DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-CB

MEMORANDUM FOR

MAY 23 2013

HQ USAREUR Staff Principals
Commanders of USAREUR Major Subordinate Commands
Commander, USANATO Brigade

SUBJECT: USAREUR Administrative Furlough Update

This memorandum expires 30 September 2013.

1. References:

a. Memorandum, HQDA, SAMR, May 17, 2013, subject: Department of the Army Fiscal Year 2013 Administrative Furlough.

b. Memorandum, AEPE-CB, 13 May 2013, subject: USAREUR Administrative Furlough Planning Guidance.

2. In reference 1a, the Secretary of the Army authorized issuance of notices of proposed furlough and execution of a furlough in Fiscal Year 2013. Accordingly, USAREUR must execute guidance in reference 1b and have modified a Change 1 to Annex A (attached) accordingly with the changes below.

a. USAREUR intent is that ***all*** affected civilian employees be furloughed, with exceptions strictly limited to the approved Army-wide exemptions. We will furlough civilian employees for up to 88 hours, or 11 workdays, prior to the end of FY 2013. Organizations should substitute these hours/days as appropriate in reference 1b. Furlough notices will be issued no earlier than 28 May or later than 5 June 2013. Notice of final furlough decision will be issued to employees no earlier than 5 June or later than 1 July 2013, but in any case, only after the employee's seven (7) day reply period has passed. The furlough period will begin no earlier than 8 July 2013 and run no later than 30 September 2013. An employee's first day of furlough will be no earlier than 8 July 2013.

b. Paragraph A-7c(3) now reads: Recall an employee from furlough (resulting in an overall reduction in the number of FY 2013 furlough hours for that employee) only as necessary to protect the health, safety and security of personnel or property; to ensure the direct and timely provision of services and materiel to deployed units or to units that are preparing to deploy; or to perform similar mission critical functions. No additional funds will be authorized for furlough recall.

c. Paragraph A-7g was added and now reads: As requested, the officials designated as Deciding Officials in paragraph A-7d(1) and (2) will provide reports to the USAREUR CG (consolidated at the staff principal/equivalent level for USAREUR Headquarters employees) as to:

(1) The number of notices of proposed furlough issued to employees.

(2) The number of employees to whom notices of proposed furlough were not issued because the employee was subject to an approved furlough exception.

(3) The number of notices of final furlough decisions issued to employees.

(4) The number of individual furlough exceptions granted through the adverse action process.

d. Paragraph A-8d now reads: The provisions concerning overtime work apply equally to all USAREUR employees, to include those excepted from furlough.

e. Paragraph A-8d(2) now reads: Before recommending the approval of overtime work, commanders, supervisors and other management officials must make every effort to meet mission requirements by using the latitude to adjust (in advance) each employee's scheduled furlough hours/days. All other options will be considered before overtime work is authorized; overtime work will be approved only when all other options are impracticable. Officials who are authorized to approve overtime exceptions may approve overtime work that is necessary to –…

3. As conditions change or senior leadership decisions provide clarity or modify direction, we will provide further guidance. The command appreciates everyone's continued patience and hard work as we address this difficult and fluid fiscal situation.

Encl
Change 1 to Annex A

Vera A. Garcia
Assistant Deputy Chief of Staff, G1
Civilian Personnel