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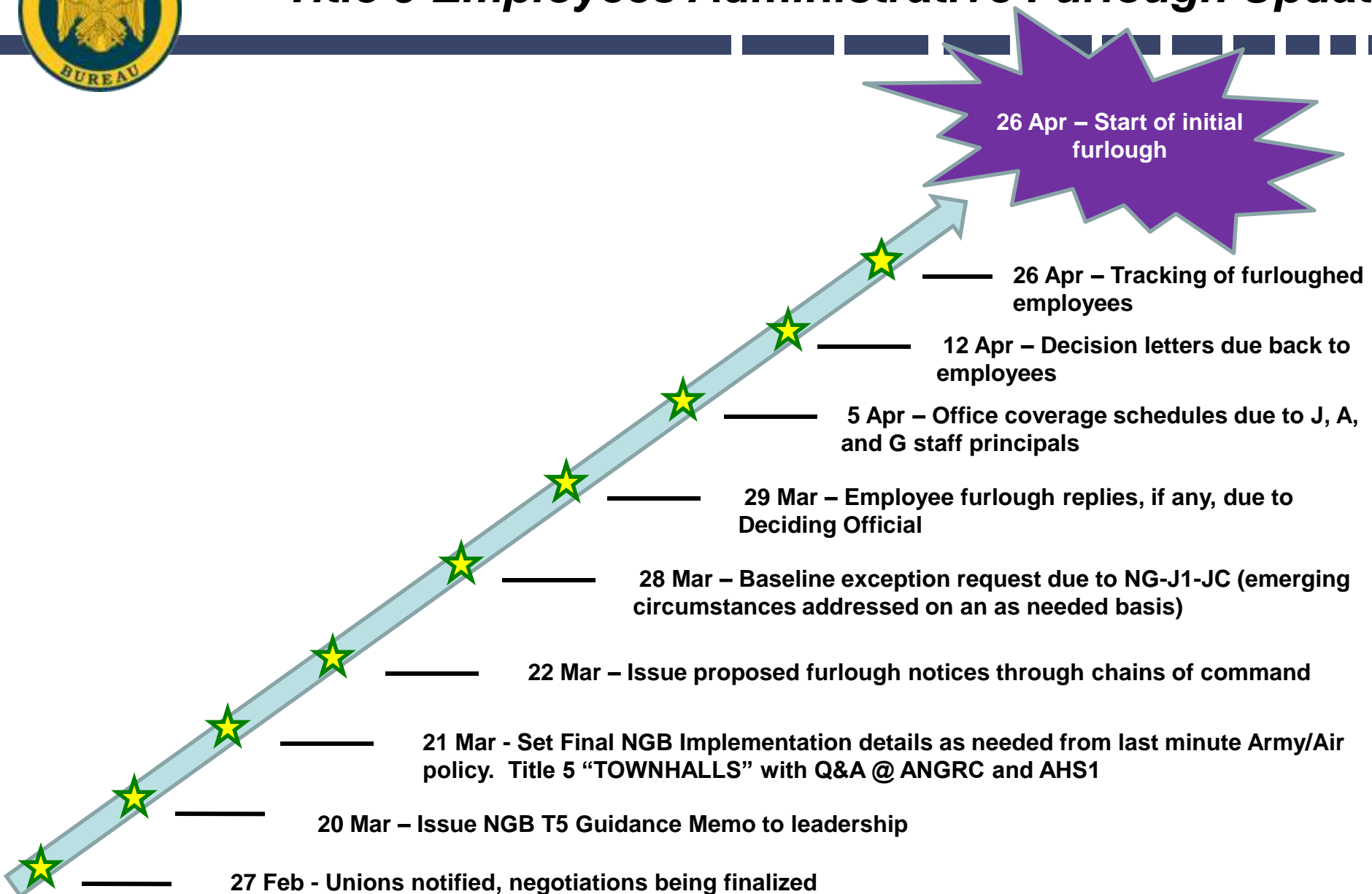
# **National Guard Bureau**

## **Title 5**

### **Administrative Furlough Guidance**



# Title 5 Employees Administrative Furlough Update





# Estimated Furlough Timelines

- Congressional notification – 20 Feb 13
- Union notification – 27 Feb 13
  - Union bargaining required — responses vary
- Signed proposal letter on furlough given to employees
  - At least 30-day notice – 22-26 Mar 2013
  - Email, hand-delivered or certified mail
  - Letter will outline reply procedures
  - Employee has 7 days, unless otherwise specified by bargaining unit status, to submit matters in reply to deciding official
- Signed furlough decision letter given to employees- 12 Apr 2013
  - Effective date of furlough – 26 April
  - Email, hand-delivered or certified mail

Scheduling of furlough days is subject to local bargaining requirements



# Impact to Employee Work Schedule

- Standard Furlough Timing Requirement:
  - Full-time employees:
    - 2 work days or 16 hours each pay period
  - Part-time employees:
    - Hours required will be pro-rated according to the specific work schedule
- With Directorate level approval, supervisors may determine deviations from standard furlough (*scheduling of furlough days is subject to local bargaining*)
- Employees in short or long-term training are subject to furlough unless specifically excepted



## Impact to Employee Work Schedule (cont)

- Alternative work schedules (AWS) and telework may be modified or suspended due to mission needs
- Overtime and compensatory time-off is not permitted to make up lost time or lost pay
- Employee may not work to earn credit hours during hours and/or days designed as furlough time off
- Legally prohibited from volunteering to work during furlough time (*work on furlough day may result in disciplinary action against supervisor and employee*)



# Impact to Employee Work Schedule (cont)

- May **not** transfer inherently governmental work to contractors
- Employees are not furloughed solely on a holiday
  - 27 May 13 (Memorial Day - Monday)
  - 4 July 13 (Independence Day - Thursday)
  - 2 Sep 13 (Labor Day - Monday)
- Suggest avoiding furlough days both before and after a holiday due to loss of paid holiday



## Other Important Facts

- Can furloughed civilians be paid retroactively?
  - There is no provision for employees to receive retroactive compensation at this time. Employees should not plan to receive retroactive compensation
- Are furloughed employees entitled to severance pay?
  - No. Because furloughed employees are not separated from Federal service, they are not entitled to severance pay
- Are employees eligible for unemployment compensation?
  - Maybe based upon individual state government— requirements differ by State
  - Website:  
<http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp>



## Other Important Facts (cont)

- Pay – Up to 20% reduction in base & locality pay through end of FY 13
  - May have insufficient pay to cover employee deductions (refer to Order of Precedence for deduction, <http://www.servicelocator.org/OWSLinks.asp>)
- Leave – After each segment of 80 furlough hours, annual and sick leave are not earned in that pay period





# What Benefits Coverage & Entitlements Continue?

- Generally, furlough time off is treated like Leave Without Pay (LWOP) for benefit purposes
  - Detailed benefits guidance can be found at:  
<http://www.afpc.af.mil/shared/media/document/AFD-110301-009.pdf> or  
<https://www.abc.army.mil/>
- Federal Employees' Group Life Insurance (FEGLI) (reduced salary equals reduced coverage & premiums)
- Federal Employees' Health Benefits (FEHB) (premiums do not change if reduced salary)



# What Benefits Coverage & Entitlements Continue?

- Federal Employees' Dental and Vision Insurance Program (FEDVIP)
  - Premiums do not change if reduced salary
  - After two consecutive pay periods of nonpayment, BENEFEDS will bill employee direct
- Federal Long Term Care Insurance Program (FLTCIP)
  - Premiums do not change if reduced salary
  - After three consecutive pay periods of non payment, contractor will bill employee direct



# What Benefits Coverage & Entitlements Continue?

- Federal Flexible Spending Accounts (FSAFEDS) (if adjusted salary sufficient to cover contributions)
  - Reimbursements continue for eligible health care expenses if allotment is withheld
  - If health care allotments are not withheld, employee remains enrolled, but eligible expenses will not be reimbursed until allotments are successfully restarted
  - Reimbursement continues for eligible dependent care expenses if allotment is withheld
  - If allotments are not withheld, allotments are recalculated over the remaining pay periods to match the employee's annual elected amount



# What Benefits Coverage & Entitlements Continue?

- Thrift Savings Plan (TSP)
  - If elected a percentage of basic pay, contribution will be based on the reduced basic pay earned
  - If elected a whole dollar amount, the amount will be withheld
  - Loan payments will be withheld providing sufficient salary is available; loans are not in default until the employee has missed more than 2½ payments

<https://www.tsp.gov/PDF/formspubs/oc95-4.pdf>



# Information Sources

- Directors will provide more details on organizational impact
- We will post all information and links to relevant websites to the NGB website to give you a one-stop location for information
  - [www.nationalguard.mil](http://www.nationalguard.mil)
  - This site will be updated with new information as it becomes available
  - FAQ page with your questions answered
- We will host more town halls as necessary
- Civilian resources available
  - Federal Employee Education and Assistance Fund ([www.feea.org](http://www.feea.org))
  - Air Force Aid Society (eligibility restricted)
  - Employee Assistance Program (as available), 1-800-222-0364 or [www.FOH.DHHS.gov](http://www.FOH.DHHS.gov)
  - Army Emergency Relief Fund (eligibility restricted)

*Throughout this process we will provide you with candid, credible and constant communication*



# POC for Concerns/Inquiries

## **Joint Civilian Personnel**

Ms Brenda Lindley  
Chief, Joint Civilian Personnel

## **Office of CNGB**

**Joint Staff**

## **Office of Human Resources**

Ms Caren Foard  
Director, Human Resources

**ANG**

## **Human Capital Management Division**

Mr Steve Uehling  
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**ARNG**



Questions?