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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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HONOLULU, HAWAII 96816-4495

ARTHUR J. LOGAN
MAJOR GENERAL
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KENNETH S. HARA
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NGHI-HRO

3 December 2018

MEMORANDUM FOR Hawaii National Guard Full Time Federal Employees

SUBJECT: National Day of Mourning for President George H. W. Bush; Federal Government Closure on Wednesday, December 5, 2018

1. References.

a. Memorandum for Heads of Executive Departments and Agencies, CPM 2018-20, dated December 2, 2018.

b. Defense Civilian Personnel Advisory Service (DCPAS) Message 2018081, dated December 3, 2018.

2. In accordance with Presidential Proclamation dated 1 Dec 18, President Trump has issued an Executive Order to close Federal offices and excuse all Federal employees from duty for the scheduled workday on Wednesday, 5 Dec 18. Exceptions to this order are employees who cannot be excused for reasons of national security, defense, or other essential public business.

3. For pay and leave purposes, this period of time will be treated as falling within the scope of statutes and Executive Orders governing holidays. Most employees who are excused from duty as a result of the President's Executive Order will receive the basic pay they would have received if no Executive Order had been issued. An employee who was previously scheduled to take annual leave on 5 Dec 18, will not be charged annual leave (or any other form of paid leave, compensatory time off, or credit hours) for that day. (This policy does not apply to employees who receive annual premium pay for standby duty under 5 U.S.C. 5545(c)(1) or to firefighters who are covered by the special pay provisions of 5 U.S.C. 5545b). If the annual leave is "use or lose", it must be rescheduled. The law does not permit restoration of "use or lose" leave forfeited under these conditions.

4. The Adjutant General (TAG) may determine that certain offices and installations of the agency, or parts thereof, must remain open and that certain employees report for duty on 5 Dec 18 for reasons of national security, defense, or other public need. Any office requiring employees to work on the designated holiday are to submit, in writing,

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through the chain of command to the Human Resources Office, the names of the employees along with the justification for their being required to perform duty. HRO will route the request to TAG if the justification is warranted. This requirement does not apply to offices already operating under a 24 hour schedule. Employees, who are required to work non-overtime hours on 5 Dec 18, will be entitled to holiday premium pay.

5. For employees on special work schedules, please contact Mr. John Yim, Labor Relations Specialist at 808-672-1247 or john.k.yim4.civ@mail.mil.

6. Active Guard Reserve (AGR) personnel will adhere to leave and pass policy regarding holidays.

7. Point of contact for this policy is the Human Resources Officer, COL Laura J. Soares, laura.j.soares2.mil@mail.mil, 808-672-1321.

2 Encls

1. Memo, DCPAS Message 2018081,
3 Dec 18
2. Memo, CPM 2018-20, 2 Dec 18

ARTHUR J. LOGAN
Major General, HING
Adjutant General