



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

DAMO-ZCA

28 May 2013

MEMORANDUM FOR [REDACTED] DAMO-SS

SUBJECT: HQDA, Deputy Chief of Staff (DCS), G-3/5/7 Notice of Proposed Furlough

1. This memorandum notifies you that HQDA, DCS, G-3/5/7 proposes to furlough you no earlier than 30 days from receipt of this notice. This furlough is being proposed in accordance with 5 Code of Federal Regulation (CFR), Part 752, Subpart D. This administrative furlough is necessitated by the extraordinary and serious budgetary challenges facing the Department of Defense (DoD) for the remainder of Fiscal Year (FY) 2013, the most serious of which is the sequester that began on 1 March 2013. The Budget Control Act of 2011, as amended by the American Taxpayer Relief Act of 2012, makes across-the-board reductions to budgetary resources for the Federal Government. In addition, the DoD must and will protect wartime operations funding for our troops in harm's way. This inevitably means larger cuts in base-budget funding for the Operation and Maintenance (O&M) accounts. Thus, the DoD will need funding in other accounts that can be used to provide the warfighters with what they need to protect national security and fight the war. This furlough is proposed to help meet their need while avoiding a deficit of funds in FY 2013.

2. If other employees in your competitive level (i.e., generally, positions at the same grade level and classification series, the duties of which are generally interchangeable – see 5 CFR 351.403(a)) are not being furloughed or are being furloughed for a different number of days/hours, it is because they: (1) are currently in a non-pay status, (2) are under an Intergovernmental Personnel Act mobility assignment that does not cause an expenditure of funds of the agency, (3) are on an assignment not otherwise causing an expenditure of funds to the agency, or (4) are in a position whose duties have been determined to be of crucial importance to this agency's mission and responsibilities and cannot be curtailed (e.g., civilians deployed to combat zones), or (5) are covered by an exception set forth in the 14 May 2013 Secretary of Defense memorandum, subject: Furloughs, including its attachment. This memorandum is available at http://www.chra.army.mil/DoDFurl5_14.pdf.

3. The DCS, G-3/5/7 plans to apply the following procedures and conditions related to the furlough:

a. The furlough will be on discontinuous (intermittent) days, beginning 8 July 2013 through approximately 30 September 2013. Full-time employees will be furloughed no more than 11 workdays or 88 hours. If you are a part-time employee, your furlough time off will be prorated, based on your work schedule.

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b. Due to the uncertain and potentially fluctuating amount of funding which may be available to this agency, the number of hours per pay period required for the furlough may vary. Accordingly, if the decision is made to furlough, you will be advised in advance of each pay period of the number of furlough hours required to allow financial obligations of the DoD to be met. Generally, you will not be furloughed for more than 16 hours for each pay period between 8 July 2013 and 30 September 2013.

c. Based upon mission and workload considerations and subject to management approval, you may request a specific schedule for furlough.

d. Annual, sick, court, military leave, or leave without pay which has been approved for a day which is later designated as a furlough day will be recorded as a furlough and you will be placed in a non-pay status for the day. However, when you receive the notice of your furlough dates, you may request that the furlough time off be rescheduled, as provided in paragraph 3 above, if you wish to use leave as approved.

4. At this time, we do not reasonably anticipate the need for furlough beyond 11 workdays (88 hours). If additional furlough days/hours become necessary, employees will be given another notice. We recognize the difficult personal financial implications of any furlough, no matter how limited its length. Every effort will be made to keep you informed as additional information regarding the agency funding level becomes available. If you have questions, contact Ms. [REDACTED] Chief, Personnel Division, G-3/5/7, at email: [REDACTED]@mail.mil, or comm: 703-6 [REDACTED]

5. You will be allowed seven calendar days from receipt of this letter to respond orally and/or in writing, to review the supporting material, and to furnish any affidavits or other supporting documentary evidence in your answer. You have the right to be represented in this matter by an attorney or other person you may choose, at no cost to the government. If you are in a paid status, you and/or your representative, if an agency employee, will be allowed up to four hours of official time to review the supporting material, seek assistance, prepare your reply, secure affidavits and statements, consider appropriate courses of action, and make a response. Contact your supervisor to arrange for official time. The deciding official has designated representatives to hear oral replies on his/her behalf. To arrange for an oral reply or review the supporting materials, please contact the appropriate individuals listed below:

Mr. [REDACTED] at 703-[REDACTED]

6. Your written reply should be mailed to the deciding official, Dr. [REDACTED] ADSCS, 400 Army Pentagon, Room 2E670, Arlington, VA 22201, or may be delivered to the Pentagon, Room 2E670.

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7. A final written decision, including an explanation of the specific reasons for the action taken, will be given to you as soon as possible after the seven days allowed for your reply. No decision to furlough you has been made or will be made until full consideration is given to your reply.



Director, Administration and Resources
HQDA, DCS G-3/5/7

I acknowledge receipt of this notice.


Employee's Signature

28 MAY 2013
Date