



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

SEP 7 2012

IMPC-HAW-ZA

MEMORANDUM FOR All Military Personnel Assigned or Attached to the US Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-39, Soldier Time Off

1. Reference. Memorandum, IMPC-HI-ZA, Training Holiday Schedule for Fiscal Year 2013 (FY13), 16 May 12 (encl).
2. Applicability. This policy applies to all Soldiers assigned to, or under the operational control of, USAG-HI.
3. Policy. The USAG-HI policy with regard to Soldier time off is as follows:
 - a. Family Time. The intent of Family Time is to provide an opportunity for Soldiers and Families to be together and is especially geared to those Soldiers who deploy and/or work nights, weekends, or irregular shifts. As most Garrison Soldiers work a normal weekday schedule, Family Time is designated/authorized for Garrison Soldiers each Thursday from 1500-1700.
 - b. Safety Days Off. The intent of a Safety Day Off is to recognize and reward USAG-HI Soldiers for complying with, and following, sound safety practices. Specifically, USAG-HI Soldiers will earn one Safety Day Off for each 100 consecutive days wherein no Garrison Soldier is charged with driving under the influence (DUI) or any other serious safety-related incident or is killed as the result of his/her failure to follow safety procedures. Although two hundred consecutive days without a Soldier DUI, other serious safety-related incident or death will earn Garrison Soldiers two Safety Days Off, this is the maximum. In the event three hundred, four hundred, or more consecutive days without such incidents are achieved, the number of Safety Days Off will not exceed two. Additionally, please note that the maximum number of consecutive days off a Soldier may take is four (e.g., two Safety Days off ICW a normal two-day weekend). Two Safety Days off may not be combined with a Training Holiday in order to achieve five-consecutive days off.
 - c. Payday Activities. Garrison Soldiers will conduct Pay Day Activities on the last Friday of the monthly pay period. Activities for that day will include unit awards formations, uniform and room inspections and administrative actions. Soldiers will be released at 1200 to conduct personal business.

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d. Training Holidays. The USAG-HI will continue to observe designated Training Holidays. The FY13 Training Holiday Schedule is attached; subsequent yearly schedules will be issued via separate memorandum.

e. The ability of Soldiers to observe Family Time, Safety Days Off, and Training Holidays is at the discretion of the Garrison's Battalion Commanders, Directors, and Special Staff Chiefs. Commanders and other leaders may adjust scheduled Soldier days off as necessary to support mission accomplishment and ensure operational readiness. Similarly, Commanders and other leaders may authorize Soldiers additional time away from their duty location if both circumstances warrant and workload permits.

4. This policy supersedes USAG-HI Policy Memorandum USAG-HI-39, SAB, dated 9 Nov 10, and remains in effect until cancelled or superseded in writing.

5. Proponent. I am the proponent for this policy memorandum. Any questions or requests for additional information should be referred to the Garrison Operations Officer at 656-0611.

Encl: as



DANIEL W. WHITNEY
COL, SF
Commanding

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**US Army Garrison, Hawaii
FY13 Training Holiday Schedule**

<u>DATE</u>	<u>FEDERAL/TRAINING HOLIDAY</u>
05 OCT 12 (FRI)	Training Holiday
08 OCT 12 (MON)	Columbus Day Observance
09 NOV 12 (Fri)	Training Holiday
12 NOV 12 (Mon)	Veterans' Day Observance
22 NOV 12 (THU)	Thanksgiving Day Observance
23 NOV 12 (FRI)	Training Holiday
24 DEC 12 (Mon)	Training Holiday
25 DEC 12 (Tue)	Christmas Day Observance
31 DEC 12 (Mon)	Training Holiday
01 JAN 13 (Tue)	New Year's Day Observance
18 JAN 13 (FRI)	Training Holiday
21 JAN 13 (MON)	Martin Luther King, Jr. Birthday
15 FEB 13 (FRI)	Training Holiday
18 FEB 13 (MON)	Presidents' Day Observance
22 MAR 13 (FRI)	Training Holiday
19 APR 13 (FRI)	Training Holiday
24 MAY 13 (FRI)	Training Holiday
27 MAY 13 (MON)	Memorial Day Observance
14 JUN 13 (FRI)	Training Holiday
04 JUL 13 (THU)	Independence Day Observance
05 JUL 13 (FRI)	Training Holiday
16 AUG 13 (FRI)	Training Holiday
30 AUG 13 (FRI)	Training Holiday
02 SEP 13 (MON)	Labor Day Observance