



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 FARMAN ST, BLDG 442
BOISE, IDAHO 83705-8112**



JFHQ-ID/J1HR

08 July 2013

MEMORANDUM FOR Commanders, Supervisors, and Management Officials

SUBJECT: HR Policy Ltr, 13-003, Approval Requests for Compensatory Time during Furlough

1. Effective 8 July 2013, all Idaho National Guard technicians are required to furlough for a total of 88 hours. Compensatory Time (Earned/Travel) is prohibited during the furlough through the end of FY 2013 except to protect the health, safety and security of personnel or property or to perform mission critical functions. These provisions concerning compensatory time apply to all Idaho National Guard technicians, to include those exempted from furlough.
2. Any approval of compensatory time must be documented *in advance* of the time and date on which the work/travel is to be performed, signed and dated by the appropriate approving official. The Adjutant General has delegated his approval authority to the Chief of Staff, Army; Director of Staff, Air; and Chief, Joint Staff for the JFHQ.
3. Requests for compensatory time must include the purpose of the compensatory time and the rationale for concluding that the work/travel meets the above criteria; as well as the number of hours of compensatory time needed. Requests for compensatory time for all technicians must be routed through the technician's respective chain of command for endorsement, and forward through the HRO to the Chief of Staff, Army/Director of Staff, Air or Chief of the Joint Staff. Before recommending the approval of compensatory time, commanders, supervisors and other management officials must make every effort to meet mission requirements by using the latitude to adjust (in advance) each employee's scheduled furlough hours/days.
4. POC for further information is Mrs. Gayle Hinrichs, Supervisor HR Specialist, (208) 272-4210.

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Colonel, IDANG
Human Resource Officer