



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR

02 MAR 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Extension of Suspension of Civilian Employment Offers

1. References:

a. Memorandum, ASA (M&RA), Subject: 30-Day Suspension of Civilian Employment Offers, dated 2 Feb 2011 (enclosure 1)

b. Memorandum, ASA (FM&C), Subject: Funding Target Reductions for Civilian Pay, dated Feb 11, 2011 (enclosure 2)

2. This memorandum continues the suspension of civilian employment offers announced in reference 1.a. The business rules and exceptions as described in paragraphs 2 through 4, inclusive, of reference 1.a. will continue in effect. I reserve the authority to approve exceptions for individual actions, organizations or groups of positions when in the best interest of the Army.

3. The announcement of the President's Budget and the ongoing analysis of the Army's over-execution of the civilian workforce program necessitate a continuation of the hiring suspension until command input and programmatic review, in accordance with reference 1.b., are completed and final decisions are rendered by the Secretary of the Army. It is expected that this process will be completed on or about April 1, 2011. Once these decisions are announced, we expect that the suspension will be terminated.

4. Points of Contact for this directive are:

a. ASA (M&RA): Ms Linda Logan, (703) 695-5154

b. ASA (FM&C): Ms. Dru Wyckoff, (703) 624-5009

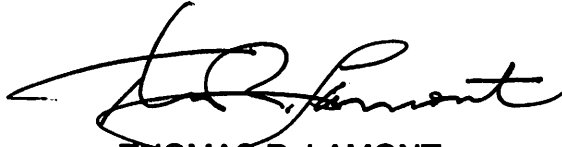
c. Deputy Chief of Staff (DCS), G-1: Ms. Anna Miller, (703) 325-3680

d. DCS, G-3/5/7: Mr. Edward Scott, (703) 693-3051

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SUBJECT: Extension of Suspension of Employment Offers

e. DCS, G-8: Ms Jean Wigham, (703) 697-8631



THOMAS R. LAMONT  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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02 FEB 2011

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: 30-Day Suspension of Civilian Employment Offers**

1. We are operating under a Continuing Resolution Authority and anticipate a requirement to operate at Fiscal Year (FY) 2010 budgeted Civilian manpower levels. The Army's current on-board Civilian strength exceeds FY 2010 levels by approximately 10,000 personnel. Therefore, effective immediately, I am directing a suspension of Civilian employment offers for the next 30 days.

2. This suspension precludes the issuance of any job offer, subject to the following exceptions:

- a. Positions in direct support of, and funded by, a Military Construction appropriation
- b. Positions in direct support of, and funded by, Army Working Capital Fund activities in Industrial Operations, Supply Management and Transportation business activities
- c. Military Technician positions in either U.S. Army Reserve or U.S. Army National Guard programs
- d. Positions funded by Defense appropriations other than Army appropriations, to include the Defense Health Program, Special Operations Forces and the Counternarcotics Program
- e. Positions funded by other than Army or DoD appropriations to include Civilian positions in the Army National Cemeteries Program and employees funded by Civil Works projects
- f. Positions in direct support of the U.S. Army National Guard activities
- g. Positions in direct support of National Intelligence Programs
- h. Positions in the DoD Acquisition Workforce Development Fund (DAWDF) or any permanent Army position into which a DAWDF-funded civilian employee is transferring
- i. Positions being relocated with a command/organization undergoing Base Realignment and Closure (BRAC) movement or ANY permanent Army Civilian position vacated by an Army Civilian employee who is transferring to a BRAC-relocated position
- j. Positions in direct support of Army health, safety and first responders to include counselors for the Alcohol and Substance Abuse Program and Sexual Assault Prevention and Response Program

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SUBJECT: 30-Day Suspension of Civilian Employment Offers

3. This suspension will not be applied to positions designated for Overseas Contingency Operations funding; however, these placements must be temporary or limited-term appointments--not permanent--to reflect the non-enduring nature of these missions.

4. The Civilian Human Resources Agency (CHRA) will continue to recruit without restriction during this period. This suspension applies only to the issuance of any offer of employment during the next 30 days. Placement for offers made prior to the issuance of this directive may be completed.

5. I reserve the authority to approve, on a case-by-case basis and when in the best interests of the Army, requests from commands/organizations for any critical exceptions outside those outlined above. Addressees may submit requests thru the Employment Policy Division, Assistant Deputy Chief of Staff, G-1 for Civilian Personnel to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for approval.

6. Questions regarding this policy should be directed to Ms. Shelia R. Dent, 703-325-9989, or Ms. Anna Miller, 703-325-3680, Employment Policy Division, Office of the Deputy Assistant Chief of Staff, G-1 for Civilian Personnel.



THOMAS R. LAMONT  
Assistant Secretary of the Army  
(Manpower and Reserve Affairs)

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**DEPARTMENT OF THE ARMY**  
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**109 ARMY PENTAGON**  
**WASHINGTON DC 20310-0109**

FEB 11 2011

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Funding Target Reductions for Civilian Pay**

1. Reference: Memorandum, SAMR, Subject: Thirty Day Suspension of Civilian Employment Offers, dated 2 February 2011.
2. On 14 February 2011, DoD and the Army will release the FY12 President's Budget request which reflects major reductions in civilian pay associated with the Secretary of Defense initiative to reduce the size of the civilian workforce. The reductions in funding will be effective for the entire fiscal year, not phased in over the year, so we must act now if we are to achieve the targeted FY12 strength levels.
3. We are taking a two-pronged approach to determine what programmatic and organizational changes the Army will make. The Program Evaluation Groups (PEGs) will assess priorities within their areas of responsibility and identify potential reductions to meet assigned funding targets. To help inform the PEG assessments, all OMA-funded commands and activities are to determine how a 10 percent reduction in civilian authorizations would be applied – i.e., what will not be done, how many FTEs the reduction represents, and the explicit operational impacts. The Army Budget Office (ABO) will provide each command an OMA direct-funded civilian pay reduction target and reporting guidance, with your input due back to ABO by 25 February 2011. The next step will be to include your mission impacts and concerns as a special interest topic during the Commander's Narrative Assessment briefings scheduled for 1-3 March.
4. It is important to recognize we are not proposing across-the-board civilian pay reductions of 10 percent. Rather, this is intended to provide the framework for developing more rational, defensible reductions, with full awareness of the associated impacts. With your input and the PEG assessments, we will arrive at final civilian pay reduction targets aligned with Army priorities.
5. I recognize the enormity of this task. The 30-day hiring pause announced by referenced memorandum gives us a limited window to begin this analysis, and I appreciate your support in meeting our timelines. My point of contact is BG Karen Dyson, [karen.dyson@us.army.mil](mailto:karen.dyson@us.army.mil).

*Mary Sally Matiella*

Mary Sally Matiella, CPA

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**SAFM**

**SUBJECT: Civilian Workforce Reductions**

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