

**RESPONSE TO CONCERNS RAISED AT SEQUESTRATION TOWN HALL HELD  
28 FEBRUARY 2013 ON CAMP FOSTER**

Ref: (a) BO 12000.1A  
(b) Joint Travel Regulation

Encl: (1) Addendum 3 to OPM Guidance for Administrative Furloughs  
dated 27 February, 2013  
(2) Addendum to OPM Guidance for Administrative Furloughs  
dated 20 February, 2013

• **Question 1:** The furlough may make it difficult for employees to take all of their accumulated leave during the leave year. Will employees be allowed to carry over annual leave because of the furlough?

o **Response 1:** Currently policy allows an employee to have his or her scheduled, approved leave restored if exigencies of public business prevented use of previously scheduled annual leave. Under certain circumstances, unused annual leave, which ordinarily would be forfeited at the end of the leave year, may be temporarily restored in a special account for use within two years. Requests to restore leave must be approved by the Commanding Officer, Assistant Chief of Staff (AC/S), or equivalent (see enclosure (4) of reference (a)).

• **Issue 2:** If an employee received a salary advance in connection with a permanent change of station move, will the employee continue to have their advance salary deducted from their pay check during the furlough?

• **Response 2:** If the employee's gross pay has sufficient funds, all deductions will be made accordingly. However, if the employee's gross pay is insufficient to permit all deductions because of the furlough time off, an "Order Preference" will be used to determine the order in which authorized deductions from an employee's pay will be processed.

Order of Preference:

1. Retirement - Deductions for Defined Benefit Plan (including Civil Service Retirement System/Federal Employees Retirement System (CSRS/FERS))
2. Social Security (OASDI) Tax
3. Medicare Tax
4. Federal Income Tax
5. Federal Employees Health Benefits (FEHB) premium (pre-tax or post-tax)
6. Basic Federal Employees' Group Life Insurance (FEGLI) premium
7. State Income Tax
8. Local Income Tax

9. Collection of Debts Owed to the U.S. Government (e.g., tax debt, salary overpayment, failure to withhold proper amount of deductions, advance of salary or travel etc.; debts which may or may not be delinquent; debts which may be collected through the Treasury Offset Program, an automated centralized debt collection program for collecting Federal debt from Federal payments)

10. Court-Ordered Collection/Debt (Child Support, Alimony, Bankruptcy, Commercial Garnishments)

11. Optional Benefits Premiums (Health care Flexible Spending Accounts (FAS), Dental, Vision, Health Savings Accounts (HAS). Optional FEGLI, Long Term Care, Dependent FSA, TSP (loans, basic and catch-up contributions, then other optional benefits)

12. Other Voluntary Deductions/Allotments (Military Service Deposits, Professional Assoc., Union Dues, Charities, Bonds, personal allotments, additional voluntary deductions)

13. IRS Paper Levies

- **Issue 3:** During the furlough, will employees receive travel expenses for Temporary Additional Duty (TAD) travel?

- **Response 3:** Agencies must provide per diem or actual expenses to employees whose travel status requires a stay that includes a furlough day (see enclosure (1)).

- **Issue 4:** Where can I receive guidance on overtime during the furlough?

- **Response 4:** See enclosure (2) for guidance addressing overtime and credit hours.

- **Issue 5:** How will an administrative furlough affect Renewal Agreement Travel (RAT)?

- **Response 5:**

Return Agreement Travel (RAT) is a statutory entitlement for eligible employees. See 5 U.S.C. §§ 5724(d), 5728. Return Agreement Travel at government expense may not be denied to an employee who has earned it except for limited circumstances identified in reference b in section C5515. An agency may deny RAT when an employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

(Note: In the event of a lack of an appropriation due to a funding gap, RAT cannot be authorized until funds are again available under an appropriation act or a continuing resolution.)

- **Issue 6:** How will a furlough affect TAD of more than 7 days and training lasting over 7 days?
  - **Response 6:** If an employee is on TAD for a period of time that includes a furlough day, the employee will not be paid salary during the furlough time. The TAD entitlements (per-diem and meals and incidental expenses), however, will be paid to the employee for the furlough day. While in training that extends over a furlough period, the employee is advised not to work on the furlough day, as no salary payments will be made for the furlough day.
- **Issue 7:** Will fees for on-base child care decrease due to the furlough?
  - **Response 7:** Base fees for child care will not decrease; however, if your total pay decreases (evidenced by your Leave and Earnings Statement), then you may qualify for a Category Change which would decrease the amount you pay to the child care facility.
- **Issue 8:** Can furlough days be used back to back (ie. in lieu of vacation)? Can one furlough day be split over a pay period? How is flex time affected?
  - **Response 8: NON-BARGAINING EMPLOYEES:** We are awaiting guidance from HQMC on this subject. The Commandant of the Marine Corps (CMC) will determine employee hours/time for administrative furloughs based on mission requirements. We do not know yet if the CMC will further delegate the responsibility for coordinating and scheduling employee hours/time during a furlough. There are no employees on a flexible work schedule because MCB Camp Butler does not have a local policy.

**BARGAINING EMPLOYEES:** The Marine Corps currently fulfilled its bargaining obligations with the AFGE. The Employer may approve variations from the 16 hours per pay period (e.g., two (2) standard workdays) based on mission requirements. Mission requirements may include scheduling consistent with uncommon tours of duty for select personnel (e.g., emergency personnel working 24-hour shifts). Employer will consider employee desires, but specific furlough schedules must be approved by Employer, as follows:

1. Employees may request, via their first level supervisor, for specific days to be furloughed, either standard days throughout the furlough period, or individual dates per pay period;
2. Employee requests to take more than sixteen (16) furlough hours per pay period (e.g., reduced hours spread over a standard pay period, blocks of continuous days, individual dates, etc.) will be considered on a case by case basis;
3. Employees who request variations after an initial furlough schedule is established must provide such requests, in writing, at least ninety-six (96) hours prior to the requested variation;
4. If Employer approves variations at a level that conflicts with requests from multiple Employees (e.g., Employer determines that only 1 of 3 Employees may be granted a variation for a particular period) , then conflicts involving similarly situated employees will be resolved in accordance with individual seniority based on SCD; and,

5. Employer will notify Employees of scheduled furlough dates/hours, in writing, at least forty-eight (48) hours in advance.