



HAWAII NATIONAL GUARD  
HUMAN RESOURCES OFFICE

***BULLETIN***



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NUMBER 19-04

17 December 2018

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**NEW AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM (ATAAPS)  
PROCEDURES FOR PHYSICAL FITNESS**

**1. Reference.**

National Guard Bureau Technician Branch Memorandum dated 28 November 2018, Subject: Administrative Leave Time Card Codes for Physical Fitness

**2. Applicability.** National Guard T32 dual status technicians, National Guard T5 employees

**3.** In accordance with 5 U.S.C. 7901, Health Services Program” and NGB-J1-TN Memorandum dated 29 June 2017, Critical Update to Assignment of Military Training Duties to Title 32 National Guard Technicians, National Guard Title 32 dual status technicians and Title 5 employees may be authorized excused absence of short durations to participate in voluntary Physical Fitness Program (PFPs). Dual Status technicians cannot be required to undergo an annual military physical fitness test while in technician status, either voluntary or involuntary.

**4.** Effective immediately, all dual status technicians and Title 5 employees approved for the Hawaii National Guard Voluntary Physical Fitness Program will code their time card(s) in the Automated Time Attendance and Production System, (ATAAPS), as “LN” for administrative leave with an additional Hazardous/Other code of “PF” when participating in the HING Voluntary Physical Fitness Program. See attached screenshot.

**5.** Any questions or concerns regarding this bulletin may be directed to the HRO Labor Relations Specialist at: 808-672-1555.

Encl:  
NGB Memo  
ATAAPS Screenshot



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

28 November 2018

**MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS**

**Subject: Administrative Leave Time Card Codes for Physical Fitness**

**References: (a) 5 U.S.C. 7901, "Health Services Programs"**  
**(b) NGB-J1-TN memorandum, 29 June 2017, "Critical Guidance Update to Assignment of Military Training Duties to Title 32 National Guard Technicians"**

1. In accordance with references a and b, National Guard Title 32 dual status technicians and Title 5 employees may be authorized excused absence of short durations to participate in voluntary Physical Fitness Programs (PFPs).
2. Dual status technicians cannot be required to undergo an annual military physical fitness test while in technician status, either voluntary or involuntary.
3. Dual status technicians and Title 5 employees approved for Physical Fitness Leave will code their time card in Automated Time Attendance and Production System, (ATAAPS) as "LN" for time and attendance with an additional Hazardous / Other code of "PF".
4. Point of contact is Ms. Adriene R. Dallas; NGB-J1-TNL; 703-607-1365.

A handwritten signature in blue ink, appearing to read "THOMAS E. LANGUIRAND", is positioned above the typed name.

**THOMAS E. LANGUIRAND**  
Chief, Technician Personnel  
Management Division

UIC: W39LAA

[View Leave](#)

### New Leave Request

Status: Not Submitted

Type Hours\*: LN - Administrative

From Date\*:

From Time\*: Hours  Minutes

To Date\*:

To Time\*: Hours  Minutes

Total Hours\*: Hours  Minutes

Purpose\*: **Select Purpose**

Other:

- BA - Term Negotiations
- BB - Mid-Term Negotiations
- BD - Labor Management Relations
- BK - Grievance and Appeals
- PH - Preventative Health
- PF - Physical Fitness**
- PS - Weather and Safety Leave
- Other

leave.

FMLA:

Remarks:

Certifier(s) to Notify:

Unlisted Certifier

Email Address:

I certify that the leave/absence requested above is for the purpose(s) indicated.

**Requestor Certification:**

I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.