

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

NGOH-HRO-Z

20 November 2015

MEMORANDUM FOR All Ohio National Guard Federal and State Employees

SUBJECT: Ohio 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, RAR 4 August 2011 and AFI 36-3003 Military Leave Program, 3 March 2015
- c. Ohio Revised Code

**2. Purpose.** This memorandum establishes guidance and the 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. Technician Personnel.** 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 Resources 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; 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 technicians participating. Timekeepers are encouraged to maintain copies of the off-site / special event approval with the timecards of the participating technicians. Supervisors and timekeepers must ensure that appropriate leave codes are annotated on technician timecards for any period outside of the approved timeframe for the off-site / special event.

NGOH-HRO-Z

SUBJECT: Ohio National Guard Off-site Event Policy

**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 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 chains 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. State Employees.** Public sector employees must use their own leave in order to be compensated for absences away from their respective worksite locations and for participating in special events. When a function and/or event (i.e. retirement luncheon and/or early dismissal) occurs during normal work hours at or away from their worksite location, state employees must be in an approved leave status for the time away from their normal work locations and duties. Appropriate leave types include personal leave, vacation leave, and/or compensatory leave. Requests to consider offsite and/or special events as "work hours" must be submitted and approved in advance by the HRO. Requests must be submitted via memorandum and contain the following information: Department, purpose, event location, personnel involved, date(s), timeframe, agenda, and Point of Contact. If approved, timekeepers must annotate the appropriate approval to the employee's timecard. Such events may include, but are not limited to: office training events, team-building events, and holiday events.

7. Please direct questions, regarding this memorandum, to the Human Resources Office at 614-336-7051.

FOR THE ADJUTANT GENERAL:



JAMES R. CAMP, Col, OHANG  
Director of Human Resources

DISTRIBUTION:  
A, D