



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4040 WEST GUARD ST., BLDG 600
BOISE, IDAHO 83705-5004**



JFHQ-ID/HR

28 May 2013

MEMORANDUM FOR Supervisors of Technicians

SUBJECT: Furlough Notification Instructions

1. References.

- a. CNGB Memorandum, National Guard Furlough Guidance, dated 16 May 2013.
- b. NGB TPR 715, Voluntary and Non-Disciplinary Actions, dated 13 July 2007.
- c. National Guard Bureau Guidance for Administrative Furlough, dated 12 April 2013.

2. Supervisors of technicians are responsible for administering furlough proposal notices in support of Idaho National Guard directives received from the Department of Defense through the National Guard Bureau. This memorandum contains specific tasks and procedures to follow when making furlough notifications.

3. Issuing Furlough Notices. Supervisors must complete the following tasks prior to 4 June 2013:

- a. Prepare a copy of the memorandum "Notice of Proposed Furlough", dated 28 May 2013, for each technician (permanent, indefinite and temporary), by entering the technician's name in the "MEMORANDUM FOR" line of the memorandum. This memorandum is at Enclosure 1. Technicians deployed in support of a contingency operation will NOT be issued a furlough notice until return from their deployment.
- b. Provide each technician with a copy of the memorandum "Notice of Proposed Furlough" prepared in the previous task. Supervisors must email or mail a copy, by certified mail, to each technician who is not physically present to receive their memorandum. Mailed notices must be postmarked NLT 29 May 2013.
- c. Ensure each technician returns a signed copy of the furlough notice. Supervisors must retain copies of the signed furlough notices until the end of the furlough. An email confirmation of receipt is sufficient to document delivery of the furlough notice for those technicians who are unavailable to sign.
- d. Record the completion status of the three previous tasks on Enclosure 2 by entering each technician's name, last four digits of the technician's social security number and the date of notification. All "Incomplete" entries must include the reason the notification is incomplete in the "Reason Incomplete" column and include the plan to accomplish the notification in the column marked "Corrective Action Plan". Copies of the Furlough Notification Trackers must be sent to the following email address, **NLT 31 May 2013, then again on 5 June 2013:** 124fw.furlough@ang.af.mil



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4. Issuing Furlough Decision Notices. All technicians will receive a decision notice. The Human Resource Office will distribute furlough decision notices to supervisors to issue to technicians as follows:

a. **Decision Notice (Without Review).** Technicians who did not request a review of their furlough will receive a written decision notice after 5 June 2013 and before 5 July 2013.

b. **Decision Notice (With Review).** Technicians who requested a review of their furlough will receive a written decision notice after 12 June 2013 and before 5 July 2013.

5. Scheduling Furlough Hours. Supervisors must schedule technician furlough hours according to the guidelines listed below:

a. Supervisors must consider the organization's ability to accomplish its critical tasks when scheduling furlough hours. This may necessitate the scheduling of technicians, at reduced levels, on days when the impact to the organization's ability to provide services is reduced.

b. Technicians must schedule and execute 11 furlough days or 88 furlough hours between 8 July 2013 and 30 September 2013.

c. **Discontinuous Furloughs.** This is a furlough in which the technician takes one day off per week during the furlough period. Prior to the beginning of the furlough period, the technician will request through his/her immediate supervisor one day per week of furlough time. Supervisors will approve or disapprove based on operational needs, while considering the convenience of the technician. If the technician's request is disapproved, the supervisor will suggest an alternative day for furlough and make attempts to come to an agreement with the technician. If no agreement can be reached the supervisor will assign a furlough day each week for the time period required. Generally, the furlough day will be the same day each week for the technician to assure operational consistency and ease of tracking. However, supervisors may make variations based on the technician's request or operational need. Supervisors will make every attempt to be fair and equitable in the determination of furlough days. See Table 1. Standard Furlough Hours Schedule.

d. **Continuous Furloughs.** Continuous furlough requests will be considered in the order they are received. Continuous furlough requests are made by requesting 11 dates of furlough within the required furlough timeframe. Technicians do not have to take all 11 days consecutively, but must present a schedule that concludes no later than 30 September 2013. Continuous furlough requests must include a primary set of requested dates and a secondary set of requested dates and will be submitted through the technician's immediate supervisor, and should be based on an established planned absence (e.g. Annual Training, Military School, scheduled vacation, etc.). Requests for continuous furlough solely to postpone furlough to the end of the FY in hopes that the furlough will be cancelled will not be approved. In order to assure continuity of operations, continuous furlough requests will be subject to final approval by the Director of Staff (Col Jeff Aebischer) for the Air, or the Chief of Staff (COL Rob Lytle) for the Army. Once final approval or disapproval is obtained, the immediate supervisor will communicate the decision, in writing, to their technicians. If both the primary and secondary dates for continuous furlough are denied, the reason for the denial will be put in writing to the technician. Technicians who are denied a continuous furlough schedule will begin taking a discontinuous furlough as described in paragraph 5c, until a continuous furlough schedule can be agreed upon. Technicians approved for a continuous furlough will sign the enclosed acknowledgment (Enclosure 4).



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e. Technicians currently on alternative schedules may remain on these schedules and convert the furlough days required to 88 hours of required furlough. The technicians will request the required number of furlough hours within the work schedule and submit the requested schedule to their immediate supervisor for consideration. Supervisors may deny a technician the alternative work schedule if it will cause an operational emergency. In this case, the technician will be placed on a 5-8's schedule during the furlough period and schedule furlough days as described in paragraph 5c or 5d. Supervisors will submit, in writing, the reason for a denial of a technician's alternative or compressed schedule to the Labor Relations Specialist (LRS) for submission to the union. If the alternative or compressed schedule has been denied, the technician will return to his/her alternative or compressed schedule upon completion of his/her furlough obligation. New requests for compressed work schedules which include workdays in excess of 10 hours are not authorized.

f. Supervisors should avoid scheduling technician furlough hours immediately before AND after a federal holiday. Executing furlough hours before AND after a holiday precludes the technician from receiving Holiday Leave. Supervisors should try to schedule furlough hours on either the day before the holiday OR the day after; not both.

g. Technicians will not under any circumstances be allowed to work in their technician status while on a designated furlough day.

h. Supervisors are responsible for ensuring the required number of furlough days are achieved by each technician. Record furlough hours on time cards with the code "KE". Be advised, the HRO will reconcile furlough execution hours with NGB on a bi-weekly basis.

i. The authority to approve the accrual of compensatory time during the furlough period will be the Assistant Adjutant General for Air or the Assistant Adjutant General for Army. Approval of compensatory time must be kept to a minimum and be approved only for activities which are absolutely critical to the Idaho National Guard. While mission accomplishment is always our number one priority, it is acknowledged that mission degradation may occur during the furlough period. Compensatory Time is NOT authorized as a means of making up for lost production due to a furlough.

6. For additional information, please contact LTC Judy Knoelk, Deputy HRO, at (208) 272-3809 or 1LT Jerad Johnson, Employee Relations Specialist, at (208) 272-4224.

FOR THE ADJUTANT GENERAL:

A handwritten signature in purple ink, appearing to read "Kevin K. Dawkins", written over a horizontal line.

KEVIN K. DAWKINS, Col, IDANG
Human Resource Officer

3 Encls

1. Furlough Notification
2. Furlough Notification Tracker
3. Continuous Furlough Acknowledgement