receive a notice because any employee subject to furlough must be provided a 30-day furlough notice.

**Q4. Will Army employees reassigned within Army from a position subject to furlough to another position subject to furlough receive a new furlough proposal and decision notice?**

A4. Yes, employees permanently moving from one Army position to another position under a different Deciding Official will be provided a 30-day notice of proposed furlough immediately on reporting to the new Army position. This is because the new organization may have a different mission or other conditions that should be taken into consideration. Additionally, since this is an adverse action, due process requires notice and an opportunity to be heard before action is taken at the new organization. However, under no circumstance may an employee's total furlough hours exceed 88 hours, regardless of where employed.

**Q5. If an employee transfers to Army and has already served furlough days, will those days count towards the 88 hours?**

A5. Yes, the hours will count towards the total 88 hours. Under no circumstance shall an employee be furloughed for more than 88 hours.

**Q6. Do supervisors have the discretion to determine when a suspension will be served during a furlough period?**

A6. Yes, supervisors have the discretion to determine when a suspension should be taken. However, management should give careful consideration about when to effect a suspension during a furlough period. Relevant factors to be considered include the number of suspension days and the length of the furlough period, as well as the economic impact of a suspension during furlough. Supervisors should obtain advice from the servicing Civilian Personnel Advisory Center and the local legal office to determine the most appropriate action.

**Q7. Who has the authority to approve overtime work during the FY2013 furlough period?**

A7. Overtime work for an “employee subject to furlough” must be approved by an official designated as the Deciding Official for that employee for purposes of the FY2013 furlough. The Commanders of Army Commands, Army Service Component Commands, Direct Reporting Units (DRU); the Commanders of the U.S. European Command, U.S. Forces Korea, U.S. Southern Command, U.S. Africa Command and Joint Special Operations Command; and the Administrative Assistant to the Secretary of the Army for Headquarters, Department of the Army (HQDA); have the authority to approve overtime work for “employees excepted from furlough” and may delegate this authority through the chain of command or supervision to an official in a grade no lower than Colonel/GS-15 (or equivalents).

**Q8. Does the prohibition on overtime extend to regularly scheduled overtime that is part of an “uncommon tour of duty” (e.g. firefighters)?**

A8. No, the only overtime subject to the restrictions in the ASA(M&RA) memorandum of 20 March 2013 is any overtime required in addition to that worked as part of a traditional schedule or an “uncommon tour of duty”.

**Q9. Can an employee use different types of leave on the same day? For example, can an employee work for four hours and then use two hours of sick leave and two hours furlough in an eight hour day?**

A9. Generally, employees may be in a number of different statuses on the same day. If an employee will be furloughed for a portion of a day, he or she could also use leave for the remainder of the day, subject to supervisory approval.

**Q10. Can temporary employees be furloughed?**

A10. Yes, if there are temporary employees in the organization, they will be subject to furlough. (Note, however, that in accordance with Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum dated 22 Jan 2013, an exception must have been granted for a temporary employee to remain on the rolls.

**Q11. Does this administrative furlough require a specific number of furlough days taken per pay period?**

A11. It is the intent of DoD and the Army that, all employees be furloughed, with extremely limited exceptions, in order to maximize cost savings. Accordingly, the Army intends to furlough all civilian employees for up to 88 hours, or 11 workdays, prior to the end of Fiscal Year (FY) 2013. Organizations have discretion to implement the furlough in a manner to best meet requirements over the course of the FY. The specific number of days or hours of furlough time during a pay period will be determined by management, subject to meeting labor relations obligations for bargaining unit employees. The norm, however, is expected to be two days per pay period.

**Q12. May an employee make changes to Combined Federal Campaign (CFC) contributions for the duration of the furlough period?**

A12. According to the CFC website, CFC payroll deductions may be cancelled at any time, but this is the only change permitted outside the solicitation period. "Employees wishing to cancel their deductions should contact their agency payroll office and request the allotment be cancelled."

**Q13. Will employees be able to earn credit hours during the furlough period?**

A13. AWS includes compressed work schedules and flexible work schedules. Where employees are permitted to continue on a flexible work schedule during the furlough period, credit hours can continue to be earned.

**Q14. Can firefighters working a 144-hour schedule be furloughed?**

A14. Firefighters and other employees serving "uncommon" tours of duty are to be furloughed 88 hours, absent an approved exception to the furlough. However, the furlough should not disproportionately impact these employees, so care should be given to ensure that regular pay is not disproportionately reduced in comparison to other furloughed employees. For instance, if full time employees on a normal work schedule are furloughed for two days per pay period, the reduction in firefighter regular pay as a result of furlough should not exceed 20% per pay period.

**Q15. If the organization has the funds to support its staff during the administrative furlough period does the organization still have to furlough employees?**

A15. Yes, if Army furloughs its employees, we anticipate that all employees will be furloughed, with extremely limited exceptions, regardless of the individual organization's resources. The lack of funds on which the furlough is based is Army and DoD wide.

**Q16. If an employee is ill on Wednesday but scheduled to be out on furlough on Friday, can he/she change the furlough day to Wednesday and come to work on Friday, thus only missing one day of work that week (furlough day) instead of two days (sick day and furlough day)?**

A16. Employees should speak with their supervisors regarding the adjustment of furlough days within the pay period.

**Q17. Two co-workers who have higher salaries have offered to accept a “voluntarily furlough” for extra days to offset a lower-paid employee’s furlough. Is this permissible?**

A17. No, an employee may not request to be furloughed for more than the prescribed furlough maximum; the number of days or hours of furlough have been prescribed by DoD.

**Q18. If an employee is scheduled to have Mondays as his or her furlough day off, and a holiday falls on a Monday, would Tuesday be the furlough day off, thus putting him or her in a non-pay status for Tuesday? Would this cause the employee not to be paid for that holiday?**

A18. The organization should consider holidays in establishing the furlough schedule and decide which day in the pay period would be substituted as the furlough day in these situations. In order to receive pay for a holiday an employee must be in a pay status on either the workday preceding a holiday or the workday following a holiday. Even if the Tuesday following the Monday holiday is a designated furlough day, the Fridays preceding those holidays are normally duty days in which employees would be in a pay status and meet the requirement to receive pay for that holiday.

**Q19. When does a deployed civilian become subject to furlough?**

A19. For purposes of the furlough, deployment does not end until after the employee completes all post-deployment requirements. The proposal notice will be issued after all post-deployment requirements are completed, and furlough days will be prorated from the day after the 30 day notice period ends until 30 September 2013.

**Q20. Are all contractors, government terms and temporary employees supposed to be released before permanent government employees are furloughed?**

A20. The 22 January and 27 January 2013 Assistant Secretary of the Army (Manpower and Reserve Affairs) hiring freeze memorandums required the termination of temporary and the timely release of term employees as a result of the sequester. However, not all temporary and term employees will be terminated by the time furlough begins and there is no requirement to do so. There is also no requirement to terminate all contractor employees prior to furlough.

**Q21. If an employee is required to travel on a furlough day, would the employee receive travel comp time or overtime for that day?**

A21. Generally, employees should not be travelling on a furlough day – organizations should consider adjusting the furlough day in these situations and furloughing the employee on an alternate day. Or, if the travel is mission critical and approved by the proper authority, travel may constitute an exception to the furlough. In any case, if travel is properly authorized, then the employee must be appropriately compensated.

**Q22. Do administrative furloughs interrupt or reduce civilian Post Cost of Living Allowances (COLA)?**

A22. An administrative furlough doesn't interrupt Post COLA if the nonpay status period, including periods outside the employee's regular tour of duty (e.g., weekends), does not exceed 14 consecutive calendar days. If an employee is in furlough status that results in a continuous nonpay status period that exceeds 14 consecutive calendar days, then the Post COLA is interrupted for the duration of the furlough status.

**Q23. How do we treat intermittent on call employees (those without an established tour of duty)? Are they subject to furlough?**

A 23. We do not recommend issuing furlough notices to intermittent employees. Supervisors should review the anticipated scheduling of intermittent employees and consider a reduction of their total hours worked commensurate with reductions of hours of full time employees. Similarly, if the work to be performed by an employee is necessary to protect the health, safety and security of personnel or property or to ensure the direct and timely provision of services and material to deployed or deploying units, an employee may be exempted from the furlough in the same manner as his or her full time colleagues.