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DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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NGHI-TAG

12 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Updated Corona Virus Disease 2019 Guidance Related to Office Parties, Gatherings and Events

1. References.

a. Deputy Secretary of Defense memorandum (Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings), 24 September 2021

b. Office of the Governor Website, Emergency Proclamations,
<https://governor.hawaii.gov/emergency-proclamations>

c. Office of the Governor Website, COVID-19 Related Information,
<https://governor.hawaii.gov/category/newsroom/covid-19-orders-and-rules/>

2. Applicability. This memorandum applies to all Hawaii National Guard (HING) service members, full-time Federal employees, contract employees, and State of Hawaii Department of Defense (HI-DOD) employees.

3. Effective immediately, this memorandum rescinds NGHI-TAG memorandum, HING Holiday Office Parties and Gatherings dated 12 Nov 20.

4. The recent reduction and downward trend of SARS-CoV-2 Delta strain cases, hospital census, and deaths necessitate mitigation measures to prevent the spread of the virus while cautiously and safely relaxing policy restrictions. Large gatherings continue to concern policy makers and healthcare experts. For the reasons stated herein, this memorandum establishes guidelines and restrictions to promote and protect the health, safety, and welfare of our department's employees and guests.

5. All HING and HI-DOD organized office parties, gatherings, and events must adhere to appropriate county orders and proclamations referenced at 1c. Additionally, any military planned or attended events must comply with reference 1a. Any exception requests to host an event with more than 50 participants must be approved by the organizer's chain of command and received in the office of the TAG at least 30 days

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prior to the event to allow adequate time for submission to Chief, National Guard Bureau.

6. I realize the importance celebratory functions have for our dedicated workforce, but we must continue to balance that benefit against the threat of community transmission of the virus within the workforce, particularly as we saw our numbers and deaths dramatically increase with the Delta Variant. Taking precautions are vital to help keep our loved ones safe and healthy until this pandemic ends.

5. Questions regarding this memorandum can be directed to COL Pamela Ellison, Human Resources Officer, at (808) 672-1254, or pamela.i.ellison10.mil@army.mil.

KENNETH S. HARA
Major General, HING
Adjutant General

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