

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

22 August 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Furlough Guidance

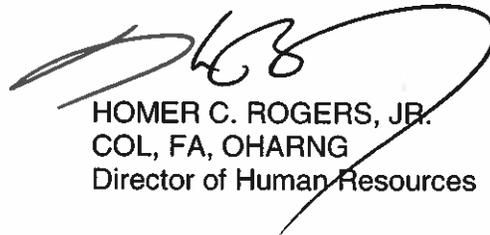
1. The following guidance is applicable to all federal technicians employed by the Adjutant General's Department during the period 8 July - 17 August 2013. It is intended to clarify required adjustments to furlough actions due to the reduction in furlough days from 11 (88 hours) to six (48 hours). It is subject to change upon release of updated requirements from this office or National Guard Bureau.
2. Restrictions on approval of compensatory time remain in place through 30 September 2013. Compensatory time is not authorized to make up for productivity hours lost in the furlough.
3. All non-pay hours other than AWOL and Suspension count towards fulfilling the furlough obligation. This includes non-pay for uniformed service and personal LWOP.
4. Furlough obligations for new hires are as follows:
 - a. Technicians hired on or before 30 June 2013, must complete 48 hours of furlough.
 - b. Technicians hired on 14 July 2013, must complete 32 hours of furlough.
 - c. Technicians hired on 28 July 2013, must complete 16 hours of furlough.
 - d. Technicians hired on 11 August 2013, incur no furlough obligation.
5. Any technician on a Title 10 deployment in a combat zone, is excluded from furlough by the Adjutant General. Supervisors were instructed to individually issue a 30-day notice of furlough to any technician that returned from a Title 10 deployment in a combat zone after mass notices were issued to the general technician workforce on or about 28 May 2013. Technicians in this situation are subject to a prorated furlough obligation. Prorated furlough obligation is determined based on two workdays (16 hours) per full pay period, beginning at the end of the 30-day notice period and ending 17 August 2013.
6. All 30-day notices of proposal to furlough in which the 30-day period ends on 11 August 2013, or after, are rescinded.
7. Supervisors will ensure that technicians meet their furlough obligations as soon as possible, but NLT 30 September 2013.

"When Called, We Respond With Ready Units to Execute Federal, State, and Community Missions."

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8. Technicians that have exceeded their furlough obligation will be allowed to submit a corrected T&A in order to substitute an appropriate paid leave category.
9. The use of administrative leave as a substitute for non-pay hours taken in excess of the individual furlough obligation is prohibited.
10. The HRO will coordinate with the USPFO and Wing Comptrollers to report on completion of furlough for state leadership and the National Guard Bureau.
11. Work schedules that were modified to facilitate furlough will not automatically revert to pre-furlough configurations. To re-establish a previous schedule, a technician must submit a work schedule change request through the supervisory chain.
12. Technicians and supervisors with questions will address them through their chain of command first. The POC in HRO is Major Daniel Roche, Technician Branch Manager, at 614-336-7269/DSN 346-7269 or email daniel.e.roche.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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