

**EMERGENCY FURLOUGH
SUSPENSION OF OPERATIONS IN THE ABSENCE OF APPROPRIATIONS**

FOR THE ADJUTANT GENERAL:

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Summary. This regulation establishes the policy and provides guidance regarding the implementation of a emergency furlough and suspension of operations in the absence of appropriations.

Applicability. This regulation applies to Wisconsin National Guard full-time support personnel members of the Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard personnel.

Proponent. The proponent of this regulation is the Director of Manpower and Personnel/J1.

Suggested improvements. Users are invited to send comments and suggested improvements to Joint Force Headquarters, ATTN: WIJS-J1-LRS, P.O. Box 8111, Madison, WI 53708-8111.

Distribution. This publication is available in electronic media only and is intended for all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard. It is available on the WIJS-J1/ Human Resources intranet page.

Effective Date. The effective date for this HRR shall be 1 April 2011.

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***Supersedes WING-HR (351-2) dated 1 October 1996.**

Chapter 1

General

1.1. Purpose

This regulation establishes the policy and provides guidance regarding the implementation of a emergency furlough and suspension of operations in the absence of appropriations.

1.2. References

Title 5 Code of Federal Regulations (CFR) 5 CFR 752.404(d) and 359.806(a), 5 CFR 2635, National Guard Bureau Technician Personnel Regulation (TPR) 715, 300 (351), NGB-J1 Memorandum TN 11-05.

1.3. Policy

a. The Adjutant General of Wisconsin will determine those procedures to be followed when the absence of Federal appropriations necessitates a large-scale, emergency furlough of Wisconsin National Guard full-time support personnel.

b. The Adjutant General establishes the following categories of personnel as exempt from a large-scale emergency furlough:

- 1) Active Guard Reservists under Title 32.
- 2) Technicians assigned full-time to units that have received official notification of sourcing (NOS) or other priority units (to include all ANG units).
- 3) Technicians serving full-time in direct support of NOS or other priority units.
- 4) Technicians who are necessary to protect life and property against an immediate, imminent threat.
- 5) Technicians who are necessary for a limited period of time to effect an orderly shutdown of government operations. This would include processing the necessary personnel actions, administering the personnel payroll for the periods prior to fund interruption, and assuring the orderly transfer of custody of property and records to the appropriate agencies
- 6) Technicians who are necessary to record new obligations incurred in the performance of exempt functions/operations.

c. Based on these guidelines, a specific identification of exempt positions is provided in Annex A.

d. During a furlough, voluntary work is prohibited.

e. Active Duty Training (ADT), except in residence at an active component course, and annual training (AT) will be canceled.

f. All TDY personnel will be recalled (except those in residence at an active component course).

g. All technician annual leave, sick leave and leave without pay must be canceled.

h. Military personnel including military technicians will wear the appropriate uniform and observe the appropriate customs and courtesies of the service whenever on duty throughout a period during which other personnel have been furloughed.

i. Consistent with the orderly shutdown of government operations, all personnel will continue to work until the end of their regularly scheduled duty on the day they are notified of a furlough.

j. All technicians in their trial or probationary period will be extended in that status for a period of time equal to the duration of the furlough.

Chapter 2 Actions Required

2.1 Required Actions Prior to a Furlough

a. In those sections where there is more than one person qualified to perform the duties of an exempted position, all of those qualified should perform the duties of the position on a rotational basis. Wherever feasible, supervisors will develop work schedules which provide coverage of exempt positions by rotating the duty among qualified personnel. Accordingly, supervisors may change work schedules as needed to cover exempt positions adequately.

b. Supervisors will authorize appropriate personnel to certify Time and Attendance records in their absence.

c. The Director of Staff, Joint (DJS), Chief of Staff of WIARNG and WIANG Director of Staff (DoS) will ensure development of a telephone tree or roster based on home telephone numbers as well as duty telephone numbers for all FTS personnel, including both AGR and military technician supervisors. The Joint Operations Center (JOC) will be responsible initial notification of the DJS, WIARNG CoS, WIANG DoS upon TAG decision to implement the furlough.

d. Effective on the first day of the projected furlough, the appropriate authorities will cancel all ADT, AT, and TDY orders, excluding ADT for active component resident courses. All technician annual and sick leave will also be canceled.

e. The Human Resources Division (HRD) Chief will terminate all temporary technicians effective the first day of the projected furlough.

f. The HRD Chief will negotiate procedures with the Division of Unemployment Compensation to permit the expeditious filing of Unemployment Compensation claims and to safeguard the legitimate interests of personnel.

g. All administrative officers and staff directors to be furloughed will develop procedures to monitor electronic message traffic during their absence.

h. The HRD Chief will establish a procedure for providing personnel with furlough information by means of voice mail and a toll-free hotline.

i. The HRD Chief will input the personnel actions necessary to implement the furlough in the Defense Component Personnel Data System (DCPDS) with a time trigger set for processing on the projected start date with a not to exceed date of six months thereafter.

j. The HRD Chief will publish a letter to all personnel notifying them of their individual responsibilities to inform themselves about the status of the furlough and to be ready, willing and able to work throughout the furlough. The HRD Chief will further inform employees of:

1) Procedures for filing unemployment compensation, enclosing an SF-8 and providing instructions to submit a current leave and earnings statement or a recent SF-50.

2) Current rules (as described above) governing exemption, leave, voluntary work, TDY and active duty.

3) Communications provisions for obtaining information during the furlough.

4) Instructions to monitor public information media.

5) Sources of emergency financial assistance like the Federal Employees Education and Assistance Fund.

6) Instructions concerning recall to duty procedures (as set forth below).

k. The HRD Chief will publish a letter to all supervisors informing them of the proper procedures for time and attendance reporting during a furlough. Namely, unpaid furlough is coded KE.

2.2. Required Actions During a Furlough

a. Unless emergency conditions prevent it, the Director of Manpower and Personnel (DMP)/J1 will publish a written notice of furlough to all personnel affected.

b. All supervisors will take all necessary actions to assure an orderly shutdown of non-exempt operations.

c. The responsible officials will cancel AT, ADT and TDY orders (except as noted above), withdraw all annual leave and sick leave, and terminate all temporary technicians.

d. With the concurrence of the USPFO and the DJS/WIARNG CoS/WIANG DoS (as appropriate), and the approval of the DMP/J1, supervisors may alter the roster of exempt positions as necessary to meet changed circumstances. Supervisors may also change work schedules as needed to cover exempt positions adequately.

e. Supervisors will assure that Time and Attendance records are certified.

f. The HRD Chief will:

1) Maintain a liaison with the Division of Unemployment Compensation to resolve any administrative problems affecting furloughed employees.

2) Provide personnel with current information about the furlough using a voice mail message and also a toll-free hotline in cooperation with the Family Assistance Program.

g. All furloughed administrative officers and staff directors will continue to monitor electronic message traffic.

2.3. Required Actions Following a Furlough

a. The JOC will activate the telephone tree notifying personnel of the termination of the furlough. Supervisors who fail to reach their subordinates at their residences should be aware that personnel may already have returned to work on their own initiative. In that case, supervisors should also try to contact them at work.

b. Upon learning from the media or any official source that the furlough has been terminated, personnel must return to their workplace. On the first day after the furlough, personnel arriving at their worksite before their supervisors arrive should remain on-site.

c. Personnel who cannot return to work on the first day after the furlough must arrange with their supervisors to be in the appropriate leave status. Personnel who fail to do so must be recorded as AWOL.

Chapter 3

Furlough Effect on Benefits

3.2 Furlough Effect on Benefits (Technician)

a. Federal Employee Health Benefits (FEHB): FEHB enrollment continues for no more than 365 days in a non-pay status. The non-pay status may be continuous or broken by periods of less than 4 consecutive months in a pay status. The Government contribution continues while employees are in a non-pay status. The employee can choose between paying the agency directly on a current basis while in a non-pay status or having the premiums accumulate and be withheld from his or her pay upon returning to duty.

b. If an employee chooses to repay health benefit premiums on a bi-weekly basis while in a non-pay status, Bi-weekly payments must be sent to the DFAS Disbursement Center at the following address:

DFAS-Cleveland
P.O. Box 99559
Cleveland, Ohio 44199

Checks should be made payable to DSSN-8522-DFAS Cleveland.

3.2 Furlough Effect on Benefits Technician (continued)

c. Note: If an employee chooses to pay premiums bi-weekly, the employee must continue to send payments for each pay period while in a non-pay status. The following information must be submitted along with the payment to ensure employee's account is properly credited:

- Your Social security number
- A statement that the payment is for FEHB and the pay period effective date
- Your servicing Payroll Office Number (can be found on your Leave and Earnings Statement)

Employees are encouraged to maintain proof of payment. Examples of proof of payment include cancelled checks and bank statements.

d. Federal Employee Group Life Insurance (FEGLI) coverage continues, and contributions made by the employee and the employee's agency continue if the employee's salary in each pay period is sufficient to cover deductions. If the employee's salary is insufficient to cover his or her withholding, the employee's coverage will continue for up to 12 months without cost to the employee or the employee's agency.

e. More detailed information can be found in TN 11-05 or at www.opm.gov.

3.1 Furlough Effect on Benefits (AGR, FTNG, FTE and Mobilization Augmentees)

a. During a shutdown of DoD activities due to the absence of appropriations, all active duty military personnel and all individuals on active duty (including AGR, FTNG, FTE and Mobilization Augmentees) are to remain on duty, although not necessarily performing their normal duty assignment.

b. Because no disbursements of any kind may be made during such a shutdown (with the exception of prior year available funds and applicable trust and revolving funds), military personnel will receive no pay during the shutdown, although the pay earned will be provided upon termination of the shutdown.

c. All payments of benefits and allowances will be suspended; these will, however, accrue during the shutdown period and will be disbursed upon termination of the shutdown.

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
Joint Staff	Director	Indefinite
	Vice Chief of Staff	Indefinite
	Administrative Assistant	1 week
J1—Manpower & Personnel	Director	Indefinite
	Supervisory HR Specialist	Indefinite
	Employee Relations Specialist (x2)	Indefinite
	HR Information Systems Specialist	Indefinite
	HR Specialist (Classification & Staffing)	As Needed (if furlough is expected to last 30 days or more)
	Service Member Support Division Chief	Indefinite
	Sexual Assault Response	Indefinite
	Suicide Prevention Manager	Indefinite
	Family Program Director	5 days
	Yellow Ribbon Program— All Positions	As Needed or Indefinite
J2—Intelligence	None	NA
J3—Operations	Director	Indefinite
	Deputy Director	Indefinite
	JOC OIC	Indefinite
	JOC Assistant OIC	Indefinite
	JOC NCO (x3)	Indefinite
J6—Information Management	Director	Indefinite
	Network/ Telecommunications Specialist	As Needed or Indefinite
	Automation Computer Support Specialist	As Needed or Indefinite

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
TAG Personal Staff		
Public Affairs	Director	Indefinite
Judge Advocate General	JAGs (2)	1 JAG Indefinite, 1 JAG 60 days
	Paralegals (2)	1 Paralegal Indefinite, 1 Paralegal 60 days
Wisconsin Army National Guard		
Chief of Staff	Chief Deputy or Administrative Assistant	Indefinite
G1—Personnel & Administration	Military Personnel Officer	Indefinite
	HR All Administrative Clerks	Indefinite
	Health System Specialist (HSS) All Positions	Indefinite
	Military Funeral Honors	5 days for proper transfer
G3—Operations	Director	Indefinite
	Sergeant Major	Indefinite
	Mobility Readiness Officer	Indefinite
	State Training Officer	Indefinite
	Budget Officer	Indefinite
	Schools NCO	Indefinite
	Force Integration Readiness Officer	Indefinite
G4—Logistics	Director	As Needed or Indefinite
	Deputy Director	As Needed or Indefinite
	Food Service Officer	As Needed or Indefinite
	Transportation Officer	As Needed or Indefinite
	SASMO—All	As Needed or Indefinite

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
Wisconsin Army National Guard (continued)		
32 IBCT, 157TH MEB, 64 TC	Brigade and Battalion Administrative Officers	Indefinite
	Brigade and Battalion Operations or Logistics Officer	Indefinite
426th Regiment (RTI)	All Positions	Indefinite
Aviation	State Aviation Officer	Indefinite
Det 52	None	NA
AASF #1	AASF Commander (Supervisory Aircraft Pilot)	Indefinite
	2 Pilots (1 Aircraft Flight Instructor, 1 Maintenance Test Pilot)	Indefinite
	2 Crew Chiefs (Aircraft Mechanics)	Indefinite
	Flight Operations Specialist	Indefinite
	Refueler	Indefinite
AASF #2	Same as AASF #1	Indefinite
USPFO		
Data Processing Center	IT Specialist/Computer Operator	Indefinite
Comptroller	Accounting Officer	3 days
	Accounting Technician	3 days
	Financial Systems Supervisor	2-3 days
	Financial Systems Technician	2-3 days
	Vendor Pay	Indefinite
Contracting	Contracting Specialist	3 days
Supply and Services	Supervisory Supply Systems Analyst	Indefinite
	Material Handler	Indefinite

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
Wisconsin Army National Guard (continued)		
SMO	Surface Maintenance Manager	Indefinite
	Deputy Surface Maint Manager	Indefinite
	Program Analyst	Indefinite
	Equipment Specialist (AMSS)	Indefinite
CSMS	Surface Maint Mech Supervisor	Indefinite
	Production Controller	Indefinite
MATES	Surface Maint Mech Supervisor	Indefinite
	Surface Maint Mech Inspector Su- pervisor	Indefinite
	Surface Maint Mech Inspector	Indefinite
	Production Controller	Indefinite
	Supply Production Controller	Indefinite
	Surface Maint Mechanics (2)	Indefinite
FMS 3/5/6/7/8/9/10/12/13/14	Surface Main Mech Supervisor	Indefinite
	Production Controller	Indefinite
Wisconsin Air National Guard		
HQ WI ANG	2 Personnel and DS (3)	Indefinite
VOLK FIELD		
ANG CRT - VOLK FLD CE	CC, ATO, 4 x Air Traffic Control, CE, Security supervisor (36)	Indefinite
128 AIR CONTROL SQ	Supervisor + 2 Personnel (3)	Indefinite
126 WEATHER FT	None	Indefinite

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
Wisconsin Air National Guard (continued)		
115 FIGHTER WG	WG/CC, PA, Command Post, Safety (10)	Indefinite
115 MEDICAL GP	Technician (1)	Indefinite
115 COMPROLLER FT	Supervisor + 3 Personnel (4)	Indefinite
OPERATIONS GROUP		
115 OPERATIONS GP	Supervisor/ Group CC (1)	Indefinite
115 OPERATIONS SUPPORT FT	Scheduler, Airfield Mgr, Supervisor (8)	Indefinite
176 FIGHTER SQ	Building Mgr + Training Rep (2)	Indefinite
MAINTENANCE GROUP		
115 MAINTENANCE GP	ASA support, 2 X 2 turn for ASA pilot qual (4)	Indefinite
115 MAINTENANCE SQ	ASA support, 2 X 2 turn for ASA pilot qual (23)	Indefinite
115 AIRCRAFT MAINT SQ	ASA support, 2 X 2 turn for ASA pilot qual (38)	Indefinite
115 MAINTENANCE OPS FT	ASA support, 2 X 2 turn for ASA pilot qual (2)	Indefinite
MISSION SUPPORT GROUP		
115 MISSION SUPPORT GP	JTF 115/CC (4)	Indefinite
115 FORCE SUPPORT SQ	Supervisor + 2 Personnel (3)	Indefinite
115 LOGISTICS READINES SQ	POL & Veh Maint (9)	Indefinite
115 COMMUNICATIONS FT	Technician (2)	
115 CIVIL ENGINEER SQ	BCE, BM, CEF & EM (13)	Indefinite
115 SECURITY FORCES SQ	All AGR (25)	Indefinite

Annex A—Technician Positions Exempt from Furlough

<u>Organization</u>	<u>Position (s)</u>	<u>Duration</u>
Wisconsin Air National Guard (continued)		
128 AIR REFUELING WG	WG/CC, PA, Command Post, Safety (10)	Indefinite
128 MEDICAL GP	Supervisor + 2 Personnel (Public Health, Deployer Processing) (3)	Indefinite
128 COMPROLLER FT	Supervisor + 3 Personnel (4)	Indefinite
OPERATIONS GROUP		
128 OPERATIONS GP	Supervisor/ Group CC (1)	Indefinite
128 OPERATIONS SUPPORT FT	Scheduler, Airfield Mgr, Supervisor	Indefinite
126 AIR REFUELING SQ	Building Mgr + Training Rep (2)	Indefinite
MAINTENANCE GROUP		
128 AIRCRAFT MAINT SQ	Supervisor + 2 Personnel (3)	Indefinite
128 MAINTENANCE GP	Group CC (1)	Indefinite
128 MAINTENANCE OPS FT	Supervisor + MOC rep (2)	Indefinite
128 MAINTENANCE SQ	Supervisor + 8 Personnel (9)	Indefinite
MISSION SUPPORT GROUP		
128 MISSION SUPPORT GP	Group CC + Contracting (1)	Indefinite
128 FORCE SUPPORT SQ	Supervisor + 2 Personnel (3)	Indefinite
128 COMMUNICATIONS FT	Supervisor + 2 Personnel (3)	Indefinite
128 LOGISTICS READINES SQ	Supervisor + 5 Personnel (6)	Indefinite
128 SECURITY FORCES SQ	All AGR (18)	Indefinite
128 CIVIL ENGINEER SQ	CE/CC + Production Control + HVAC (3)	Indefinite