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POLICY DIRECTIVE 2018-XX

12 June 2018

SUBJECT: Hawaii National Guard Off-site and Special Event Policy

1. References.

- a. Technician Personnel Regulation (TPR) 630.
- b. AGR Reference AR 600-8-10, Leaves and Passes, Rapid Action Release 4 August 2011 and AFI 36-3003, Military Leave Program, 3 March 2015.

2. Purpose. This memorandum establishes guidance and general policy for personnel to attend agency-authorized, off-site and/or special events. It defines procedures for requesting authorization to conduct an off-site event and identifies the use of appropriate leave, if applicable, in conjunction with off-site/special events.

3. Off-Site/Special Event. An event that either occurs away from an established worksite location during normal duty hours or an event that occurs at an established worksite location, but involves activities that are significantly different than normal duty activities.

4. Full Time Federal Employees/Technicians. Off-site/special events that do not meet the criteria defined in TPR 630, Chapter 12, "Excused Absence," must be approved in advance by the Human Resource Officer (HRO). Such events may include, but are not limited to the following: office training events, team-building events, and minimal holiday events. Requests must be submitted to the HRO via memorandum and contain the following information: Directorate, Wing, MSC, or Unit/Facility; purpose; off-site and/or special event location; personnel participating; date(s); timeframe(s); agenda; and Point of Contact. If approved, the duration of the off-site or special event is considered normal duty for those employees/technicians participating. Timekeepers are encouraged to maintain copies of the off-site/special event approval with the timecards of the participating employees/technicians. Supervisors and timekeepers must ensure that appropriate leave codes are annotated on employee/technician timecards for any period outside of the approved timeframe for the off-site/special event.

5. Full-Time National Guard Duty (FTNGD) Personnel (Including Active Guard/Reserve (AGR) and all other FTNGD categories). Normal duty hours for FTNGD/AGR Soldiers

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and Airmen are established by the Adjutant General. Absence from assigned duty locations to attend off-site events and deviation from normal duty activities for special events are authorized; however, the duration and frequency must be minimized. Off-site/special events, during normal duty hours, should normally demonstrate a correlation to member duties, training, and/or development (including team-building). These events must be approved, in advance, by FTNGD/AGR members' respective full-time chain of command. Each FTNGD/AGR member must be in an approved leave or pass status, IAW AR 600-8-10 and AFI 36-3003, if more than 50% of the normal duty day is spent on non-duty or non-mission related activities.

6. Point of contact for this memorandum is the Hawaii National Guard Labor Relations Specialist, Mr. John Yim at [john.k.yim4.civ@mail.mil](mailto:john.k.yim4.civ@mail.mil) or (808) 672-1555.

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