

# **Information & Frequently Asked Questions**

## **Administrative Furlough for ≤176 hours (≤ 22 Days )**

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### **Department of the Navy**

25 February 2013 - updated





THE SECRETARY OF THE NAVY  
WASHINGTON DC. 20350-1000

February 22, 2013

MEMORANDUM FOR DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEES

SUBJECT: Potential Sequestration and Possible Furlough

The Department of the Navy's civilian workforce is an incredibly talented and integral part of the Navy and Marine Corps team. Whether you are developing new weaponry for the next generation of warfighter, helping to operate and maintain our far-flung bases and stations, fixing ships or aircraft, pressing forward on auditability targets, helping Wounded Warriors heal and transition, or performing countless other critical tasks, you are vital to our mission. Our Sailors and Marines could not have responded to and sustained the brutal operational tempo of the last decade of war without the support of each and every one of you.

Budget pressures have already imposed a pay freeze on the non-uniformed members of our team, now in its third year, and most recently, a civilian hiring freeze. Now, unless Congress acts, two pending budgetary actions will force the Department to consider the possibility of employee furloughs. The two actions driving these unfortunate circumstances are:

- Sequestration-the implementation of automatic across-the-board budget cuts on 1 March 2013 to meet the statutory topline limits established in the 2012 Budget Control Act; and
- The possibility that the current Continuing Resolution, which funds U.S. government operations only through 27 March 2013, is extended through the end of this fiscal year.

When taken separately, these two actions are problematic enough; together, they create unprecedented and extraordinary budget challenges because the mindless nature of the cuts prevents us from managing to a new budget reality. We remain hopeful an agreement can be reached to avoid across-the-board reductions, pass a Department of Defense (DoD) appropriations bill, and avert this new fiscal crisis. However, given the great uncertainty we now face, simple prudence dictates that we plan for the worst case scenario — that both occur, and with little flexibility to lessen the worst impacts.

Accordingly, the Department of the Navy has taken and will continue to take steps to reach the savings targets associated with current and projected budget reductions by reducing expenditures. However, we cannot fully close the looming budget gap with these efforts alone. As a result, the Secretary of Defense reluctantly sent Congress official notification (as required by law) that we may be forced to furlough our civilian employees. Furloughs, if they occur, would not begin until mid/late April. The Congressional notification is only the first step in the planning process. Under the worst case scenario, furloughs would affect almost all DoD civilian employees and could span 176 hours (approximately 22 work days) over the rest of the fiscal year.

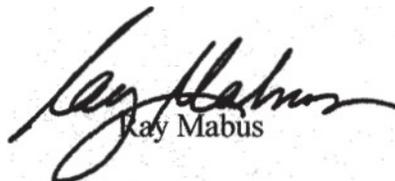
SUBJECT: Potential Sequestration and Possible Furlough

Let me emphasize that furloughing civilian employees is an action of last resort for the DoD, and one not taken lightly. We remain hopeful that the need for furloughs will ultimately be averted. However, should a Department-wide furlough become inevitable, we will individually notify personnel as required at least 30 days in advance of such action.

The impact of the potential furlough is not lost on me or the rest of the Department's leadership. We recognize that you and your families are already being impacted by the fiscal uncertainty. We will therefore continue to pursue every option to avoid them. In the meantime, we will also continue to communicate with you at every opportunity and at every level to help you understand the likelihood and implications of potential furloughs. We will post information on a dedicated webpage (links from [www.donhr.navy.mil](http://www.donhr.navy.mil)).

The days and weeks ahead will be challenging for us all. However, despite the great uncertainty facing us, I ask that you not lose focus on our mission. We remain at war. Our Sailors and Marines depend on each one of you. It is critical that all of us continue to perform our jobs.

With great admiration and appreciation for all you do.



Kay Mabus



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This compilation of frequently asked questions is not intended to replace case law and regulatory requirements. Specific questions should be addressed to Echelon 1 and Echelon 2 Directors of Civilian Human Resources, Command HR offices and [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil).

## General Administration

### 1. Q: What is a furlough?

A: A furlough is the placing of an employee in a temporary nonduty, nonpay status because of lack of work or funds or other nondisciplinary reasons. Under the current fiscal circumstances, administrative furloughs may be required due to a reduction in funding.

### 2. Q: What is an administrative furlough?

A. An administrative furlough is a planned event by an agency that is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work or any other budget situation other than a lapse in appropriations. Furloughs that would potentially result from sequestration would generally be considered administrative furloughs.

### 3. Q: What is sequestration?

A: Sequestration is an across-the-board reduction in Federal budgetary resources in all budget accounts that have not been exempted by statute. Under the Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011 and the American Taxpayer Relief Act of 2012, across-the-board reductions are scheduled to take effect on March 1, 2013, unless legislation is enacted that avoids such reductions. If it occurs, this sequestration will reduce each agency's budgetary resources in non-exempt accounts for the remainder of the fiscal year (which runs through September 30, 2013).

### 4. Q: What is the difference between a shutdown furlough and an administrative furlough?

A: The difference is that an administrative furlough is planned and a shutdown furlough is unplanned or an emergency. (*Administrative furlough is described above.*) When there is a lapse in appropriations, a "shutdown" furlough may occur. A shutdown furlough is necessary when an agency no longer has the funds necessary to operate and must shut down those activities that are not excepted under the Antideficiency Act. Many Federal employees may be familiar with these types of furloughs from instances in previous years in which the Government has faced a potential shutdown. For additional information on shutdown furloughs see OPM's guidance for shutdown furloughs related to potential lapse in appropriations at <http://www.opm.gov/furlough/index.asp>. Shutdown furloughs are considered emergency furloughs – conversely, administrative furloughs are planned events.

*NOTE: The following questions/answers focus on administrative (planned) furloughs of no more than 22 discontinuous workdays/176 hours. Specific questions on other administrative or shutdown/emergency furloughs may be found at [www.opm.gov](http://www.opm.gov).*



## Covered Employees

**5. Q: Which employees may be affected by an administrative furlough? (*updated*)**

A: During an administrative furlough, virtually all employees are subject to a furlough. Exceptions are minimal and will be limited to civilians deployed in a combat zone; safety of life or property – only to extent needed to protect; non-appropriated fund employees funded 100% through non-appropriated funds; employees exempt by law (individuals appointed by the President with or without Senate confirmation who are not covered by the leave system); and foreign nationals. Please note, the designation of excepted employees for an administrative furlough is different than for an emergency or shutdown furlough. See also [Procedures](#) and [Labor Management Relations Implications](#) in this document.

**6. Q: What should Commands do about mission critical employees? (*new*)**

A: Mission critical employees are subject to the administrative furlough — similar to providing leave or an alternate work schedule. Only where staggering absence is not possible is an exception essential. Thus, if an individual can take leave or participate in a compressed work schedule, they likely can be furloughed – mindful that, unlike a shutdown furlough, during an administrative furlough Commands are operating at an 80 percent capacity.

**7. Q: Are political appointees (such as Executive Schedule officials, noncareer SES and Schedule C appointees) subject to an administrative furlough? (*updated*)**

A: Political appointees covered by the leave system in 5 USC chapter 63 or an equivalent formal leave system are subject to administrative furlough. Individuals appointed by the President, with or without Senate confirmation, who are not covered by the leave systems are not subject to furlough.

**8. Q: Are NAF employees affected by furloughs implemented by agencies for appropriated fund employees? (*updated*)**

A: Maybe – a reduction in the appropriated funding may cause a furlough of some NAF employees in morale, welfare and recreation (MWR) positions that are partially or entirely funded with appropriated funds under the Uniform Funding and Management (UFM) authority. Most NAF employees are not paid from appropriated funds – rather, they are paid from funds generated by military exchanges and MWR programs. However, if the reduction in appropriated fund resources leads to a curtailment in MWR or exchange business operations, employees not initially affected by a furlough implemented by an agency may be furloughed for other business-based reasons.

**9. Q: Which NAF employees may be affected by a furlough? (*updated*)**

A: NAF employers have the discretion to identify which regular employees will be furloughed and when to schedule furloughs based on its particular needs and mission in accordance with Business Based Action (BBA) procedures if a furlough is 8 calendar days or more.

**10. Q: Are furloughed detailees returned to their home agencies following any furlough?**



A: Detailed employees remain officially assigned to their permanent positions during the detail. During a furlough, each Major Command and United States Marine Corps (USMC) will determine the status of their employees on detail within the Department of the Navy (DON) or to another agency.

**11. Q: If I am furloughed, am I separated from service?**

A: Employees who are furloughed are not separated from federal service. They are placed in a temporary nonduty, nonpay status.

**12. Q: May I volunteer to do my job on a nonpay basis during any hours or days designated as furlough time off?**

A: No — unless otherwise authorized by law, the DON may not accept the voluntary services of an employee. (See 31 U.S.C. 1342.)

### Procedures

**13. Q: May an agency schedule administrative furlough days consecutively and discontinuously (e.g., one workday per week for 15 weeks)?**

A: Any decision regarding the scheduling of administrative furloughs is pending further guidance. However, an agency may schedule consecutive or discontinuous furlough days. Nothing in law or regulation prohibits discontinuous furloughs, and they have been upheld by the Merit Systems Protection Board on appeal.

In *AFGE, Local 32 and OPM*, 22 FLRA 307 (1986), the Federal Labor Relations Authority held that a proposal giving the furloughed employee the right to determine whether his/her furlough was to be continuous or discontinuous is a negotiable 5 U.S.C. 7106(b)(3) “appropriate arrangement.”

**14. How are employees notified of a furlough? (*new*)**

Employees will first receive a written notice of a proposal to furlough consistent with applicable laws, regulations and collective bargaining agreements. Generally, employees will be provided at least 30 days notification for an administrative furlough (some agreements require 45 days’ notification).

**15. Q: Will a furlough code be created in SLDCADA or other time-keeping system for use?**

A: DoD has indicated that all furlough time taken will be coded as KE in SLDCADA or other time-keeping systems.

**16. Q: How should Major Commands and the USMC schedule administrative furlough time off for employees on flexible or compressed work schedules under an alternative work schedule (AWS) program?**



## ADMINISTRATIVE FURLOUGH (~≤176 HOURS) - FAQs

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A: Because the definition of a day will vary based on the type of work schedule and/or appointment, any decision regarding the scheduling of an administrative furlough is pending further guidance to minimize disruption to the mission.



**17. Q: How should Major Commands and the USMC schedule administrative furlough time off for employees who do not work a standard work schedule (e.g., part time or uncommon tour of duty)?**

A: DoD and DON will issue further guidance. However, furloughs of part-time or uncommon tour of duty employees must comply with the procedures of 5 CFR part 752 or part 351 if the employees are otherwise covered.

**18. Q: How should Major Commands and the USMC schedule administrative furlough time off for employees who work on a seasonal or intermittent basis?**

A. Seasonal employees are recalled to duty at identified periods of the year in accordance with pre-established conditions. Intermittent employees are non-full-time employees without a regularly scheduled tour of duty. DoD and DON will issue further guidance; however, if an employee who is on a seasonal or intermittent work schedule is in a non-pay status during the furlough, no further action is necessary. Whether either group is called for work during an administrative furlough is discretionary with Major Commands and the USMC.

**19. Q: If furlough is effective and your Work Schedule changes from FT to PT, will there be SF50's, Notification of Personnel Actions processed for the period of time you are on Furlough?**

A: The employee remains a full-time employee even though he or she may be placed on a non-pay status for a certain number of hours in a pay period due to a furlough. All employees will get an SF-50 placing them on furlough.

**20. Q: If a discontinuous administrative furlough extends for more than 30 calendar days, is it a furlough covered by adverse action procedures in 5 CFR part 752, or is it covered by the reduction in force (RIF) procedures of 5 CFR part 351?**

A: A discontinuous furlough of 22 workdays or less is covered by adverse action procedures (5 CFR part 742), while a furlough of more than 22 workdays is covered by the RIF procedures (5 CFR part 351). OPM determined that 22 workdays equates to 30 calendar days for adverse action purposes for employees (based on the definition of "day" as "calendar day" 5 CFR 210.102 and 752.402).

**21. Q: What procedural rights apply for an administrative furlough of 30 calendar days or less for employees covered under 5 CFR part 752?**

A: For a short furlough of a covered employee, the law (5 U.S.C. 7513) gives a covered employee the following rights:

- At least 30 calendar days advance written notice by the agency stating the specific reasons for the proposed action. (Typically, the reasons for the action would involve a lack of work or funds.) The 30 calendar day period begins upon an employee's receipt of the written notice. Therefore, Major Commands and the USMC should plan to allow time for mailing the notice when hand-delivery is not possible.
- At least seven calendar days for the employee to answer orally and in writing to the proposal notice and to furnish documentary evidence in support of his or her answer. (A summary of any oral answer must be made and maintained by the agency.)



- The *right* of the employee to be represented by an attorney or other representative.
- A written decision by the agency with the specific reasons for its action at the earliest time practicable.
- The right to appeal the agency's action to the Merit Systems Protection Board.

In addition, OPM's regulations (5 CFR 752.404) require that the agency inform the employee of the right to review the material it relied on to support the reasons for its action. The agency must designate an oral reply official who can either make or recommend a decision, and must issue its decision at or before the effective date of the action. The regulations (5 CFR 752.405) also provide that where applicable, the affected employee may elect to grieve under a negotiated grievance procedure (NGP) or appeal to the Merit Systems Protection Board, but not both.

*NOTE: Under 5 CFR 752.404(b)(2), if the Major Commands and the USMC is furloughing some, but not all, employees in a competitive level, the notice of proposal must state the basis for selecting the particular employee as well as the reasons for the furlough. Where bargaining unit employees are concerned, additional procedural rights may be provided by their negotiated agreement.*

**22. Q: What procedures are applicable to members of the Senior Executive Service affected by an administrative furlough of 30 calendar days or less?**

A: All employees are subject to an administrative furlough, including SES and SL/STs (Scientific & Senior Leader positions). Adverse action procedures in 5 CFR part 752, subpart F, covering Senior Executive Service (SES) career appointees and certain SES limited term or emergency employees do not apply to short furloughs because those procedures provide only for removal from the civil service or suspension for more than 14 days based upon misconduct, neglect of duty, malfeasance or failure to accept a directed reassignment or to accompany a position in a transfer of function.

Under SES furlough regulations (5 CFR part 359, subpart H), Major Commands and the USMC need not use competitive procedures in selecting SES appointees to be furloughed for 30 calendar days or less, or for 22 workdays or less if the furlough does not cover consecutive days; however, the agency must provide career SES appointees (other than reemployed annuitants) a 30-day advance written notice of a furlough of any length.

The written notice must tell the SES appointee the reason for the furlough; the expected duration of the furlough and the effective dates; the basis for selecting the appointee when some but not all SES appointees in a given organizational unit are being furloughed; the location where the appointee may inspect the regulations and records pertinent to the action; the reason, if the notice period is less than 30 calendar days; and the appointee's appeal rights to the Merit Systems Protection Board. For a probationer, the notice should also explain the effect (if any) on the duration of the probationary period. However, the full notice period may be shortened, or waived, in the event of unforeseeable circumstances, such as sudden



emergencies requiring immediate curtailment of activities. This regulation does not require that appointees be afforded an opportunity to respond or that agencies issue a separate decision notice. A career appointee (other than a reemployed annuitant) who has been furloughed and believes 5 CFR part 359, subpart H, or the agency's procedures have not been correctly applied may appeal to the Merit Systems Protection Board under provisions of the Board's regulations.

SES noncareer, limited term and limited emergency appointees and reemployed annuitants holding career SES appointments are not covered by 5 CFR part 359, subpart H, and may be furloughed under agency designated procedures, which need not include a 30-day advance written notice, an opportunity to respond, or a separate decision notice.

**23. Q: What procedures and appeal rights are applicable for probationers, employees under temporary appointments of one year or less in the competitive service, employees who are nonpreference eligible employees in the excepted service with less than 2 years of continuous service, Schedule C employees, and others not covered by 5 U.S.C. chapter 75 but also affected by an administrative furlough?**

A: There are no mandatory procedures; however, agencies should ensure that all administrative procedures required by negotiated agreements or internal personnel policies are followed, subject to any exceptions to those procedures that would apply in the event of an administrative furlough.

**24. Q: If an employee decides to challenge a discontinuous administrative furlough, from what point would the time for appeal to the Merit Systems Protection Board run?**

A: Employees must file an appeal within 30 days after the effective date of their first furlough day, or 30 days after the date of their receipt of the decision notice, whichever is later.

### Working During Furlough

**25. Q: May an employee work during a period designated as a furlough day to earn credit hours under a flexible work schedule?**

A: No — employees may not work during furlough days. Employees are also prohibited from working to earn credit hours during hours and/or days designated as furlough time off.

**26. Q: May Federal agencies require employees who are placed on administrative furlough for all or part of their basic workweek to work hours outside the basic workweek?**

A: Yes – agencies may assign work during hours outside the employee's basic workweek, subject to any agency policies or collective bargaining agreements.

**27. Q: How are employees compensated when they are required to work hours outside a basic workweek in which they have been furloughed? *(new)***

A: Employees who are required to work hours outside of a basic workweek during which they have been furloughed are compensated with their rate of basic pay if overtime



thresholds have not been met, and/or with overtime pay or compensatory time off in lieu of overtime pay, as appropriate, once the thresholds have been met. Normally applicable overtime rules apply. Most employees are subject to a 40-hour weekly overtime threshold and an 8-hour daily overtime threshold. Leave without pay hours (such as furlough hours) do not count as hours of work in applying overtime thresholds. (See [Appendix B](#) for further guidance and examples)

**28. Q: May an employee on a flexible work schedule earn credit hours by working during a week or on a day when the employee is furloughed? (new)**

A: During a week or on a day when an employee is furloughed during certain basic work requirement hours, employees may earn credit hours by electing to work in excess of his or her basic work requirement. However, employees may **not** earn credit hours by working during designated furlough hours and/or days. Also, employees may not use previously earned credit hours during furlough hours.

**29. Q: May an employee work during a period designated as furlough days to accumulate religious compensatory time off hours for religious observances?**

A: No. An employee may not work during furlough days. This prohibition includes working during furlough days, even to accrue religious compensatory time.

**30. Q: May employees take other jobs while on furlough?**

A: It depends – while on furlough, an individual remains an employee of the federal government. Therefore, executive branch-wide standards of ethical conduct and rules regarding outside employment (specifically, the executive branch-wide standards of ethical conduct (the standards) at 5 CFR part 2635) continue to apply when an individual is furloughed. In addition, there are specific statutes that prohibit certain outside activities, and agency-specific supplemental rules that require prior approval of, and sometimes prohibit, outside employment. Before engaging in outside employment, employees should review these regulations and then consult their Major Commands or the USMC ethics official to learn if there are any DON-specific supplemental rules governing the employee.

### Designation of Furlough Days

**31. Q: Can I choose to take my furlough days all at once or spread them out?**

A: Any decision regarding the scheduling of administrative furloughs is pending further guidance. Each Major Command and the USMC will determine the timing for administrative furlough days. For employees represented by labor unions, the timing of furlough days is subject to collective bargaining.

DoD and DON guidance will be issued to address the number of hours per pay period and duration of an administrative furlough.

**32. Q: Can employees be furloughed for half days?**

A: Decisions regarding the scheduling of administrative furloughs is pending further guidance. DoD and DON guidance will be issued to address the number of hours per pay period and for duration of an administrative furlough.

**33. Q: Can employees choose furlough days/times that are convenient to their schedule (i.e., one furlough day per week; or 2 hours less per day for 8 days)?**

A: Furlough days will be chosen by mission requirements determined by your command structure, not personal preference. For full time employees, no more than 16 hours will be furlough for each pay period.

**34. Q: What is the first day for executing the furlough?**

A: Executing a planned furlough depends on when Congress is notified of the decision. The first furlough pay period will occur approximately 70 days after Congressional notification. DoD and DON will issue guidance to address actions following any Congressional notification.

## Compensation

**35. Q: Are furloughed employees entitled to severance pay?**

A: No. Because furloughed employees are not separated from Federal service, they are not entitled to severance pay.

**36. Q: Are employees entitled to unemployment compensation while on furlough?**

A: It is possible that furloughed employees may become eligible for unemployment compensation. State unemployment compensation requirements differ. Some States require a 1-week waiting period before an individual qualifies for payments. In general, the law of the State in which an employee's last official duty station in Federal civilian service was located will be the State law that determines eligibility for unemployment insurance benefits. (See the Department of Labor website "Unemployment Compensation for Federal Employees" at <http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp>.) Agencies or employees should submit questions to the appropriate State (or District of Columbia) office. (See [Appendix C](#) for a state listing and web addresses - the Department of Labor's website provides links to individual State offices at <http://www.servicelocator.org/OWSLinks.asp>.)

**37. Q: When an employee's pay is insufficient to permit all deductions to be made because furlough time off occurs in the middle of a pay period and the employee receives a partial paycheck, what is the order of withholding precedence?**

A: The below Order of Precedence for civilian Federal employees applies **only** when gross pay is not sufficient to permit all deductions; it will be used to determine the order in which authorized deductions from an employee's pay will be processed.

1. Retirement – Deductions for Defined Benefit Plan (including Civil Service Retirement System/Federal Employees Retirement System (CSRS/FERS))
2. Social Security (OASDI) Tax
3. Medicare Tax



4. Federal Income Tax
  5. Federal Employees Health Benefits (FEHB) premium (pre-tax or post-tax)
  6. Basic Federal Employees' Group Life Insurance (FEGLI) premium
  7. State Income Tax
  8. Local Income Tax
  9. Collection of Debts Owed to the U.S. Government (e.g., tax debt, salary overpayment, failure to withhold proper amount of deductions, advance of salary or travel expenses, etc.; debts which may or may not be delinquent; debts which may be collected through the Treasury Offset Program, an automated centralized debt collection program for collecting Federal debt from Federal payments)
  10. Court-Ordered Collection/Debt (Child Support, Alimony, Bankruptcy, Commercial Garnishments)
  11. Optional Benefits Premiums (Health care Flexible Spending Accounts (FAS), Dental, Vision, Health Savings Accounts (HAS). Optional FEGLI, Long Term Care, Dependent FSA, TSP (loans, basic and catch-up contributions, then other optional benefits)
  12. Other Voluntary Deductions/Allotments (Military Service Deposits, Professional Assoc., Union Dues, Charities, Bonds, personal allotments, additional voluntary deductions)
  13. IRS Paper Levies
- Additional guidance can be found at the [Chief Human Capital Officers Council](#) web page.

**38. Q: May Major Commands and the USMC deny or delay within-grade or step increases for General Schedule and Federal Wage System employees during a furlough?**

A: It depends on the length of the furlough. Within-grade or step increases for General Schedule (GS) and Federal Wage System employees are awarded on the basis of length of service and individual performance. Such increases may not be denied or delayed solely because of lack of funds. However, extended periods of nonpay status (e.g., because of a furlough for lack of funds) may affect the timing of such increases. For example, a GS employee in steps 1, 2, or 3 of a grade who is furloughed an aggregate of more than 2 workweeks during the waiting period would have his or her within-grade increase delayed by at least a full pay period. (See 5 CFR 531.406(b).)

**39. Q: What issues arise with the furloughing of employees who would otherwise reach the biweekly cap on premium pay?**

A: Under 5 U.S.C. 5547, premium pay may not normally be paid to the extent the payment would cause the sum of the employee's basic pay plus premium pay received in a biweekly pay period to exceed the higher of (1) the biweekly rate for level V of the Executive Schedule (EX-V) or (2) the biweekly rate of basic pay for GS-15, step 10 (including any application locality payment or special rate supplement). (Note: In all locality pay areas within the United States, the applicable GS-15, step 10, rate is higher than the EX-V rate.) Certain employees regularly receive a recurring type of premium pay that causes them to reach the premium pay cap each biweekly pay period. For example, certain employees regularly receive law enforcement availability pay (LEAP), administratively uncontrollable



overtime (AUO) pay, standby duty premium pay, or regularly scheduled firefighter overtime pay.

The biweekly premium pay cap limits premium pay based on the aggregate sum of basic pay plus premium pay in a biweekly pay period. Thus, if a furlough causes basic pay to be reduced, it may result in an increased payment of premium pay that had been limited by the premium pay cap.

If an employee is furloughed, he/she will not receive basic pay or premium pay during the furlough period. If the furlough is for a full pay period, then the employee will not receive any pay for the pay period and the biweekly premium pay cap is not an issue. However, there are issues if an employee who normally reaches the premium pay cap is furloughed for part of a pay period. The employee's total basic pay will be reduced and, as a result, the *uncapped* amount of premium pay for the pay period will be reduced. ("Uncapped" refers to the amount of premium pay that would be payable if the biweekly premium pay cap did not apply.) If the employee was reaching the premium pay cap in a normal pay period and receiving less than the full amount of premium pay available under the given premium pay provision, the reduction of basic pay could allow otherwise blocked premium pay to become payable—even if the uncapped amount of premium pay is reduced. In fact, the employee could receive the same capped total pay while working less hours. In this case, a furlough would not save money and would actually reduce productivity.

### Injury Compensation (*updated*)

**40. Q: If an employee was in receipt of Federal Employees' Compensation Act (FECA) wage-loss compensation and was then furloughed, what effect would the furlough have on his/her compensation? (*new*)**

A: None. FECA wage-loss compensation is not considered wages and, therefore, is not affected by a lack of funding at the employing agency.

**41. Q: If an employee sustains a traumatic injury at work and begins to receive continuation of pay (COP) what happens to the COP when he is furloughed? (*new*)**

A: When employees are furloughed due to a lapse in appropriations, there is no legal authority to pay COP or any similar payment. However, lapsed appropriations do not abrogate the employee's entitlement to COP in any way. Therefore, although COP disbursements may be suspended during a furlough caused by lapsed appropriations, retroactive payment is mandatory once funding has been appropriated. Once the furlough begins, COP is placed in abeyance pending the resumption of funding. When funding is available any remaining COP entitlement must be paid on a retroactive basis. The Department of Labor recognizes that they cannot force an agency to make payments of salary to furloughed employees when the agency has no funds to legally do so. If Congress does not decide to pay furloughed employees for the days off, COP would still have to be paid retroactively under 5 U.S.C. 8118.



**42. Q: Are employees who are injured while on furlough or LWOP eligible to receive workers compensation?**

**A:** No. Workers compensation is paid to employees only if they are injured while performing their duties. Employees on furlough or LWOP are not in a duty status for this purpose. An employee who is receiving workers' compensation payments will continue to receive workers' compensation payments during a furlough and will continue to be charged LWOP.

## Leave and Other Time Off

**43. Q: How will furlough time off affect an employee's leave accrual and benefits?**

**A:** Generally, furlough time off is treated like regular leave without pay (LWOP) for leave accrual and benefit purposes. The accumulation of nonpay status hours during a leave year can affect the accrual of annual leave and sick leave. (See 5 CFR 630.208(a).) For example, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of nonpay status from the beginning of the leave year (either in one pay period, or over the course of several pay periods), the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. If the employee again accumulates 80 hours of nonpay status, he or she will again not earn leave in the pay period in which that new 80-hour total is reached. (See the [Service Credit](#) section of this document.) for information on the effect of extended LWOP or other nonpay status on federal benefits and programs.

**44. Q: If an employee who received a furlough notice had previously scheduled annual or sick leave on a furlough day, what happens to the scheduled leave? (*new*)**

**A:** Absences on a scheduled furlough day may not be charged to leave and leave may not be used to offset the furlough day.

**45. Q: May an employee take paid leave or other forms of paid time off (e.g., annual, sick, court, or military leave, leave for bone marrow or organ donor leave, credit hours earned, any compensatory time off earned, or time off awards) instead of taking administrative furlough time off?**

**A:** No - during an administrative furlough, an employee may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time off.

**46. Q: How should Major Commands and the USMC treat an employee who is on approved leave without pay (LWOP) during an administrative furlough period?**

A: If employees are scheduled to be on LWOP during the furlough period, the employee may designate any hours and/or days of LWOP as furlough time off in order to meet the agency's furlough requirement. Major Commands and the USMC are not required to provide an employee with a furlough notice if the employee is not expected to work during the furlough period (e.g., a 1-year period of leave without pay to accompany a military spouse overseas). If the employee returns to work before the end of the furlough period, the Major Commands and the USMC could require the employee to take furlough time off, based upon the furlough policy. If upon return to service, the employee has taken enough LWOP to cover the requirement for furlough time off, the Major Commands and the USMC may choose not to place the employee in a furlough status.

**47. Q: May an employee take LWOP under the Family and Medical Leave Act (FMLA) during an administrative furlough period?**

A: Yes - an employee may take LWOP under FMLA during the designated furlough period. The employee may designate any hours and/or days of LWOP under FMLA as furlough time off in order to meet the DON's furlough requirement. It is important that the correct time and attendance codes are used to ensure proper processing during the furlough and FMLA.

During a furlough, any LWOP under FMLA that is scheduled to be taken instead of a furlough day off will not count toward the employee's 12-week FMLA leave entitlement. An employee who takes LWOP under FMLA instead of a furlough day off may not later substitute paid leave for the days of LWOP. Major Commands and the USMC are not required to provide an employee with a furlough notice if the employee is not expected to work during the furlough period (e.g., an employee who has just given birth and has requested 12 weeks of unpaid leave (LWOP) under the FMLA). If the employee is scheduled to return to work from LWOP during the furlough period, the employee should be provided with a furlough notice (effective on the date of scheduled return).

### Holidays

**48. Q: May employees be administratively furloughed on a holiday?**

A: Employees may be furloughed for periods of time that include holidays. However, Major Commands and the USMC should select the furlough days off on programmatic, mission and administrative grounds that are unrelated to the fact that the period includes a holiday. For example, Major Commands and the USMC may not properly furlough employees for a three-day period, the middle of which is a holiday, for the sole purpose of saving three days' pay while losing only two days of work. (See Comptroller General opinion B-224619, August 17, 1987.) It also would not be proper to furlough an employee solely on a holiday. (See Comptroller General opinion B-222836, May 8, 1986.)



**49. Q: If employees have a designated administrative furlough day off on the last workday before a holiday or the first workday after a holiday (but not on both days), will they be paid for the holiday?**

A: Yes - the general rule is that an employee is entitled to pay for a holiday so long as he or she is in a pay status on either the workday preceding a holiday or the workday following a holiday. The employee is paid for the holiday based on the presumption that, but for the holiday, the employee would have worked. (*Note: A holiday should not be the first or last day of the period covered by a furlough.*)

**50. Q: If employees have a designated administrative furlough day off on the last workday before a holiday and the first workday after a holiday, will they be paid for the holiday?**

A: No - if a furlough includes both the last workday before the holiday and the first workday after the holiday, the employee is not entitled to pay for the holiday because there is no longer a presumption that, but for the holiday, the employee would have worked on that day. (See Comptroller General opinion B-224619, August 17, 1987.)

### Service Credit for Various Purposes

**51. Q: To what extent does nonpay status affect federal employee benefits and programs?**

A: The effects of a nonpay status (which includes furlough, leave without pay, absence without leave, and suspension) on federal employee benefits and programs vary based on current law and regulation. (*For more information on benefits impact, see [Benefits](#) section.*)

**52. Q: If an employee is planning on retiring, will a time in furlough status have an effect on the employee's high-3 average?**

A: Generally there will be no effect on the high three average pay unless the furlough causes the employee to be in a nonpay status for more than six months during the calendar year. (*For more detailed information, see [related FAQ](#).*)

**53. Q: What impact does nonpay status have on Probationary Periods (Initial Appointment and Supervisory/Managerial), Career Tenure, Leave Earnings, Service Computation Dates (SCD)?**

The impact will vary and employees should consult with their HR offices. Information may also be found at [www.opm.gov/oca/leave/HTML/LWOP\\_eff.asp](http://www.opm.gov/oca/leave/HTML/LWOP_eff.asp).

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Initial Appointment Probationary Period Supervisory/Managerial Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.
Career Tenure	Any nonpay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.



### Leave Earnings

If an employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.

*For example*, when a full-time employee with an 80-hour biweekly tour of duty accumulates a total of 80 hours of nonpay status from the beginning of the leave year, the employee will not earn annual and sick leave in the pay period in which that 80-hour accumulation is reached. If the employee again accumulates 80 hours of nonpay status, he or she will again not earn leave in the pay period in which that new 80-hour total is reached. (This means that a full-time employee who is in the 6-hour annual leave accrual category and who has accumulated 80 hours of nonpay status in the last pay period of the year will be debited 10 hours of leave accrual in that pay period.)

At the end of the leave year, any accumulation of nonpay status hours of less than 80 hours is zeroed out so that any accumulation for the next leave year is not carried over. For part-time employees, leave accrual is prorated based on hours in a pay status in each pay period; thus, time in nonpay status reduces leave accrual in each pay period containing such time.

### Service Computation Dates

6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)

## Benefits

Generally, furlough time off is treated like regular leave without pay (LWOP) for benefit purposes. The effects of a nonpay status on Federal employee benefit programs vary based on current law and regulation. If the employee's salary becomes insufficient to pay benefit deductions due to the furlough, the leave without pay/insufficient pay rules apply.

Information regarding the order of payment of deductions can be viewed in the Compensation Section of this guide discussing [Order of Precedence](#).)



**54. Q: Who pays for the Federal Employees Health Benefits (FEHB) of furloughed employees? Will sequestration impact an employee's benefits under FEHB?**

A: The Department continues to be responsible for the agency contribution of any furloughed employees and each employee remains responsible for his or her employee contribution. If an employee's paycheck is insufficient to cover his/her share, the enrollee share will accumulate and will then be withheld from pay upon return to pay status. Detailed guidance on employee benefits during an administrative furlough is found in [OPM's Guidance on Administrative Furloughs](#).

**55. Q: Will an employee's Federal Flexible Spending Account Program (FSAFEDS) be impacted during an administrative furlough?**

A: The employee's FSAFEDS coverage continues, and allotments made by the employee continue if the employee's salary in each pay period is sufficient to cover the deduction(s). If the employee's salary is insufficient to cover his or her allotment(s), then incurred eligible health care expenses will not be reimbursed until the allotments are successfully restarted (in which case the remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount). Incurred eligible dependent care expenses may be reimbursed up to whatever balance is in the employee's dependent care account, as long as the expenses incurred allow the employee (or employee's spouse if married) to work, look for work or attend school full-time. Once dependent care allotments are successfully restarted, remaining allotments would be recalculated over the remaining pay periods to match the employee's annual election amount.

**56. Q: Will an employee continue to be covered under the Federal Employees' Group Life Insurance (FEGLI) during an administrative furlough?**

A: The employee's FEGLI coverage continues while in a nonpay status due to furlough for up to 12 months, without cost to the employee or to the agency. Neither the employee nor the agency incurs a debt during this period of furlough. However, if the furlough is for only part of a pay period FEGLI premiums are required. If there is any pay in a pay period, FEGLI premiums for the whole pay period will be deducted from pay. The premiums are not prorated.

**57. Q: Will an employee continue to be covered under the Federal Dental and Vision Insurance Program(FEDVIP) during an administrative furlough?**

A: Yes. Just as with scheduled LWOP, if BENEFEDS is unable to take the necessary premium deduction from an employee's pay, BENEFEDS collects premium up to twice the biweekly amount from the next full pay period to make up for the missed premium deduction. If the furlough continues for more than two consecutive pay periods, BENEFEDS will mail a direct bill to the employee. The enrollee should pay premiums directly billed to him/her on a timely basis to ensure continuation of coverage.

**58. Q: Will an employee continue to be covered under the Federal Long Term Care Insurance Program (FLTCIP) during an administrative furlough?**

A: Yes, eligible claims will continue to be paid. If the contractor does not receive premium for two or fewer pay periods, they will adjust future premium deductions, increasing by no more than \$50 per pay period to recover the missed premiums. Three consecutive pay periods of no premium will result in the contractor billing the participant directly. Coverage will terminate if premiums are not paid.

The employee also has the option to change to direct billing or to payment via electronic funds transfer (EFT). If premiums are not collected or a final bill is not paid within a 30 day grace period, FLTCIP will send a termination letter. The employee has 35 days from the date of the letter to pay the premium; otherwise the employee will be disenrolled retroactively to the last pay period in which premium was paid.

**59. What happens to an employee's TSP contributions during a furlough?**

A: If an employee is furloughed for only a portion of the pay period and receives some basic pay:

- a. Employee Contributions: If the employee elected to contribute a percentage of pay, the employee contribution is determined using the basic pay earned during that pay period. If the employee elected to contribute a whole dollar amount, the amount will be withheld, but if the amount exceeds the net pay for the pay period, no employee contribution will be made for that pay period.
- b. Agency Automatic (1%) Contributions: For Federal Employees Retirement System Employees (FERS), Agency Automatic (1%) Contributions will be determined using the basic pay earned for the pay period.
- c. Agency Matching Contributions: For FERS employees, Agency Matching Contributions will be determining using the basic pay the employee earned and the amount of employee contributions made for the pay period.

If an employee is furloughed for an entire pay period, the TSP employee and agency contributions are not made for that pay period.

**60. Q: If an employee has a TSP loan, what happens to the loan payments during the furlough?**

A: If the employee is furloughed for less than an entire pay period, loan payments will be withheld providing sufficient salary is available.

If the employee is furloughed for an entire pay period, the loan payments will stop because they are deducted from the employee's pay check. Loans are not considered in default until the employee has missed more than 2½ payments. If the employee misses a loan payment (or two) as a result of a furlough, the employee has the option to make direct payments to the TSP. Otherwise, the loan term will be extended or, if the employee has requested the maximum loan term, there may be a balloon payment at the end of the loan term. If the employee misses more than 2½ payments, TSP will notify the employee by mail that the



employee must mail in a personal check for the "cure" amount to get the loan back on track. Additional information regarding the effects of nonpay on TSP accounts can be found at <https://www.tsp.gov/PDF/formspubs/oc95-4.pdf>.

**61. Q: Can the employee retire during a furlough?**

A: Yes if eligible. However, an employee may not select as a retirement date, a day where they are in a furlough status.

**62. Q: If an employee is planning on retiring, will time in furlough status affect the employee's high-3 average?**

A: Generally there will be no effect on the high three average pay unless the furlough causes the employee to be in a nonpay status for more than six months during the calendar year. The high-three average for annuity purposes is calculated on the employee's adjusted base pay, reflected in block 20C of the employee's SF50. The high-three average is not based on actual pay received.

## Labor Management Relations Implications

**63. Q: When an agency is required to affect an administrative furlough, what is the agency's obligation to bargain?**

A: The decisions whether to furlough employees and which activities to except from a furlough are management rights that are not subject to bargaining. See 5 U.S.C. 7106(a). However, when the agency determines that an administrative furlough is necessary, Major Commands and the USMC have a duty to notify their exclusive representatives and, upon request, bargain over any negotiable impact and implementation proposals the union may submit, unless the matter of furloughs is already "covered by" a collective bargaining agreement.

Major Commands and the USMC should be aware that their collective bargaining agreements may also contain provisions with respect to the time frame within which to provide the labor organization notice of a change in conditions of employment. It is advisable to check the Major Commands and the USMC individual labor agreements for applicable notice provisions, and for Major Commands and the USMC to comply with those provisions.

Major Commands and the USMC contracts may also contain provisions regarding "adverse actions" and "reductions in force" (RIF) with which agencies must comply in giving notice to bargaining unit employees of pending furloughs. It is advisable to check the Major Commands and the USMC's individual labor agreements for applicable "adverse action" and "reduction in force" notice provisions, and to comply with those provisions.

However, in the event that the DON is required to absorb unexpected substantial budget cuts during a short term continuing resolution or because of the limited time remaining in the fiscal year to absorb these unexpected budget cuts, then the DON might be required to



furlough without delay because the cuts must be absorbed during the term of the continuing resolution or remainder of the fiscal year and cannot be deferred until later in the year or into a new budget year. In this event, OPM regulation 5 CFR 752.404(d)(2) states that written notice of furlough to individual employees and opportunity to be heard are not required because of unforeseeable circumstances. Unforeseeable circumstances could include unexpected cuts by the Congress to an agency's budget late in the fiscal year. This regulation does not apply to the statutory requirement that agencies provide appropriate notice to labor organizations of changes in conditions of employment.

**64. Q: While no decision has been made to administratively furlough employees, our union has submitted a midterm bargaining request on furlough procedures regarding any possible future administrative furlough. Our collective bargaining agreement is silent on furlough procedures and the union is invoking its right to initiate mid-term bargaining on matters not covered by the agreement. Do we have an obligation to bargain when no decision has been made to furlough employees?**

A: Even though no decision has been made to furlough employees, it is possible you have a duty to bargain regarding the union initiated mid-term bargaining request, assuming the matter is not already covered by your collective bargaining agreement. The law requires an agency to bargain during the term of a collective bargaining agreement on negotiable union-initiated proposals concerning matters that are not expressly contained in, or otherwise covered by, the collective bargaining agreement, unless the union has waived its right to bargain about the subject matter involved. With this in mind, you will have to evaluate the circumstances of your situation to determine whether you have a duty to bargain on furlough procedures.

**65. Q: What if the union submits proposals to address the possibility of a furlough before any actual decision to furlough has been made? Can we refuse to act on the proposal until management makes a decision to furlough?**

A: If your union submits a proposal to bargain a matter not already covered in the collective bargaining agreement (e.g. furlough), management cannot refuse to bargain a union-initiated proposal. To do so would be an unfair labor practice. Additionally, with the tight timeframe for completing the bargaining process if sequestration were to occur, it would be in management's best interest to complete bargaining as soon as possible regardless of the source of the initial proposal.

**66. Q: Along with a bargaining request on furloughs, our union has submitted an information request under 5 U.S.C. 7114 seeking information such as the agency administrative furlough plan and a list of employees expected to be furloughed, and whether or not the furloughs are planned to be continuous or discontinuous. Do we have to provide this information?**

A: It depends. An agency is required to provide data that is normally maintained, reasonably available, and necessary to perform the representational duties of a union. A union requesting information must establish a particularized need for the information by articulating, with specificity, why it needs the requested information, including the uses to which the union will



put the information and the connection between those uses and the union's representational responsibilities under the statute. The union must establish that the requested information is required in order for the union to adequately represent its members. An agency denying a request for information must assert and establish any countervailing anti-disclosure interests. An agency may not satisfy its burden by making conclusory or bare assertions; its burden extends beyond simply saying "no." With this in mind, you will have to evaluate the circumstances of your situation to determine whether you should provide the requested information.

**67. Q: If a bargaining unit employee decides to challenge a discontinuous administrative furlough, what is the timeframe for the employee to file a grievance under the negotiated grievance procedure (NGP)?**

**A:** The time limits and other procedures applicable to bargaining unit employees are spelled out in applicable provisions of negotiated agreements.

**68. Q: In the event of a furlough, what kind of topics may a union bargain over?**

**A:** Generally, a union will wish to negotiate the procedures management will follow when implementing a furlough. For example, a union may wish to negotiate over how employees will be notified of the furlough (e.g., personal delivery, letter, email, etc.), how employees will be selected for furlough (e.g., by seniority, volunteers first, etc.), the content of the employee notice itself, as well as the timing and length of the notice.

A union may also wish to negotiate appropriate arrangements for those bargaining unit employees who sustain an adverse impact as a result of management's actions. For example, a union may wish to negotiate over how the days of the furlough are implemented (e.g., all at once or over a period of time) or prescribing the criteria management will consider in furloughing employees (e.g. use of retention list and release employees using RIF procedures).

**69. Q: May a manager or supervisor have a meeting with employees in a bargaining unit to discuss an administrative furlough without a union representative present?**

**A:** The law grants a union the right to be represented at certain meetings between managers and one or more bargaining unit employees if the meeting concerns issues such as personnel policies or practices or other general conditions of employment. Under the law, this meeting is referred to as a "formal discussion." With this in mind, Commands will have to evaluate the circumstances of their situation to determine whether the meeting constitutes a formal discussion. If Commands have determined the meeting is a formal discussion, advance notice of the meeting must be provided to the union. See 5 U.S.C. 7114(a)(2)(A). Activities and Commands are advised in the strongest possible terms to err on the side of caution in such circumstances and invite the union to be represented.



## Federal Employees on Military Duty

**70. Q: Will employees continue to receive a reservist differential payment (5 U.S.C. 5538) if they are affected by an administrative furlough from their Federal civilian position while on active duty?**

**A:** It depends. In computing a reservist differential, the DON must compare the employee's projected civilian basic pay to the allocated military pay and allowances for each civilian pay period. If an employee is affected by a furlough from his or her Federal position while on active duty, the DON must reduce the employee's projected civilian basic pay during any pay period in which furlough time off occurs. If the allocated military pay and allowances are greater than or equal to the projected civilian basic pay adjusted for furlough time off, no reservist differential is payable for that pay period. If the projected civilian basic pay (as reduced to account for furlough time off) is greater than the allocated military pay and allowances, the difference represents the unadjusted reservist differential.

**71. Q: Will there be an impact on an employee's General Schedule or Federal Wage System within-grade increases (WGI) waiting period if the employee is affected by an administrative furlough while in an Absent – Uniformed Service status?**

**A:** No. A furlough has no impact on an employee's General Schedule or Federal Wage System WGI waiting period if the employee is affected by a furlough while in an Absent – Uniformed Service status (i.e., Nature of Action Code 473, which is used when the employee has restoration rights). An absence for the purpose of engaging in military service is creditable service in the computation of waiting periods for successive WGIs when an employee returns to a pay status through the exercise of a restoration right provided by law, Executive order, or regulation. (See 5 CFR 531.406(c)(1)(i) and 5 CFR 532.417(c)(4).)

## Other Programs

**72. Q: Will any NAF employees be affected as a result of the administrative (planned) furlough?**

**A:** Maybe. The lapse in appropriations may cause a furlough of some NAF employees in morale, welfare and recreation (MWR) positions that are partially or entirely funded with appropriated funds under the Uniform Funding and Management (UFM) authority. However, most NAF employees are not paid from appropriated funds authorized by annual appropriations, but are instead paid from funds generated by the military exchanges and MWR programs. Additional information on NAF can be found at the below link:

<https://extranet.apps.cpms.osd.mil/Divisions/NAF%20Personnel%20Policy/Reference%20Guides.aspx>

**73. If the furlough impacts my ability to meet my financial obligations (e.g., mortgage or rent payments), will this impact my security clearance?**

**A:** A furlough is a circumstance beyond your control. The Federal Adjudicative Guidelines specify that the adjudicative process is the careful weighing of a number of variables known as the whole person concept. Mitigating factors include: the conditions that resulted in the concern were largely beyond the person's control and the individual acted responsibly under



the circumstances — each situation is unique and should be reviewed with the organization's security office.

**74. Q: Are there other avenues to refer employees who need someone to talk to if times get too tough?**

A: Support is available 24/7 through Navy 311 (Chaplain Care) – contact info posted at [www.chaplaincare.navy.mil/](http://www.chaplaincare.navy.mil/) . Military Family Life Consultants also provide support — Duty Cells: 571-581-8016 and 703-414-9883

**75. Q: Is the Living Quarters Allowance (LQA) reduced during an administrative furlough?**

A: No – generally, LQA is not impacted by an administrative furlough of 176 hours or fewer.

**76. Will administrative furloughs impact PCS entitlements?**

A: Generally no – PCS entitlements would not be impacted unless a furlough day is scheduled on the scheduled report for duty day. HR and supervisors should be mindful when providing furlough dates for employees who are in a PCS status. For example, if an employee is expected to report (entrance on duty - EOD) on Monday, he or she should not be furloughed for that day in lieu of administrative leave.

## Where to Go for Additional Information

For additional information, the following resources are available:

- See the DON Office of Civilian Human Resources webpage on the furlough at <http://www.public.navy.mil/donhr/Pages/furloughGuidanceIssued.aspx>
- Email [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil)



### Appendix A - Premium Pay Sample Calculation

For example, consider a GS-15, step 10, criminal investigator in Washington, DC. Criminal investigators are entitled to LEAP equal to 25% of the investigator's basic pay, subject to the biweekly premium pay cap, which can reduce or eliminate the LEAP payment. Normally, A GS-15, step 10, investigator would receive 0% LEAP since his/her adjusted rate of basic pay is already at the cap.

- Assume the investigator is entitled to a GS-15, step 10, locality rate of \$155,500 (EX-IV locality rate cap). The hourly rate is \$74.51 and the biweekly rate is \$5,960.80. Let's say this investigator is furloughed for 2 workdays. The investigator's basic pay would be reduced to \$4,768.64 (80-16=64 hours, 64 hours x \$74.51 = \$4,768.64).
- Uncapped LEAP for 80 hours of basic pay = 25% x \$5,960.80 = \$1,490.20
- Uncapped LEAP for 64 hours of basic pay = 25% x \$4,768.64 = \$1,192.16.
- Basic pay + uncapped LEAP = \$4,768.64 + \$1,192.16 = \$5,960.80, which equals the premium pay cap. So, the investigator receives the full 25% LEAP.
- In this example, the investigator's hours were reduced by 16 hours out of 80 (20%), leaving basic pay at 80% of the normal amount. 25% LEAP x 80% of normal basic pay = 20% of normal basic pay for an 80-hour biweekly pay period (which would have applied but for the furlough). Thus, the LEAP replaced the lost basic pay exactly.
  - Uncapped LEAP decreased from \$1,490.20 to \$1,192.16.
  - Capped LEAP increased from \$0 to \$1,192.16.
  - Basic pay decreased from \$5,960.80 to \$4,768.64, a reduction of \$1,192.16.
  - Capped LEAP increase = Basic pay decrease.



## Appendix B – Overtime Pay Guidance & Credit Hour Examples (*new*)

As provided by 5 CFR 550.112(d)(1), an employee's hours of work outside of his or her basic workweek, but occurring in the same administrative workweek as furlough hours, must be substituted for furlough hours in pay computations, as long as the hours of work outside the basic workweek do not qualify for an overtime rate on the basis of exceeding 40 hours in a workweek. (*Note: For hours that qualify for an overtime rate on the basis of exceeding 8 hours of work in a day, this substitution rule does not apply.*) Those substituted hours are paid for at the rate applicable to hours in the employee's basic workweek. After all furlough hours during the employee's basic workweek are substituted for, any remaining hours of work are overtime hours on the basis of exceeding 40 hours in a workweek.

Similarly, as provided by 5 CFR 550.112(d)(2), an employee's hours of work outside of his or daily tour of duty, but in the same workday as furlough hours, must be substituted for such furlough hours in pay computations. Those hours are paid for at the rate applicable to the employee's daily tour of duty. After all furlough hours during the employee's daily tour of duty are substituted for, any remaining hours of work are overtime hours on the basis of exceeding 8 hours in a workday (for employees subject to the 8-hour daily overtime threshold).

The substitution rule in 5 CFR 550.112(d) does not change an employee's basic workweek or daily tour of duty. The hours worked outside the employee's basic workweek or daily tour of duty are substituted for the purpose of pay computations. Under the rule, substituted hours are paid at the rate "applicable to" hours in the basic workweek or daily tour of duty, even though the hours were worked outside those periods. This rule simply recognizes that leave without pay hours (such as furlough hours) do not count toward weekly and daily overtime thresholds.

### *Examples*

For purposes of these examples, an employee with a Monday–Friday, 8-hour per day work schedule is required to work overtime in a workweek during which he or she also has 1 day (8 hours) of designated furlough time off. (As described in Question L.1., agencies have discretion to implement an administrative furlough to best absorb budget reductions over the course of the fiscal year and do not need to follow the same procedures.)

- Example A. An employee is furloughed for 8 hours on Monday, works 8 hours per day on Tuesday–Friday, and is required to work 4 hours on Saturday.

The 4 hours of work on Saturday are substituted for 4 of the furlough hours on Monday and paid at the rate applicable to the employee's basic workweek (i.e., basic rate), consistent with 5 CFR 550.112(d)(1). The employee cannot receive overtime pay, or compensatory time off in lieu of overtime pay, for the 4 hours of work on Saturday.

- Example B. An employee is furloughed for 8 hours on Monday, works 8 hours per day on Tuesday–Friday, and is required to work 4 additional hours on Friday evening after completing his 8-hour daily tour of duty.



The additional 4 hours of work on Friday evening are beyond the 8-hour daily overtime pay threshold and the employee is entitled to an overtime rate for those hours based on 5 U.S.C. 5542(a). The substitution rule in 5 CFR 550.112(d)(1) bars paying an overtime rate for substitutable hours outside the basic workweek “on the basis of exceeding 40 hours in a workweek.” However, the 40-hour overtime pay threshold is not the basis for paying an overtime rate for the 4 additional hours of work on Friday evening. Since the 8-hour overtime pay threshold is being used, those 4 hours are not substituted for the Monday furlough hours in pay computations; thus, an overtime rate applies. If appropriate, the employee may receive compensatory time off in lieu of overtime pay for the 4 additional Friday hours under the normal rules governing compensatory time off.

- Example C. An employee is furloughed for 8 hours on Monday and works 8 hours per day on Tuesday–Friday. The employee is required to work 4 hours on Monday evening during hours outside of his daily tour of duty.

For purposes of pay computations, the 4 hours of work on Monday evening are substituted for 4 hours of furlough time off taken during the employee’s daily tour of duty on Monday and paid for at the rate applicable to the employee’s daily tour of duty (i.e., basic rate), consistent with 5 CFR 550.112(d)(2). The employee cannot receive overtime pay, or compensatory time off in lieu of overtime pay, for the 4 hours worked on Monday evening because the hours are not overtime hours.

*Note 1:* The above scenarios assume the employee’s administrative workweek and workdays are based on calendar days. The administrative workweek can be based on any 24-hour period. (See 5 CFR 610.102.) That would affect application of 5 CFR 550.112(d), which is based on the applicable “administrative workweek” and “workday.”

*Note 2:* For employees on flexible or compressed work schedules, the “basic work requirement” is generally equivalent to the “basic workweek.” However, no hour within the basic work requirement can be an overtime hour, even if those basic work requirement hours exceed 8 hours of work in a day or 40 hours of work in a week.

For example, if an employee on a flexible or compressed work schedule has a 9-hour basic work requirement on a given day, only hours of work outside the 9-hour basic work requirement could be overtime hours. In other words, while hours of work (including any paid time off but excluding hours in nonpay status) within the basic work requirement count as hours of work in applying the 8-hour daily and 40-hour weekly overtime thresholds, only hours of work outside the basic work requirement may receive an overtime rate. Hours outside the daily or weekly basic work requirement are substituted, as appropriate, for furlough hours under the rules in 5 CFR 550.112(d).

For example, if an employee is placed in furlough status during a 9-hour daily basic work requirement and works 4 hours outside the basic work requirement on that same day, those 4 hours would be substituted and paid at the rate for basic work requirement hours. An employee on a flexible work schedule may have the option to earn credit hours by working hours outside the basic work requirement. The rules governing credit hours remain applicable in the context of an administrative furlough.



### Appendix C – Unemployment Offices by State (*new*)

The list below gives websites or instructions for each state when filing an initial claim for unemployment; different procedures often apply when filing claims for additional benefits. Kentucky has a website – at <http://www.oet.ky.gov/des/ui/staterefguide.asp> - that lists state websites, plus telephone numbers, for about 40 states.

**Alabama** – <http://dir.alabama.gov/uc>

**Alaska** – [http://www.labor.state.ak.us/esd\\_unemployment\\_insurance/biff-splash.htm](http://www.labor.state.ak.us/esd_unemployment_insurance/biff-splash.htm)

**Arizona** – <https://www.azdes.gov/landing.aspx?id=4211>

**Arkansas** - <http://www.arkansas.gov/esd/UI/index.htm>

**California** – <https://eapply4ui.edd.ca.gov/>

**Colorado** –

<https://wws.coworkforce.com/ucontinuedclaims/default.asp?ci=0&ps=0&er=0&li=e>

**Connecticut** – <http://www.ctdol.state.ct.us/progsupt/unemplt/M1A/LogInIntro.htm>

**Delaware** – <http://www.delawareworks.com/Unemployment/welcome.shtml>

**District of Columbia** – <https://does.dcnetworks.org/InitialClaims/>

**Florida** –

<http://www.floridajobs.org/job-seekers-community-services/reemployment-assistancecenter/file-a-claim>

**Georgia** - <http://www.dol.state.ga.us/>

**Hawaii** – <http://hawaii.gov/labor/ui>

**Idaho** – <http://labor.idaho.gov/dnn/Default.aspx?alias=labor.idaho.gov/dnn/idl>

**Illinois** – <http://www.ides.state.il.us/individual/certify/default.asp>

**Indiana** – <http://www.in.gov/dwd/>

**Iowa** – <http://www.iowaworkforce.org/ui/file1.htm#1>.

**Kansas** – [www.getkansasbenefits.gov](http://www.getkansasbenefits.gov)

**Kentucky** – <http://www.kewes.ky.gov/>

**Louisiana** – [https://laors.laworks.net/laclaims/Web site/](https://laors.laworks.net/laclaims/Web%20site/)

**Maine** – <https://gateway.maine.gov/DOL/mics/BasePage.aspx>

**Maryland** – electronic filing not permitted if employee worked for the Federal Government in the past 18 months. File by phone at 410-949-0022 in the Baltimore area, or 1-800-827-4839 outside the Baltimore area. Information is at

<http://www.dllr.state.md.us/employment/unemployment.shtml>

**Massachusetts** – initial claim by phone or in person only. File by phone at 1-877-626-6800 from Massachusetts, 617-626-6800 outside Massachusetts. Information is at <http://www.mass.gov/?pageID=dlwdconstituent&L=2&L0=Home&L1=Claimants&sid=Edwd>

**Michigan** – <http://www.michigan.gov/uia/0,1607,7-118--77962--,00.html>

**Minnesota** – <http://www.uimn.org/>

**Mississippi** <http://mdes.ms.gov/unemployment-claims/>

form must then be brought in person to a Mississippi Job Center

**Missouri** – <http://www.labor.mo.gov/DES/Claims/>

**Montana** – <https://app.mt.gov/ui4u/index>

**Nebraska** – <https://uibenefits.nwd.ne.gov/BPSWeb/jsp/BPSClaimantWelcome.jsp>



**Nevada** – [http://www.ui.nvdetr.org/UI\\_Agreement.html](http://www.ui.nvdetr.org/UI_Agreement.html)  
**New Hampshire** – <http://www.nh.gov/nhes/>  
**New Jersey** – [http://lwd.dol.state.nj.us/labor/ui/ui\\_index.html](http://lwd.dol.state.nj.us/labor/ui/ui_index.html)  
**New Mexico** – <http://www.dws.state.nm.us/>  
**New York** – [https://ui.labor.state.ny.us/UBC/home.do?FF\\_LOCALE=1](https://ui.labor.state.ny.us/UBC/home.do?FF_LOCALE=1)  
**North Carolina** – <https://www.ncesc.com/individual/webInitialClaims/applyBegin.asp>  
**North Dakota** – <https://secure.apps.state.nd.us/jsnd/uiiaclaims/login.htm>  
**Ohio** – <http://unemployment.ohio.gov/>  
**Oklahoma** – <https://unemployment.state.ok.us/instructions.asp?x=n>  
**Oregon** – <http://findit.emp.state.or.us/ocs>  
**Pennsylvania** – <https://www.paclaims.state.pa.us/UCEN/>  
**Puerto Rico** - <http://www.trabajo.pr.gov/>  
**Rhode Island** – <https://uiclaims.state.ri.us/RI-ICS/Intro/index.aspx?AC=yes>  
**South Carolina** – <http://dew.sc.gov/>  
**South Dakota** – <http://dlr.sd.gov/ui/default.aspx>  
**Tennessee** – <http://www.state.tn.us/labor-wfd/esdiv.html>  
**Texas** – <http://www.twc.state.tx.us/ui/uicclaim.html>  
**Utah** – <http://jobs.utah.gov/ui/WebInitialCubs/Welcome.aspx>  
**Vermont** – file by phone only, by calling 1-877-214-3330. Information is at <http://www.labor.vermont.gov/Unemployed/tabid/109/Default.aspx>  
**Virginia** – <http://www.vec.virginia.gov/vecportal/seeker/jslogin.cfm>  
**Virgin Islands** – file in person only; contact information is listed at <http://www.vidol.gov/OP/Contact.htm>  
**Washington** – <http://www.esd.wa.gov/uibenefits/index.php>  
**West Virginia** – <http://www.wvuc.org/>  
**Wisconsin** – <https://ucclaim-wi.org/InternetInitialClaims/InfoBasicRequirements.asp>  
**Wyoming** - <https://doe.state.wy.us/InetClaims/>

Appendix D – SECDEF Letter to Employees (*new*)

SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

FEB 20 2013

## MEMORANDUM FOR DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES

SUBJECT: Preparations for Potential Sequestration on March 1 and Furlough Notifications

For more than a year and a half, the President, the Joint Chiefs of Staff, and I have repeatedly voiced our deep concerns over the half a trillion dollars in automatic across-the-board cuts that would be imposed under sequestration and the severe damage that it would do to both this Department and our national defense.

The Administration continues to work with Congress to reach agreement on a balanced deficit reduction plan to avoid these cuts. Meanwhile, because another trigger for sequestration is approaching on March 1<sup>st</sup>, the Department's leadership has begun extensive planning on how to implement the required spending reductions. These cuts will be magnified because the Department has been forced to operate under a six-month continuing resolution that has already compelled us to take steps to reduce spending.

In the event of sequestration, we will do everything we can to continue to perform our core mission of providing for the security of the United States, but there is no mistaking that the rigid nature and scale of the cuts forced upon this Department will result in a serious erosion of readiness across the force.

I have also been deeply concerned about the potential direct impact of sequestration on you and your families. We are doing everything possible to limit the worst effects on DoD personnel – but I regret that our flexibility within the law is extremely limited. The President has used his legal authority to exempt military personnel funding from sequestration, but we have no legal authority to exempt civilian personnel funding from reductions. As a result, should sequestration occur and continue for a substantial period, DoD will be forced to place the vast majority of its civilian workforce on administrative furlough.

Today, I notified Congress that furloughs could occur under sequestration. I can assure you that, if we have to implement furloughs, all affected employees will be provided at least 30 days' notice prior to executing a furlough and your benefits will be protected to the maximum extent possible. We will work to ensure that furloughs are executed in a consistent and appropriate manner, and we will also continue to engage in discussions with employee unions as appropriate. More information and answers to frequently asked questions regarding furloughs can be found at [www.opm.gov/furlough](http://www.opm.gov/furlough), under the "administrative furlough" section.



OSD001644-13



## ADMINISTRATIVE FURLOUGH (~≤176 HOURS) - FAQs

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Working with your component heads and supervisors, the Department's leaders will continue to keep you informed. As we deal with these difficult issues, I want to thank you for your patience, hard work, and continued dedication to our mission of protecting the country.

Our most important asset in the Department is our world-class personnel. You are fighting every day to keep our country strong and secure, and rest assured that the leaders of this Department will continue to fight with you and for you.

A handwritten signature in black ink, appearing to be "John S. ...". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Appendix E – Under Secretary of the Navy – Memo on Planning Guidance (*new*)



THE UNDER SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

FEB 21 2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Planning Guidance for Potential Civilian Furloughs

- References:
- (a) Letter from Secretary of Defense Leon Panetta to the Honorable Joseph R. Biden, Jr., President of the Senate, dated 20 February 2013
  - (b) DoD Fact Sheet: Year-Long Sequestration and Continuing Resolution
  - (c) Secretary of Defense Memorandum for Department of Defense Civilian Employees, subject: Preparations for Potential Sequestration on 1 March 2013 and Furlough Notifications, dated 20 February 2013
  - (d) DoD Fact Sheet: Furlough Planning

1. On 20 February 2013, as required by statute, Secretary of Defense Leon Panetta notified the President of the Senate, Speaker of House, and other Congressional leaders of the possibility that the Department of Defense may be forced to furlough members of its civilian workforce (see reference (a)). These furloughs could result from the budgetary impacts of a year-long Continuing Resolution coupled with the across-the-board Federal spending cuts required by the Budget Control Act of 2011, commonly referred to as “sequestration” (see reference (b)).

2. As outlined in reference (c), the Administration is working closely with Congress to reach an agreement on a balanced deficit reduction plan that would avoid sequestration. In the event these efforts fail, then civilian furloughs could result. To prepare our people for this possibility, DoD published some general facts about the mechanics of implementing furloughs (see reference (d)). This memorandum provides commanders and budget submitting officers with further Department of the Navy (DON) guidance to plan for furloughs if they become necessary.

3. The impact of furloughs on our civilian workforce is not lost on DON leadership, and we hope to avert them if possible. However, simple prudence dictates that we plan for the worst and prepare our people for the possibility that furloughs may indeed occur. The following guidance reflects a consistent DoD-wide approach that will impact the entire Department in a similar manner.



SUBJECT: Planning for Potential Civilian Furloughs

4. If sequestration triggers, all appropriated fund employees, regardless of the funding source, would be subject to administrative furlough. Few, if any, exceptions will be granted, and any exception must come from one of the following six categories:

a. Civilians deployed in a combat zone or civilian mariners deployed onboard ships at sea (Military Sealift Command ships in a maintenance status overseas are subject to furlough of civilian mariners);

b. Civilians directly responsible for safety of life or property – only to the extent needed to prevent unacceptable risk or catastrophic gaps in the safety and protection of life or property;

c. Civilian employees paid with non-appropriated funds;

d. Employees exempt by law (i.e., employees appointed by the President with the advice and consent of the Senate – (PAS));

e. Foreign nationals;

f. All medical service civilian employees are subject to furlough except those that provide 24-hour inpatient care or emergency service, and personnel providing ancillary services directly supporting the 24-hour inpatient care and emergency services.

5. To prepare for the administrative furlough, all employees will initially be defaulted to furlough status. Absent approval from the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) and the Secretary of the Navy, BSO Commanders are limited to identifying those civilian employees who meet the stringent exception requirements outlined subparagraphs (a) through (f) above. Exceptions previously identified during shutdown or emergency (unplanned) events do not apply to administrative furlough exceptions — mission critical employees, while still identified as such, are not excepted during an administrative (planned) furlough. Any additional DON requests for exceptions will be submitted for consideration to the Office of the Secretary of Defense (Personnel & Readiness).

6. Any requests for exceptions must be submitted to the ASN (M&RA) by 27 February 2013 for consideration and approval by the Secretary of the Navy. Requests for exceptions should be submitted via the Director, Office of Civilian Human Resources in the format found in enclosure (1). This form will provide us with details on requested furlough exemptions as well as an estimate of lost furlough labor savings accompanying the requested exemptions.



**SUBJECT: Planning for Potential Civilian Furloughs**

7. All administrative furloughs will be limited to 176 hours, approximately 22 workdays. For general planning, furloughs typically will be executed in increments of approximately 16 hours per pay period to mitigate the impact on the mission and employees. The hours/time for the administrative furloughs will be determined by Budget Submitting Office (BSO) Commanders and shall be dependent upon mission requirements. Plans to deviate from the general planning guidelines will be coordinated with ASN (M&RA) as there are potential ramifications to the employees and commands if modified plans are adopted. BSO Commanders may delegate the coordination and scheduling of the furloughs as appropriate for carrying out the mission requirements. (Note: Scheduling of furlough days for employees is subject to local bargaining requirements.)

8. During the furlough, DON leaders and managers must control leave and absences for the military and civilian workforce in order to mitigate the impact of the furlough on mission and readiness. Major Commands and the United States Marine Corps may not use contract funding or premium pay (e.g., compensatory time or overtime) to offset lost time under the furlough. Further, where employees are excepted from the administrative furlough, managers may deny paid personal leave if mission requirements are jeopardized.

9. We recognize that over the course of the furlough, DON's civilian workforce capability will be reduced by approximately 20 percent. Our Sailors and Marines will not be expected to replace that capacity and services will be negatively impacted. Additionally, the DON cannot transfer inherently governmental work to the contractor workforce. Finally, our furloughed civilians are prohibited by law from working from home or on-site (officially or unofficially) during their furlough days — employees and their supervisors will be subject to Anti-Deficiency Act violations and may be subject to disciplinary action.

10. We will continue to work with DoD to mitigate the impacts of the fiscal uncertainty on our workforce and our mission. I appreciate your dedication and ongoing service against the backdrop of the unprecedented challenges we face.

Robert O. Work

Enclosure: 1. Department of the Navy Civilian Personnel Furlough Exception Request

Distribution:  
Echelon 1 and 2 Activities  
Budget Submitting Office



SUBJECT: Department of the Navy Planning for Potential Civilian Furlough

cc:

UNSECNAV

ASN (FM&C)

OPNAV (VCNO, DNS, N1, N2/N6, N3/N5, N4, N8, N9)

ACMC (DMCS, DC M&RA)

OCHR

OLA

CHINFO

FMBE

Appendix F – Message from Commandant of Marine Corps (*new*)

DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

12351

CL

FEB 15 2013

From: Commandant of the Marine Corps  
To: My Civilian Marines

Subj: SEQUESTRATION IMPACTS; POSSIBLE FURLOUGHS

1. Civilian Marines are critical to the Marine Corps' role in protecting our Nation. I appreciate that you have already sacrificed through a decade of high tempo deployments and combat operations. You have remained by our side during nearly three years of pay freezes and increasing work. Thank you for all that you do and have done for our Corps and country. Unfortunately, I may have to ask you to do even more.

2. As you are aware, there has been much speculation about our current fiscal situation. This is my first opportunity to address the matter with you. Our Nation's political leaders are working hard to resolve these issues. One issue involves what is referred to as "sequestration"—or across the board budget reductions—which could take effect on March 1, 2013, absent further legislation. The President has expressed his intention to exempt military personnel funding from these cuts. The law does not, however, permit similar civilian funding protections.

3. There is no shortage of examples of Civilian Marine dedication. In the past year, 66 employees crossed the 40 year service milestone; another 1,300 employees have 30 years of service. One of those with 40 years has been a mainstay at Headquarters Marine Corps, faithfully serving through the 9/11 attacks and the following decade of war. Our civilians are interwoven throughout, contributing to our entire organization. Our nearly 450 Family Readiness Officers directly support the operating forces, allowing our operators to focus on the mission at hand. A group of 36 Civilian Marines in the Marine Corps Facility Services Directorate are universally recognized for enabling operators to conduct realistic training and effectively execute their missions. These Civilian Marines typify the remarkable performance of over 20,000 Civilian Marines serving our Corps.

4. Every civilian in our organization is important to me, just as is every Marine. I want to ensure that all Civilian Marines, as well as the Marines and Sailors within our ranks, understand that

ADMINISTRATIVE FURLOUGH (~≤176 HOURS) - FAQs

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I intend to do my utmost to ensure that the Marine Corps continues to accomplish its missions, while keeping faith with you.

5. The current situation requires tough decisions. With or without sequestration, challenging fiscal times lie ahead. In addition to our active duty force reductions of 20,000 Marines, I anticipate reductions in programs and other areas. The Marine Corps, like the rest of our Armed Forces, will have to find ways to accomplish missions within reduced budgets. Some form of reduction in civilian personnel accounts over the coming year is likely unavoidable. As a result, there may be administrative furloughs. Potential actions will only occur after a careful examination of other viable cost-reduction options.

6. Our continued success will be built on a team approach, one in which everyone involved is kept fully informed to the extent possible. Your expertise and insights will add value to the effort. While I know that it's difficult, our situation requires patience so that we can properly analyze our options. No matter what happens, we will work together to minimize any adverse impacts on the mission, and reduce as much as possible any adverse effects on you and your family.

7. I greatly appreciate the importance of what our Civilian Marines do each and every day, the sacrifices you make on behalf of our Nation, and the value you add to our Corps. You have all contributed through your service to our organization; unfortunately, this situation may require me to ask you to sacrifice yet again. We are one Marine Corps family, and we will continue as such. Regardless of what may lie ahead, I know that as a team we can successfully weather any challenge. In its truest sense, I remain...

Semper Fidelis

A handwritten signature in black ink, appearing to be "James F. Amos", written over a circular stamp or seal. The signature is fluid and cursive.

JAMES F. AMOS



## ADMINISTRATIVE FURLOUGH (~≤176 HOURS) - FAQs

Appendix G – Message from Chief of Naval Operations (*new*)

DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

12300  
Ser N00/ 100015  
20 Feb 13

From: Chief of Naval Operations  
To: Navy Civilian Employees  
Subj: IMPORTANCE OF CIVILIANS TO NAVY MISSION

1. Navy civilians are essential to what we do as a Navy. You repair and maintain our ships, aircraft, and combat systems; plan and manage our budgets; and design and engineer our future force. Your efforts remain absolutely essential to our ability to be ready to fight and win today while preparing for tomorrow's challenges.
2. Today, 186,000 Navy Civilians serve in every state and 20 countries overseas. I have seen firsthand your dedication, pride, and unwavering commitment, and I appreciate your steadfastness through this challenging time.
3. As we prepare for potential budget shortfalls, I remain focused on supporting our Sailors, Civilians, and their Families and funding our most important missions. Today, the Defense Department notified Congress that it plans to furlough Civilian personnel if sequestration goes into effect. If sequestration begins 1 March, furloughs would begin in late April. Information on the furlough process and your rights and benefits is at: [www.navy.mil/docs/CivilianFurloughsInfoImpacts\\_19FEB13.ppt](http://www.navy.mil/docs/CivilianFurloughsInfoImpacts_19FEB13.ppt). I will do everything possible to keep you informed and direct you to resources available to you and your families.
4. The Navy will remain on the front line of our Nation's efforts in war and peace. Navy Civilians will continue to play a critical role in those efforts, even in the face of budget uncertainty and fiscal challenges. Thank you for the incredible work you do each and every day, and for carrying forward our more than two-century tradition of warfighting excellence and resilience.

  
JONATHAN W. GREENERT



FOUO

## ADMINISTRATIVE FURLOUGH (~≤176 HOURS) - FAQs

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