MEMORANDUM FOR All Members of the Texas Military Forces (TXMF) and the Texas Military Department (TMD)

SUBJECT: (JFTX 113-20) FY14 Texas Military Forces (TXMF) Guidance on Lapse in Government Appropriations

1. The purpose of this memorandum is to provide all TXMF and TMD employees (Army National Guard, Air National Guard, state employees, and contractors, both full-time and part-time) an update on the current federal government lapse in appropriations and the impact on our organization.

2. As of today, almost all TXMF civil service employees who were furloughed on 1 October 2013, have been recalled to duty. Employees who are no longer furloughed are not entitled to unemployment benefits. Despite the recall to duty, employees may experience delays in their normal pay due to late transaction processing and/or the impact of the lapse of federal appropriations. The impact on payroll is different for each type of employee; therefore, employees are encouraged to stay in contact with their supervisors/commanders/organizations to get the latest updates available.

3. Employees are encouraged to provide a copy of this correspondence to financial institutions and/or creditors to make arrangements in anticipation of delayed or reduced paychecks. A sample format for contacting your creditors is provided as an enclosure to this memorandum.

4. TXMF employees should direct questions regarding how the partial government shutdown may affect your status to the TXMF Human Resource Office at 512-782-6725, Monday-Friday from 0800-1600. State employees should direct questions to the TMD Human Resource Office at 512-782-6786. Employees may also provide these numbers to creditors for verification of employment status.

5. Again, I want to personally thank you and your family for your dedicated service and patience during this difficult time. We will work together to ensure we remain always ready and always there for the State of Texas and the Nation.

Encl

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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A
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ENCLOSURE - Sample Letter To Creditors

It is important to notify each of your creditors explaining any change in your financial situation - such as the delay or reduction in your pay - that prevents you from making regular payments. Use the sample letter below as a guide when writing to your creditors.

Date letter written
Creditor Name
Creditor Address
RE: (account number)

Dear (creditor name),

I am writing this letter to request a temporary change in the payment terms of my account. Recently I have become (furloughed, informed that I may experience a delay in my paycheck, etc.), and have had to make some financial adjustments.

After carefully examining my financial situation and making a budget for my basic expenses, it has become necessary to ask each of my creditors to accept reduced payments for (number of months).

I would appreciate your help in making this payment plan work. In place of my regular monthly payment of ($) due on (due date), I am requesting that you accept payments of ($ ) paid on (proposed due date). I will begin making normal payments again as soon as possible. I regret that I have to ask for this consideration and hope that you will understand. When there is a change in my situation, I will notify you immediately and, in any event, I will contact you again in 60 days.

Your understanding during this difficult time is most appreciated.

Sincerely,

(signature)
Your Name

Your Address

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