

How to Get an Alternate Worksite Approval Request:

1) Draft your alternate worksite request in memorandum format and include the following details:

- a. Event Details (Who/What/When/Where)
- b. Event Purpose (Why) and the Benefit(s) for Attendees
- c. List all Units in HING (and outside HING) Scheduled to Attend the Event
- d. Detailed Agenda/Schedule for the Event
- e. Any identified event hazards, risk assessment actions, and/or potential negative implications (to include negative media attention) for the HING HRO/DAG/TAG to consider when considering approval of your alternate worksite request
- f. Event POC/Coordinator

2) Forward your formal alternate worksite request through your normal HIANG Command channels using the Staff Summary Sheet process for HRO to receive and staff prior to the final review/approval from DAG and TAG.

Contact HRO Labor Relations Specialist CW4 Yim if you have any questions.