



U.S. Citizenship
and Immigration
Services

Date: **Date**

To: **Employee Name**
Employee Title
Employee Organization
Employee Email Address
Employee Mailing Address

From: **Proposing Official Name**
Proposing Official Title
Proposing Official Organization

Subject: Furlough Notice of More Than 30 Days (non-pro BUE)

I regret to inform you that the US Citizenship and Immigration Services will furlough you for more than 30 continuous calendar days between [Date] and [Date]. You will be placed in a non-duty and non-pay status on your designated furlough days.

As a fee-funded agency, USCIS has been directly impacted by the global pandemic. This is in stark contrast to congressionally appropriated agencies, whose budgets are not impacted by fluctuations in revenue based on application and petition receipt levels. To address our fiscal situation, we have taken measures to tighten our budget across the board while upholding our mission during this uncertain time. We are also expeditiously working to finalize the 2019/2020 fee rule to help recover our operational costs, but even with higher fees, once implemented, USCIS will still face resource challenges as long as application and petition receipts continue at current levels. Unfortunately, the measures we have taken are not enough at this time.

This action is taken in accordance with the reduction in force (RIF) regulations in title 5, Code of Federal Regulations, part 351. Importantly though, while this action is taken in accordance with RIF regulations, a furlough is a temporary action, not a permanent separation from service.

Your retention standing as of the first furlough date is as follows:

Competitive area:

Service [*i.e., competitive or excepted*]:

Position title, series, and grade: