

Addendum 2 to Army Administrative Furlough FAQs

Reduced Furlough Days (6 days/ 48 hours)

5 September 2013

Q1. How will furlough days be scheduled if employees have not completed the required 6 days/48 hours?

A1. The goal is to complete furloughs in a timely manner before the end of the fiscal year (30 September 2013). The guidance in the Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum, Appendix A, paragraph 1.a, dated May 17, 2013 is still applicable for scheduling furlough days/hours. Designated deciding officials in paragraph 4 of the 17 May base memo, commanders, supervisors and other management officials have latitude to schedule furlough days/hours consistent with mission requirements, collective bargaining agreements, fairness, equity, and in consideration of employee preferences. In general, employees should be furloughed one day per week or two days per pay period and furlough days may be scheduled through 30 September.

Q2. What is the definition of “newly hired civilian employees” mentioned in the SECDEF Memo, Subject: Reducing Furlough Days, dated August 6, 2013?

A2. ASA (M&RA) Memo of August 22, 2013, Subject: Amended Fiscal Year 2013 Administrative Furlough Guidance (Change 4) clarified that, according to DoD, a “newly hired” civilian employee is an employee hired from outside DoD. The ASA (M&RA) memos can be found at <http://cpol.army.mil/library/general/2013sequestration/index.html#memo>.

Q3. How are furlough days determined for “newly hired” civilian employees?

A3. Guidance for determining furlough days for newly hired employees can be found at [http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20\(Update%2020-Aug\).pdf](http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20(Update%2020-Aug).pdf), FAQ #10.

Q4. Will newly hired Department of the Army employees be required to complete 6 furlough days?

A4. Some employees may be required to complete the full 6 days/48 hours (i.e., employees eligible for furlough 8-13 July). For determining the number of furlough days/hours for newly hired employees see FAQ #10 at [http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20\(Update%2020-Aug\).pdf](http://www.cpms.osd.mil/Content/Documents/2013%20DOD%20Administrative%20Furlough%20FAQs%20(Update%2020-Aug).pdf).

Q5. If an employee has been furloughed in excess of 6 days/48 hours or prorated days/hours, may an employee retroactively substitute leave (e.g. annual leave) for the furlough time that was in excess of 6 days/48 hours?

A5. An employee may request to substitute excess furlough days/hours with annual leave (AL) based on the 22 August ASA M&RA memo, subject: Amended Fiscal Year (FY) 2013 Administrative Furlough Guidance (Change 4). The memo can be found on CPOL at <http://cpol.army.mil/library/general/2013sequestration/index.html#memo>.

Q6. If an employee does not want to take annual leave to offset furlough days taken in excess of 6 days/48 hours or prorated days/hours, how will their pay records be corrected?

A6. An employee may request and upon supervisor approval use leave without pay to offset furlough days taken in excess of 6 days/48 hours or prorated days/hours. However, if the employee does not voluntarily substitute AL or LWOP, no action would be taken to change the KE designation.

Q7. Can excused absence or administrative leave be used to substitute for furlough days/hours taken in excess of the required furlough time?

A7. At this time we know of no authority for excused absence or administrative leave to be so used.

Q8. Who may approve overtime during and after the furlough period ends on 30 September?

A8. See Addendum 1 to Army Administrative Furlough FAQs, Q&A #7 at <http://cpol.army.mil/library/general/2013sequestration/20130626-DA-Furlough-FAQs-Addendum.pdf> for guidance regarding approving overtime during the furlough period. After 30 September, commands/organizations may revert back to their rules for approving overtime.

Q9. Can employees move their remaining furlough hours to a later date as long as they take 6 days/48 hours or prorated days/hours of furlough prior to 30 September?

A9. Yes, employees may request to move their remaining furlough days/hours to a later date as long as the hours are taken NLT 30 September. Such request is subject to supervisor approval.

Q10. What date do we stop issuing proposed furlough notices?

A10. "Newly hired employees" who entered on duty on or after 28 June should not be issued a proposed notice since the decision notice will indicate no furlough days/hours will be served. Based on DoD's guidance for determining furlough days/hours, these employee will not serve any furlough days/hours because there is no full pay period between the date they would be eligible for furlough and 17 August.

For example, if a “newly hired employee” was issued a proposed notice on 28 June and a decision notice on 28 July, he/she would have been eligible for furlough on 29 July. Because there was no full pay period between 29 July -10 August or between 11-17 August, the employee will not serve any furlough days.

Employees being reassigned on or after 18 August to Army from another DoD component/agency, being reassigned to a new deciding official within Army, or returning from deployment, etc., should not be issued a proposal notice because the final decision notice would necessarily indicate no furlough days would be served, since 18 September will be the first day the employee could be furloughed. Based on the proration chart in #A11 below, employees subject to furlough proration who become eligible for furlough on or after 18 September will not serve any furlough days.

Example: If an employee who is subject to furlough proration were issued a proposal notice on 18 August and a decision notice on 17 September, the employee will be eligible to start his/her furlough on 18 September. Based on the proration chart in #A11 below, employees eligible for furlough on 18 September will not serve any furlough days.

Q11. Has the formula changed for prorating employees furlough days since the furlough has been reduced to 6 days?

A11. The formula did not change; however, based on the reduction in furlough days the percentage used for calculation changed. Based on this change, the adjusted prorated days are listed below. The proration is based on 60 work days between 8 July and 30 September, 6 eight hour furlough days = 10% of the available workdays.

Effective Date of Employee's Furlough	Calculations
15 Jul	$55 \text{ workdays} * 10\% = 5.5 = 5 \text{ furlough days}$
22 Jul	$50 \text{ workdays} * 10\% = 5 = 5 \text{ furlough days}$
29 Jul	$45 \text{ workdays} * 10\% = 4.5 = 4 \text{ furlough days}$
5 Aug	$40 \text{ workdays} * 10\% = 4 .0 = 4 \text{ furlough days}$
12 Aug	$35 \text{ workdays} * 10\% = 3.5 = 3 \text{ furlough days}$
19 Aug	$30 \text{ workdays} * 10\% = 3.0 = 3 \text{ furlough days}$
26 Aug	$25 \text{ workdays} * 10\% = 2.5 = 2 \text{ furlough days}$
3 Sep	$20 \text{ workdays} * 10\% = 2.0 = 2 \text{ furlough days}$
9 Sep	$15 \text{ workdays} * 10\% = 1.5 = 1 \text{ furlough day}$
16 Sep	$11 \text{ workdays} * 10\% = 1.1 = 1 \text{ furlough day}$
18 Sep	$9 \text{ workdays} * 10\% = .9 = 0 \text{ furlough days}$