DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

31 MAY 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Amended Fiscal Year (FY) 2013 Administrative Furlough Guidance (Change 2)

1. References:

a. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 17 May 2013, subject: Department of the Army Fiscal Year (FY) 2013 Administrative Furlough.

b. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 23 May 2013, subject: Additional Exception to Fiscal Year (FY) 2013 Administrative Furlough (Change 1).

c. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, 22 January 2013, Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel.

2. Reference a, paragraph 4.a.(5), providing that the Administrative Assistant to the Secretary of the Army will exercise authority, direction and control over the personnel of the Special Inspector General for Afghanistan Reconstruction is rescinded.

3. Reference a, Appendix B, is amended as follows:

a. Paragraph 1.b.(2), Delete the phrase "(i.e., Comptroller Career Program employees attending the fourteen-month Defense Comptrollership Program at Syracuse University – a civilian-managed university)".

b. Add paragraph 1.b.(4): Defense Comptrollership Program: As an exception to paragraph 1.b.(2), above, officials of the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)) with responsibility for management of civilian Career Program (CP-11), will administer the adverse action process associated with the FY 2013 administrative furlough for CP-11 employees attending the fourteen-month Defense Comptrollership Program at Syracuse University which began the week of 28 May 2013. OASA(FM&C) officials also will administer the adverse action process associated with the FY 2013 administrative furlough for CP-11 employees presently attending the Defense Comptrollership Program at Syracuse University and scheduled to graduate and return to their permanent duty stations in August 2013; such authority will, however, only extend to those pay periods up to and including

the students' graduation, 30 days prior to graduation, and in anticipation of each student's return to his/her permanent duty station. Each student's parent organization will provide their employee with a notice of proposed furlough addressing the pay periods that remain from the date of the student's graduation through the end of FY 2013. The parent organization will complete the adverse action process upon the employee's return to his/her permanent duty station.

c. Delete the third sentence of paragraph 1.b.(3), "This includes students attending the Army's Civilian Education System Program as well as civilian-managed college and university courses."

d. Add paragraph 1.b.(5). Through the end of FY 2013, Civilian Education System (CES) resident courses held at Fort Leavenworth, Kansas will be extended to accommodate the furlough while preserving course quality. Officials at Fort Leavenworth have designated each Friday over the period of 8 July 2013 through the end of FY 2013 as a furlough period for students attending CES courses at the Army Management Staff College (AMSC). Army civilian employees scheduled to attend a CES resident course at AMSC during this period must coordinate with their supervisors in their parent organization, prior to the start of the requisite temporary duty travel, securing the supervisor's agreement to follow AMSC policy in establishing the period of the employee's furlough throughout his/her attendance at the course. If the employee's supervisor will not support the employee's furlough in accordance with AMSC policy, the employee is advised to cancel attendance at the course as he/she will be unable to meet course completion/graduation requirements.

4. The Acting Under Secretary of Defense (Personnel and Readiness) has rendered a policy decision that Proposing and Deciding Officials are required to physically sign all notices of proposed furlough and notices of final furlough decision. Proposing and Deciding Officials may not use electronic signatures.

5. Adverse action files associated with the FY 2013 administrative furlough will be submitted through human resources channels to the Civilian Human Resources Agency (CHRA) using the established electronic records system. In accordance with customary practices, CHRA will serve as the custodian of these records.

6. Reference b, paragraph 4, is amended to add: As to Department of the Army civilian employees associated with the National Guard Bureau, I delegate to the Chief, National Guard Bureau (CNGB) the authority to approve exceptions to the hiring freeze, to approve exceptions to the requirement to terminate temporary employees and to approve the extension of term employees. CNGB should apply Department of the Army policies in exercising this authority and shall use this authority sparingly. The CNGB may re-delegate this authority to the Vice Chief of the National Guard Bureau, the Director of the National Guard Joint Staff and the Director, Army National Guard, under the same terms and conditions and without the power of further delegation.

7. My point of contact for this action is Patrick L. Stewart, (703) 695-5145, patrick.l.stewart4.civ@mail.mil.

THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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