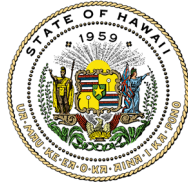


DAVID Y. IGE
GOVERNOR



ARTHUR J. LOGAN
MAJOR GENERAL
ADJUTANT GENERAL

KENNETH S. HARA
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

NGHI-HRO

19 December 2020

MEMORANDUM FOR Identified Excepted Employees of the Hawaii National Guard

SUBJECT: Notification of Excepted Employee Status for Shutdown Furlough due to a Lapse in Appropriation

1. In the absence of either a Fiscal Year (FY) 2021 appropriation, or a continuing resolution for the Department of Defense, no further financial obligations may be incurred by Hawaii National Guard, except for those related to the orderly suspension of Hawaii National Guard operations or performance of excepted activities as defined by National Guard Bureau guidance. This action is being taken because of a sudden emergency requiring curtailment of the state's activities; therefore, no advance notification is possible.
2. You are hereby notified that you were identified as an **EXCEPTED EMPLOYEE** during the furlough period. I have determined that your services are required to perform minimal activities as necessary to execute orderly agency operations. You will continue to engage in approved excepted functions.
3. In the context of shutdown furloughs, the term "Excepted Employee" is used to refer to employees who are funded through annual appropriations who are nonetheless excepted from the furlough because they are performing work that, by law, may continue to be performed during a lapse in appropriations.
4. During the period of Excepted Employee status, the agency will incur obligations to pay for your services performed during a lapse in appropriations. You will be paid after Congress passes and the President signs a new appropriation or continuing resolution.
5. As an Excepted Employee, you will continue to work during the shutdown to perform your required duty on your normally work schedule at your workplace.
6. During the furlough period, because you are in an Excepted Employee status, you will not be authorized any paid leave. If you require any paid leave (annual, sick, court, etc.), you will be coded as Furlough ("KE") during the leave period in the Automated Time Attendance and Production System (ATAAPS) application hosted by DISA as an

NGHI-HRO

SUBJECT: Notification of Excepted Employee Status for Shutdown Furlough due to a Lapse in Appropriation

Enterprise Service and the Defense Finance and Accounting Service (DFAS). As an Excepted Employee, you are expected to return to work on your next regularly scheduled workday following holiday or furlough leave status. HIANG ATAAPS: <https://af.ataaps.csd.disa.mil/index2.html?d>. HIARNG ATAAPS: https://ataaps.csd.disa.mil/ataaps_AR11/.

7. You are required to sign and return the **Acknowledgement of Notification of Excepted Employee Status during Furlough due to a Lapse in Appropriation** through your Supervisor to the HRO no later than **1200 on Monday, 21 December 2020, or 1200 on your next regularly scheduled workday, whichever occurs first.** Digital or pen signature is authorized. You are required to provide at least one (1) form of personal civilian communication (civilian email, civilian cellphone, or home phone).

8. We recognize the difficult financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. Please refer to our Hawaii HRO webpage for additional furlough information <http://dod.hawaii.gov/hro/>. If you have further questions, contact Mr. John K.C. Yim, Assistant Human Resources Officer, at 808-672-1555 or email: john.k.yim4.civ@mail.mil.

FOR THE ADJUTANT GENERAL:

Encl

PAMELA L. ELLISON
COL, AG, HIARNG
Human Resources Officer

**Acknowledgement of Notification of Excepted Employee Status during
Shutdown Furlough due to a Lapse in Appropriation**

I _____ acknowledge receipt of this furlough decision.
(Print First Name and Last Name)

Military Email: _____

Civilian Email: _____

Personal Civilian Cellphone or Home Phone: _____

Technician's Signature

Date