

NEIL ABERCROMBIE
GOVERNOR



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NGHI-HRO

3 December 2012

MEMORANDUM FOR CDR, HIANG
CDR, HIARNG
O/USPFO

SUBJECT: Holiday Office Parties

1. Holiday office parties are a great way to build office cohesion and demonstrate the department's appreciation to our Soldiers, Airmen and civilian employees for their sense of dedication, commitment to excellence, and duty to their organization, state and nation. As such, I fully support organization level observances of holiday celebrations, as long as they do not exceed ethical standards.

2. In order to facilitate safety, standard-working conditions, and remain accountable to taxpayers; the following guidelines will be adhered to in planning office parties:

- a. Office parties conducted in conjunction with lunch should be no longer than three hours to include driving to and from the location of the party.
- b. Office parties conducted at the end of the working day should commence no earlier than one hour prior to the end of the workday.
- c. Safety will be emphasized and a safety briefing will be given to all participants prior to the event.
- d. Personnel consuming alcoholic beverages at office parties conducted during normal working hours must be on official leave status and remain on leave for the rest of the work day.
- e. Any parties involving alcohol consumption will have designated drivers identified prior to the commencement of the event. Supervisors will ensure no underage departmental personnel are allowed to consume alcohol beverages and that a designated driver or taxi be provided to any person who appears unsafe to drive, or who requests such transportation.

3. This memorandum supersedes all previous memorandums subject as above.

4. If there are any questions, please contact Lt Col Brian Buhler, 672-1226.

A handwritten signature in black ink, appearing to read "Darryll D. M. Wong".

DARRYLL D. M. WONG, Maj Gen, HING
Adjutant General