



HEADQUARTERS
HAWAII ARMY NATIONAL GUARD

3946 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4485

HIARCG

3 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: A Day of No Scheduled Activities (ADONSA) Program Policy

1. This memorandum establishes the ADONSA program policy for Active Guard/Reserve (AGR) Title 32 soldiers assigned to the Hawaii Army National Guard (HIARNG).
2. This policy rescinds the 5-4-9 flexible work schedule for HIARNG AGR soldiers and reverts to the normal duty schedule based on mission and unit requirements effective 1 May 2006. The 5-4-9 flexible work schedule will remain in effect for the technician work force.
3. The ADONSA program will serve as a standardized program to increase effectiveness in the organization's OPTEMPO. This program will maximize efficiency, minimize confusion, and align all AGR soldiers on a standard time off in conjunction with normal holidays. Soldiers will remain in an "available for duty status" during ADONSA periods.
4. The DA Form 31 (Request and Authority for Leave) will not be required for ADONSA days. For accountability purposes, soldiers will be responsible to sign out and back in on the DA Form 647 (Personnel Register) at the Administrative Officer level.
5. Traveling off island and/or outside of the designated local commuting area from his or her duty station will require the soldier to be placed on leave or pass status.
6. ADONSA days will be designated based on this rule. If the holiday falls on a Friday, the designated ADONSA day will be the Monday following the weekend. If the holiday falls on a Monday, the designated ADONSA day will be the Friday previous to the holiday. If the holiday falls within the workweek, the designated ADONSA day will be the day most advantageous for a longer weekend.

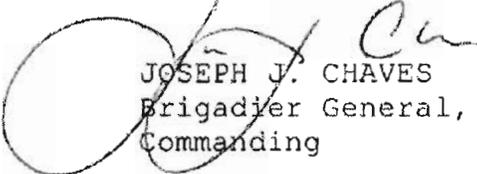
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7. For planning purposes, the following listed holidays are designated ADONSA days:

Dr. Martin Luther King Jr. Day
Presidents' Day
Prince Jonah Kuhio Kalaniana'ole Day (State Holiday)
Good Friday (State Holiday)
Memorial Day
King Kamehameha I Day (State Holiday)
Independence Day
Admission Day (State Holiday)
Labor Day
Discoverers' Day
Election Day (State Holiday)
Veterans' Day
Thanksgiving Day

Official designated ADONSA dates will be published on an annual calendar year basis.


JOSEPH J. CHAVES
Brigadier General, HIARNG
Commanding

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