



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
OFFICE OF THE ADJUTANT GENERAL
PO BOX 5800
JOINT BASE ELMENDORF-RICHARDSON AK 99505-5800

AKNG-TAG

MEMORANDUM FOR All AKNG Managers and Supervisors

SUBJECT: AKNG Policy Regarding Volunteer Work for Schools during Duty Hours (TAG Policy Letter 12-01)

1. This policy supersedes TAG Policy Letter 03-17, dated 10 June 2003.
2. The National Partnership in Education Program is designed to encourage Federal Employees to get involved in local education programs through volunteer work with recognized educational programs/schools. I strongly encourage all commanders and supervisors within our agency to support this program.
3. Federal employees interested in volunteering and being accepted as a volunteer will not be charged personal leave. An employee's release from work to volunteer is based on the needs of the mission. Permission to participate must be arranged in advance with the volunteer's supervisor. Technicians volunteering are granted a maximum of two (2) hours per pay period. Active Guard Reserves (AGR) are granted a maximum of four (4) hours per month.
4. The education of our youth directly affects America's future and should be of primary concern to us all. Voluntary service in our community educational programs/schools is a great way for the Alaska National Guard to show their concern. For information on how to volunteer with community educational programs, contact your local school district. For information on how to volunteer with the Alaska Military Youth Academy, contact Debra Morton at (907) 384-6120. Remember, the Alaska Military Youth Academy is now a fully accredited high school the National Guard started on Joint Base Elmendorf-Richardson (Fort Richardson, Camp Denali). For further information about the Education Program, please contact the Human Resources Office at (907) 428-6459.

A handwritten signature in black ink, reading "Thomas H. Katkus", is positioned above the typed name.

THOMAS H. KATKUS
Major General, AKARNG
The Adjutant General