



STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-TAG

10 OCT 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Ohio National Guard Special Event Policy, HRO Policy #20-001

1. Purpose. This memorandum establishes the policy for conducting special events during normal duty hours.
2. Cancellation. This policy rescinds and replaces the Ohio National Guard Off-site and Special Event Policy, dated 4 November 2016.
3. Applicability. This policy applies to all members of the Ohio National Guard (OHNG) full-time workforce, i.e. Title 32 military technicians (dual status), Title 5 National Guard civilian employees, state employees, and active-Service military personnel (i.e. military members serving in the Active Guard Reserve program or any other form of full-time National Guard duty).
4. Policy. Leaders are fully empowered to use their experience and judgment when approving and conducting special events, as defined in the enclosure to this policy. Wing commanders, MSC commanders, and Joint Force Headquarters directors are authorized to approve special events; furthermore, they may delegate this authority to the level they deem appropriate.
5. To ensure compliance with applicable policies, regulations, and law, approval authorities must use the enclosed guidelines when approving, planning, and conducting special events.
6. Point of contact for this policy is the Director of Human Resources at (614) 336-7051.

Encl
Duty Status Guidelines


JOHN C. HARRIS JR.
Major General
The Adjutant General

DISTRIBUTION:
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Ohio National Guard
Duty-status Guidelines for Special Events
(HRO Policy # 20-001)

NGOH-HRO-Z

1. References.

- a. CNGBI 1400.25, Vol. 630, National Guard Technician Absence and Leave Program, 6 August 2018.
- b. AR 600-8-10, Leave and Passes, 15 February 2006, with Rapid Action Revision (RAR) Issue Date: 4 August 2011.
- c. MILPER Message Number 19-290, Clarification of Military Leave in Combination with Pass, 18 September 2019
- d. AFI 36-3003 Military Leave Program, 3 March 2015.
- e. Ohio Revised Code 124.18;
- f. Ohio Administrative Code 123: 147-01/B
- g. Policy #CS-19-014, Ohio National Guard Joint Substance Abuse Policy—CORRECTED COPY, 14 August 2019

2. Special Event. An event that occurs during normal duty hours, but involves activities that are significantly different than normal, assigned duty activities; regardless of worksite location. Such events may include, but are not limited to the following: team-building / morale-building events; farewell luncheons; events associated with federally-recognized holidays, etc.

3. Full-time Workforce Duty-status Guidelines. The guidelines for attendance at special events, for each category of the Ohio National Guard (OHNG) full-time workforce, follow:

a. **Full-Time National Guard Duty (FTNGD) Personnel (Including Active Guard/Reserve (AGR) and all other FTNGD categories).** Normal duty hours for FTNGD/AGR Soldiers and Airmen are established by the Adjutant General. Absence from assigned-duty locations to attend special events and/or deviation from normal duty activities for special events are authorized; however, the duration and frequency must be minimized. Special events, during normal duty hours, should demonstrate a correlation to member duties, training, and/or development (including team-building). These events must be approved in advance by the commanders or their designated approval authorities. If approved, the duration of the special event is considered normal duty for those AGR / FTNGD members participating. Approval authorities should provide copies to supervisors, and supervisors should maintain those copies in their subordinates' files for internal and external auditing purposes, IAW with paragraph 4 below.

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b. **Title 32 military technicians (dual status) and Title 5 National Guard civilian employees.** Events that do not meet the criteria for "Excused Absence," as defined in Enclosure J of CNGBI 1400.25, Vol. 630, must be approved in advance by the commanders or their designated approval authorities. If approved, the duration of the special event is considered normal duty for those T32 Technicians and T5 National Guard Employees participating. Timekeepers should maintain copies of the special event approval with the timecards of the participating federal employees, in accordance with paragraph 4 below. As a reminder, supervisors and timekeepers must ensure that appropriate leave codes are annotated on timecards for any period outside of the approved timeframe for the special event.

c. **State Employees.** As public-sector employees, state employees must be in an approved leave status for the time away from their normal work locations and/or normal work duties. Appropriate leave types include personal leave, vacation leave, and/or compensatory leave; however, in unique circumstances this time may be approved as "work hours," without a charge of leave. Requests to consider special events as "work hours" must be approved in advance by the State Human Resources office. Requests must be submitted via memorandum and adhere to the guidelines in paragraph 4 below. If approved, timekeepers must annotate the approval—as a comment—on the employee's timecard within Kronos.

d. **Alcohol and illegal drug use.** In accordance with reference 1g above, the use of any intoxicating substances—including, but not limited to alcohol—during or in conjunction with an OHNG-sponsored special event, is strictly prohibited.

4. **Approval criteria.** Special events must have a correlation to the mission of — and/or provide a clear benefit to — the OHNG / Adjutant General's department. Approval requests for special events should clearly demonstrate that correlation and include a list of the participating workforce members, which indicates each member's status (i.e. AGR, Tech, Title 5 NGE, State Employee).

5. **Documentation.** Approval authorities should document all approvals and provide copies of that documentation to all applicable supervisors and timekeepers, for internal and external auditing purposes.

6. **Questions / Clarification / Assistance.** Commanders, approval authorities, supervisors, and pay timekeepers are encouraged to contact the Human Resources Office (HRO) for clarification and assistance, regarding this guidance. Please see the following page for a list of HRO points of contact, broken down by workforce segments.

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Points of contact for questions or clarification follow:

- **Full-Time National Guard Duty (e.g. AGR, FTNGD-OS, FTNGD-CD):**
 - CW5 Lee Scott: (614) 336-7431
 - 1SG Craig Cashner: (614) 336-7058
 - Ms. Bethany Trona-Farler: (614) 336-6000, Ext. 2010
- **Federal Technicians / Title 5 National Guard Employees:**
 - MAJ Daryl Scott: (614) 336-7121
 - SMSgt Tonya Camarata: (614) 336-7077
- **State Human Resources Office:**
 - Ms. Pamela Schaal: (614) 336-7151
 - Ms. Caroline Anderson: (614) 336-7088
- **HRO Customer Service line:** (614) 336-7051



Approved by: COL Gregory J. Betts
Director of Human Resources
7 October 2019