



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO  
ATTENTION OF

ATBO-C

31 JAN 2013

MEMORANDUM FOR TRADOC Civilian Employees at Joint Base Langley-Eustis

SUBJECT: Potential Civilian Personnel Impacts Due to Budget Uncertainty

1. The Secretary of the Army has directed immediate action in the face of significant budgetary uncertainty in the coming months and must take steps to reduce expenditures. The uncertain Fiscal Year 2013 funding, caused by the combined effects of a possible yearlong continuing resolution and sequestration, may result in adverse impacts on civilian personnel.
2. To accomplish these reductions, all U.S. Army Training and Doctrine Command activities have implemented civilian hiring freezes. Army guidance on civilian controls was recently received. We will be publishing additional guidance that will provide authorities and procedures for limited exceptions based on humanitarian and mission-critical purposes. TRADOC is complying with the Army guidance that directs termination of temporary employees and constrains extensions of employees on term appointments consistent with mission critical requirements.
3. Furloughs are a tool of last resort and are being considered as a possible way of meeting the Army's fiscal requirements. Furlough will not be implemented without Secretary of the Army approval and congressional notification. If furloughs become necessary, the effect on civilian employees could be significant.

A handwritten signature in black ink, appearing to read "David D. Halverson", is positioned above the typed name.

DAVID D. HALVERSON  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff