

## Appendix B: Administrative Furlough Guidance – Civilian Training

1. General. Administrative furloughs differ from emergency or government shutdown furloughs, as outlined in reference 1.b. of the base memorandum. Organizations should review and apply that reference and the guidance below in planning for the Fiscal Year 2013 administrative furlough.

a. The Army will continue to support mission critical functional and leader development training within available funding. Career Program (CP) Managers and commands must continue to spend every training dollar wisely, considering mission essential training, career program and command priorities, together with revised funding levels. The Army encourages commands to continue to support CP and other centrally funded training (Senior Leader Seminar, Army Civilian Education System (CES), DoD Leader Development Programs, etc.), but will also support a commander's/supervisor's decision to impose travel and training restrictions on their employees.

b. Reference 1.b. states: "In the event that scheduled training occurs during a furlough period, affected employees must be placed in a furlough status and ordered **NOT** to attend the scheduled training on the day of their scheduled furlough." The following guidance is provided with regard to Army Civilians participating in long- and short-term training during the furlough period.

(1) Long-Term training is defined in AR 350-1 as continuous, full-time training for more than 120 calendar days and is most applicable to the military Senior Service Colleges (SSCs) (i.e., Army War College, Air War College, Naval War College, Dwight D. Eisenhower School for National Security and Resource Strategy, etc.). Civilian students and employees of the military SSCs are not exempt from furlough. Currently, DoD is developing guidance applicable to all military-managed SSCs that will provide each of the Schools with the flexibility to ensure instructor - student ratios are properly managed and to provide students the maximum flexibility to complete graduation requirements. This additional DoD guidance and Army implementing guidance will be forthcoming.

(2) Army Civilian employees attending civilian-managed college or university long-term training (i.e., Comptroller Career Program employees attending the fourteen-month Defense Comptrollership Program (DCP) at Syracuse University (a civilian-managed university) or attending long-term developmental assignments (internal or external to Army)) will be furloughed in accordance with the procedures implemented by the employee's **parent organization**. Parent organizations may give consideration to adjusting the employee/student's furlough schedule to accommodate course work and educational requirements while still meeting the mandated 176 hours of furlough before the end of Fiscal Year (FY) 2013.

## Appendix B: Administrative Furlough Guidance – Civilian Training

(3) Short Term Training: Short-term training is defined as training less than 120 days. An employee attending short term Civilian training will be furloughed in accordance with the procedures implemented by the employee's **parent organization**. This includes students attending the Army's Civilian Education System (CES) program as well as civilian-managed college and university courses. Parent organizations may give consideration to adjusting the employee's/student's furlough schedule to accommodate course work and educational requirements while still meeting the mandated 176 hours of furlough before the end of FY 2013.

c. Travel and per diem in a training context: In reference 1.b., OPM states: "Agencies must provide per diem or actual expenses to employees whose travel status requires a stay that includes a furlough day" (even though the employee is in a non-pay, non-duty status). This guidance applies to all travel, whether centrally funded or command funded.

2. Additional guidance as it relates to Civilian employee training during the administrative furlough will be provided as it becomes available.