



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

24 September 2013

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS

Subject: Treatment of Excess Furlough Hours

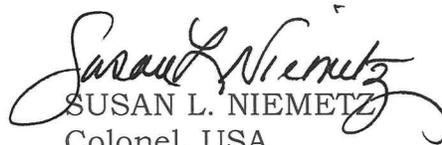
Reference: (a) SecDefMemorandum Subject: Reducing Furlough Days, dated 6 August 2013.
(b) ASD Memorandum Subject: Furlough – Treatment of Excess Furlough Hours, dated 19 September 2013.

1. On 6 August 2013, the Secretary of Defense directed a reduction in furlough days from 11 days (88 hours) to 6 days (48 hours) and provided additional execution guidance.
2. National Guard technicians who proactively executed more than the required number of furlough/LWOP hours may, upon the technician's request, substitute annual leave, military leave, compensatory time-off, credit hours, or time-off awards, provided the employee had sufficient leave in the category requested at the time of the furlough occurrence. Technicians cannot be directed to substitute leave for excess furlough/LWOP hours taken. Any leave substitution for furlough hours will be calculated at the same rate of pay the technician would have received had he or she used the leave category at that time. In the event a technician does not have sufficient leave in any applicable category to cover the excess furlough hours, or the technician elects to not substitute leave, excess furlough time will remain as unpaid time.
3. National Guard technicians who proactively executed more than the required number of LWOP (Absent US) hours may retroactively cancel excess non-pay hours and substitute Military Leave for those hours the member was on military orders and/or performed military duty. Any Military Leave substituted for LWOP (Absent US) hours will be calculated at the same compensation rate the technician would have received had he or she used Military Leave at that time.
4. Generally, while the National Guard Bureau does not endorse the use of excused absence to substitute for technician-initiated excess furlough time, it will be used only for those situations in which excess furlough time resulted from a management-directed action.
5. Upon completion of the individual furlough requirement, technicians may earn and/or use compensatory time in accordance with TPR 630 and subject to prior approval by the supervisor.

6. Technicians who have not fulfilled the furlough requirement of 6 days (48 hours) may choose to delay taking their furlough day to avoid a further financial burden, but must take all furlough hours prior to 30 September 2013, subject to any collective bargaining.

7. All matters described above may be subject to collective bargaining for union-represented employees to the extent an existing agreement provides for the discretion to retroactively substitute leave for furlough hours taken and do not interfere with the TAG's inherent military authority nor reserved rights under the National Guard Technician Act.

8. Point of contact for this information is the undersigned at (703) 607-5419.

A handwritten signature in black ink, appearing to read "Susan L. Niemetz". The signature is fluid and cursive, with a large initial "S" and "N".

SUSAN L. NIEMETZ

Colonel, USA

Chief, Office of Technician Management
National Guard Bureau