



DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D.C. 20340-5700



MEMORANDUM FOR: XXX

SUBJECT: Notice of Proposed Furlough

This memorandum notifies you that the Defense Intelligence Agency proposes to furlough you no earlier than 30 days from receipt of this notice. This furlough is being proposed in accordance with DODI 1400.25 Volume 2009, *DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS), Disciplinary, Performance-Based, and Adverse Action Procedures*. This administrative furlough is necessitated by the extraordinary and serious budgetary challenges facing the Department of Defense (DoD) for the remainder of Fiscal Year (FY) 2013, the most serious of which is the sequester that began on March 1, 2013. The Budget Control Act of 2011, as amended by the American Taxpayer Relief Act of 2012, makes across-the-board reductions to budgetary resources for the Federal government (*i.e.*, sequester resources). The DoD must and will protect wartime operations funding for our troops in harm's way. This inevitably means larger cuts in base-budget funding for the Operation and Maintenance (O&M) accounts. Thus, the DoD will need funding in other accounts that can be used to provide the warfighters with what they need to protect national security and fight this war. This furlough is proposed to help meet their need and to promote the efficiency of the service by avoiding a deficit of funds in FY 2013.

If other employees in the organization are not being furloughed or are being furloughed for a different number of days/hours, it is because they (1) are currently in a non-pay status, (2) are under an Intergovernmental Personnel Act mobility assignment that does not cause an expenditure of funds of the agency, (3) are on an assignment not otherwise causing an expenditure of funds to the agency, or (4) are in a position whose duties have been determined to be of crucial importance to this agency's mission and responsibilities and cannot be curtailed (*e.g.*, civilians deployed to combat zones).

We plan to apply the following procedures and conditions related to the furlough:

1. The furlough will be on discontinuous (intermittent) workdays, beginning July 8, 2013 through approximately September 30, 2013. Full-time employees will be furloughed no more than 11 workdays or 88 hours. If you are a part-time employee, your furlough time off will be prorated, based on your work schedule.
2. Due to the uncertain and potential fluctuating amount of funding which may be available to this agency, the number of hours per pay period required for the furlough may vary. Accordingly, if the decision is made to furlough, you will be advised in advance of each pay period of the number of furlough hours required to allow financial obligations of the DoD to be met. Generally, you will not be furloughed for more than 16 hours for each pay period between July 8, 2013 and September 30, 2013.

3. Based upon mission and workload considerations and subject to management approval, you may request a specific schedule for furlough.
4. Annual, sick, court, military leave, or leave without pay which has been approved for a day which is later designated as a furlough day will be recorded as a furlough and you will be placed in a non-pay status for the day. However, when you receive the notice of your furlough dates, you may request that the furlough time off be rescheduled, as provided in paragraph 3 above, if you wish to use leave as approved.

At this time, we do not reasonably anticipate the need for furlough beyond 11 workdays (88 hours). However, should additional furlough days/hours become necessary, employees will be given another notice. We recognize the difficult personal financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have questions, contact:

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424

[Redacted]

You will be allowed seven (7) calendar days from receipt of this letter to respond orally and/or in writing, to review the supporting material, and to furnish any affidavits or other supporting documentary evidence in your answer. In preparing any reply, you have the right to a representative of your own choosing provided your representative does not present a conflict of interest or position, can be released from his/her official duties, and whose release would not result in unreasonable costs to the government. If you wish to have a representative, please notify [Redacted] and provide, in writing, the representative's name, title (if any), and address. You may use up to four (4) hours of official time to prepare your response. Time away from your duties must be approved by your supervisor in advance. You have the right to review all of the documentation upon which this proposed action is based. That material is available on

(b)(3):10 USC
424

[Redacted] If you are unable to access either of these websites, please contact [Redacted] to make other arrangements to review these materials. The deciding official, [Redacted] has designated representatives to hear oral replies on his behalf. To arrange for an oral reply, please contact [Redacted] by email at [Redacted] or by phone at [Redacted]

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424

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424

Your written reply, along with any affidavits or other evidence, should be submitted to [Redacted] by email at [Redacted]. If you are unable to serve your written reply by email or fax, you may submit it by FedEx or certified mail to:

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424

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424

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424

A final written decision, including an explanation of the specific reasons for the action taken, will be given to you as soon as possible after the seven days allowed for your reply.

No decision to furlough you has been made or will be made until full consideration is given to your reply.

(b)(3):10 USC
424



(b)(3):10 USC
424



03 June 2013
Date

I acknowledge receipt of this notice.

Employee's Signature

Date

Employee's Printed Name