



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



NUMBER 19-02

20 November 2018

HOLIDAY OFFICE PARTIES

1. Reference.

a. Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 630, 6 August 2018.

b. Hawaii National Guard (HING) Off-Site Special Event Policy, Directive 2018-05, dated 12 July 2018.

2. Applicability. National Guard T32 dual status technicians, National Guard T5 employees, and Active Guard and Reserve (AGR)

3. Background.

a. Holiday office parties are a great venue to build office cohesion and demonstrate the agency'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, requests and approvals are covered under the HING Off-Site Special Event Policy dated 12 July 2018 (attached).

b. 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.

c. Office parties conducted at the end of the working day should commence no earlier than one hour prior to the end of the workday.

d. Safety will be emphasized and a safety briefing will be given to all participants prior to the event.

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