

SHUTDOWN FURLOUGH FAQs (Update #1)

Note: Updates will be highlighted.

Q1: What happens to overseas allowances during the furlough period?

A1. Allowances for employees in **excepted** positions will continue, except for the following allowances which will be suspended:

- Representation Allowance
- Education Allowance
- Educational Travel Allowance will be provided only if necessary for human safety (i.e., if the school closes for a holiday and the students must vacate the dormitory.)

For employees in **non-excepted** positions, allowances related to the protection of life or property will continue. This means that for persons in non-excepted positions, the following allowances will continue during a furlough. However, no payments will be made to these employees during the furlough. All payments will be deferred until the furlough is lifted and funds are appropriated.

- Living Quarters Allowance
- Supplementary Post Allowance
- Post COLA
- Home/Foreign Service Transfer Allowance
- Temporary Lodging Allowance
- Separate Maintenance Allowance
- Subsistence Allowance (paid in the event of an evacuation)

For persons in **non-excepted** positions, the following allowances will **NOT** be paid during a furlough:

- Post Differential
- Danger Pay (We assume that all or nearly all positions at danger pay posts would be excepted.)
- Representation Allowance
- Education Allowance
- Educational Travel Allowance will be provided, as is the case for persons in excepted positions only if deemed necessary for human safety (i.e., if the school closes for a holiday and the students must vacate the dormitory.)

Note: The aforementioned instructions assume a short furlough. Should a furlough continue beyond a temporary period, you will be provided further guidance.

Q2. What constitutes an orderly shutdown for an individual employee?

A2. This may include the processing of payroll for the pay periods prior to the lapse in appropriation, securing property in their offices, leaving out of office phone and email messages, completing timesheets, etc.

Q3: The Notice of Decision to Furlough to Furlough Due to Lapse of Appropriations template in (Annex D contained - FRAGO 1 TO HQDA PLANORD 226-13) contains a signature line for "Deciding Official". Does this mean that the notice must be signed at the same level previously designated during the Administrative Furlough?

A3. No. The administrative furlough and a shutdown furlough are different. These notices of furlough may be signed by the immediate supervisor or other individual in the employee's supervisory chain.
