



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
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7 April 2014

MEMORANDUM FOR AKNG COMMANDERS AND DIRECTORS

SUBJECT: 2014 Holiday Guidance for Full-Time Manning and Safety Brief

1. The continuing contributions of the Alaska National Guard’s members and their families are crucial to this organization’s ability to fulfill our diverse missions. Our members continue to make personal sacrifices and readily step up to all challenges to remain successful. In recognition of our valued members and their families, the Adjutant General authorizes the Alaska National Guard units and directorates to operate at reduced manning for the following holidays and dates:

Holiday	Date	Reduced Manning
Birthday of Martin Luther King, Jr.	21 January (Monday)	None
Washington’s Birthday	17 February (Monday)	None
Memorial Day	26 May (Monday)	*JBER Host Base: Tues, 27 May (or Fri, 23 May as supervisors coordinate mission support); Eielson: Fri, 23 May
Independence Day	4 July (Friday)	None
Labor Day	1 September (Monday)	None
Columbus Day	13 October (Monday)	None
Veterans Day	11 November (Tuesday)	None
Thanksgiving	27 November (Thursday)	*Friday, 28 Nov , if not otherwise deemed a Federal Holiday.
Christmas	25 December (Thursday)	*Friday, 26 Dec , if not otherwise deemed a Federal Holiday.
New Years 2015	1 January (Thursday)	*Friday, 2 January, 2015
*Note	Commanders/Directors may use this schedule for planning purposes and, at their discretion, may implement reduced manning postures on these designated dates.	

- a. AKNG Geographically Separated Units (GSUs) may synchronize these Reduced Manning Days to the installation they are a tenant on (similar to Memorial Day). Request for “GSU deviations” will be endorsed to the AKARNG or AKANG Commander for approval.
- b. Other MAJCOMs/Uniformed Services have indicated similar reduced manning days in the form of Family Days or Training Holidays. The intent is to minimize the impacts of closing/reducing installation support services.

2. Missions will continue to be supported during the holiday period. As mission requirements and workloads permit, unit leaders should be liberal in granting leave and arranging duty schedules so our military and civilian personnel can spend time with family and friends. Leave and Pass regulations apply for all employees. Supervisors are encouraged to use these dates for passes, but may designate an alternate date for same, for mission support.

3. It is **mandatory** that all commanders or their designated representatives conduct a **safety brief** to all personnel prior to the holiday.

4. As you enjoy time with your families and friends during each holiday, please take time to remember our military members-in-arms who are spending the holiday in harm’s way defending the freedoms we all enjoy. We all should take a moment in our own way to give them thanks for the many blessings we enjoy.

5. Point of contact is the undersigned at 428-6450.

FOR THE ADJUTANT GENERAL:

EDITH M. GRUNWALD, Col, AKANG
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