

NEIL ABERCROMBIE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF DEFENSE
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NGHI-HRO-M

24 June 2013

MEMORANDUM FOR CDR, HIANG
CDR, HIARNG
O/USPFO

SUBJECT: Furlough Guidance for Timekeepers

1. References:

- a. Memorandum, NGHI-HRO, 29 May 2013, subject: Notice of Proposed Furlough.
- b. Memorandum, Office of the Assistant Secretary of Defense (OSD), 21 May 2013, subject: Supplemental Guidance on Leave Without Pay Status for the Department of Defense Civilian Employees during an Administrative Furlough (copy enclosed).
- c. NGB Guidance for Administrative Furloughs (Revised 12 April 2013).

2. On 17 May 2013, the National Guard Bureau (NGB) gave official notice that all technicians (except those with approved exemptions) will be furloughed. The furlough will be on discontinuous (intermittent) days beginning on 8 July 2013 and ending no later than 30 September 2013. Full-time technicians will be furloughed no more than 11 workdays or 88 hours.

a. TAG approved work schedules for the HIANG and HIARNG will be forwarded under separate cover. Because work schedule changes in the Defense Civilian Payroll System (DCPS) cannot be accommodated in the middle of a pay period, the effective date of the work schedule changes will be the pay period beginning 30 June 2013 and ending on 5 October 2013.

b. During the furlough period, the agency's core hours will temporarily change from 0900-1500 to 0900-1445. This will allow those technicians changing from the 5/4-9 work schedule to the 5/8 work schedule to keep their start time at 0600. Core hours are those hours within the flexible work schedule that the agency requires employees to be present for work.

c. Affected technicians may not substitute paid leave or compensatory time for furlough hours.

d. Furloughed technicians must not work from their home or on site, officially or unofficially, on their furlough days. Supervisors will ensure that any compensatory time (CT) requested is officially ordered and approved in writing before it is performed. This is to hold its use to the absolute minimum necessary to perform essential, critical missions and meet requirements during emergency situations.

3. Per reference 1b above, for consistency and fairness to all technicians, the following guidance will apply to those who are currently on leave without pay (LWOP) status or projected to be on LWOP [which includes Absent-US (AUS), personal, and/or FMLA] during the furlough period:

a. Any nonpay time performed prior to 8 July 2013, will NOT count towards the 11 workdays or 88 hours of required furlough time.

b. Technicians must do any furlough days scheduled prior to the start of their nonpay status. For example: Technician has an AUS period scheduled for 15 August 2013 to 30 November 2013. The technician would be subject to the scheduled furlough days occurring prior to 15 August 2013 and cannot save these furlough hours for the August AUS period. Since the technician will not return to duty prior to the end of the furlough period, the remaining furlough hours will be absorbed during the AUS period.

c. Should a technician return from nonpay status during the furlough period, he/she will be subject to the remaining balance of furlough time, if any. Supervisors should review the nonpay hours to determine if additional furlough time is required. For example: Technician goes AUS from 25 June 2013 to 25 July 2013 electing LWOP for the entire period:

Total Nonpay hours from 25 June 2013 to 7 July 2013:	N/A
Total Nonpay hours (based on 5/8 work schedule) for 8 July 2013 to 25 July 2013:	112 hours

Since the 112 hours of nonpay time exceeds the required 88 hours of furlough time, this technician would not be subject to any remaining furlough days through 30 September 2013. However, if this technician elected to use paid military leave for the non-furlough days during the AUS period, then his/her nonpay hours would only total 24 hours (8, 15 and 22 July) and the technician would still be obligated for 64 hours of furlough time upon his/her return to duty.

4. All furlough hours reported on timesheets will be coded "KE" with the following exceptions:

a. For technicians on AUS status, code furlough hours on the timesheet with "KG". Supervisors must manually keep record of which KG hours are actually KE hours should HRO require such documentation.

b. For technicians on "personal" LWOP as documented by a personnel action (SF 50), code furlough hours on the timesheet with "KA". Supervisor must manually keep record of which KA hours are actually KE hours should HRO require such documentation.

c. The above exceptions are necessary because of the way AUS and LWOP actions are processed through the personnel system, which flow to update the pay system. Once those actions update the pay system, the KE code is no longer an appropriate time code allowed with those actions.

d. Supervisors, timekeepers, and certifiers must ensure that no retroactive timesheets are done to change any required furlough time (whether reported as KE, KG or KA hours) to any paid leave.

5. POC for timekeeping questions is Mrs. Sandra Hashimoto at (808) 672-1235.

FOR THE ADJUTANT GENERAL:

Encl
OSD Memo dtd 21 May 2013

CF:
154 CPTF/FMFPC
USPFO/Payroll



BRIAN S. BUHLER, LTCOL, HIANG
Director of Human Resources



READINESS AND FORCE
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

MAY 21 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Supplemental Guidance on Leave Without Pay Status for the Department of Defense Civilian Employees during an Administrative Furlough

On March 5, 2013, the Office of Personnel Management revised the Guidance for Administrative Furloughs. The revision states "Agencies have discretion in determining whether to furlough employees who are in Leave Without Pay (LWOP) status, since both furloughs and LWOP are periods of non-pay status."

This memorandum provides the Department of Defense supplemental guidance on the treatment of employees who are in LWOP status during an administrative furlough. For consistency and fairness, this guidance applies to employees in all categories of LWOP, including employees on leave under the Family and Medical Leave Act (FMLA) and Absent-Uniformed Service Leave (A-US). The guidance achieves required civilian payroll savings while maximizing productivity without creating additional financial burden for employees.

Employees who are in LWOP status during an administrative furlough will receive credit for their time in that status towards any remaining scheduled furlough hours.

- During an administrative furlough, employees issued furlough notices will be subject to scheduled furlough time until an approved period of LWOP begins.
- Once the previous furlough hours served plus LWOP hours taken during an administrative furlough equals the number of furlough hours required during the administrative furlough, no additional furlough time will be required.
- When a period of LWOP ends during the administrative furlough, the employee will be subject to the remaining balance of furlough time, if any.
- Managers and supervisors are advised to limit discretionary LWOP to the maximum extent practicable during the administrative furlough.
- LWOP taken prior to or after the administrative furlough will not be credited toward required furlough time.
- This guidance does not supersede any past practice or collective bargaining agreement. All bargaining obligations must be met prior to implementing a change in conditions of employment based on this guidance.

If you have questions about this guidance, my point of contact is Mr. Seth Shulman, Chief, Compensation Division, Defense Civilian Personnel Advisory Service. He can be reached at (571) 372-1617, or seth.shulman@cpms.osd.mil.

A handwritten signature in black ink that reads "Paige Hinkle-Bowles". The signature is written in a cursive style with a large initial "P".

Paige Hinkle-Bowles
Deputy Assistant Secretary
Civilian Personnel Policy

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