



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Amended Fiscal Year (FY) 2013 Administrative Furlough Guidance
(Change 4)

1. References:

a. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 17 May 2013, subject: Department of Army Fiscal Year (FY) 2013 Administrative Furlough with Changes 1 – 3.

b. Secretary of Defense memorandum, 6 August 2013, subject: Reducing Furlough Days.

2. On 6 August 2013, the Secretary of Defense announced a reduction of furlough days from 11 days (88 hours) to six days (48 hours) (reference 1.b.).

a. The Secretary of Defense provided that Civilian employees, unless exempted from the furlough or governed by special rules, must complete six days (48 hours) of furlough. Most employees who began furlough the week of July 8, 2013, will have achieved the six days (48 hours) of furlough by August 17, 2013. Employees who have not completed the required six days (48 hours) of furlough by August 17, 2013, must do so before the end of the fiscal year.

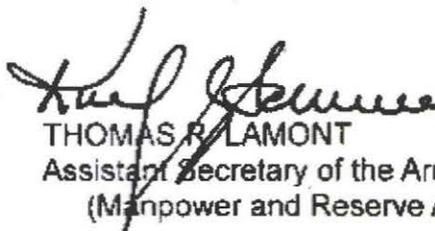
b. An employee who took more than the required six days (48 hours) prior to DoD's reduction of the number of furlough days may retroactively cancel the excess furlough hours and substitute annual leave, subject to any labor relations obligations. Substituting excused absence for excess furlough hours is not authorized.

c. With respect to newly hired Civilian employees, reference 1.a., Appendix A, paragraph 1.k., is amended as follows: Newly hired Civilian employees whose furlough period began after the week of July 8, 2013, must complete an equivalent of two furlough days per full pay period between the starting date for their furloughs and

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August 17, 2013. A "newly hired Civilian employee" is an employee hired from outside DoD.


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Assistant Secretary of the Army
(Manpower and Reserve Affairs)
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