



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

4 August 2006

JFHQ-KS-J1/HRO

MEMORANDUM FOR All Full-time Federal Technicians and AGR Personnel

SUBJECT: Policy for Use of Duty time for Community Service Activities, HRO Policy Letter #13

1. As good citizens of our Nation, State and Community, activities in support of our local communities are a positive, image enhancing endeavor. The leadership of the Kansas National Guard supports every employee volunteering to organizations which benefit the image of the Kansas National Guard.
2. Federal Technicians and AGR personnel may be authorized time away from work to participate in such approved activities. Participation will be in uniform or in a context that clearly portrays an association with the Kansas National Guard. Volunteer time will be coded as official hours of duty; however, there will be no compensation for travel, nor can there be compensatory time earned for duty beyond the normal duty hours. In addition, coordination and approval must be made with the immediate supervisor before a technician volunteers for any approved activities. Participation may be limited when mission requirements dictate.
3. Examples of activities that would be supported include Combined Federal Campaign (CFC), Kansas National Guard Museum, Family Support Programs, and Employee Support for the Guard and Reserve (ESGR). Organizations desiring volunteers must submit a request to the Human Resources Officer who is the delegated authority for approval. The request should include a description of the activity, including number of personnel requested, as well as the duration of the activity. The activity receiving support will be required to provide a report on numbers of personnel assisting and the numbers of hours worked, if requested. Approved requests will then be distributed to Directorates/Wings for announcement to personnel of an opportunity to participate.
4. The HRO Labor Relations Specialist is the point of contact for this initiative and can be reached at 785-274-1162/720-8162.

FOR THE ADJUTANT GENERAL


KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

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