



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z

20 May 2025
TAG 25-16

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administrative Leave for Community Service Activities

1. This policy supersedes TAG 17-06, dated 13 September 2017, subject as above. This policy is effective immediately and will remain in effect until rescinded or superseded.

2. I encourage you, as good citizens of our Nation, State and Community, to volunteer your expertise and energies for the benefit of others. Supervisors should also consider use of workplace flexibilities, annual leave and leave without pay for employees wanting to volunteer their time. Supervisors may also consider an employee's and service member's request for administrative leave to support worthy causes during work hours when participation will benefit the image of the Department while complying with applicable regulations and ethical considerations. Military uniform wear is encouraged. If multiple personnel request to support, an ethics review by the JAG is required.

3. Federal Technicians, AGRs, and those Soldiers and Airmen performing other forms of Active service may be authorized brief periods of time off from work (not to exceed twenty-four work hours in any calendar year) to participate in such voluntary activities. It is important that we spread our efforts out over many worthwhile causes, and when possible participate in uniform or in a context that clearly portrays an association with this Department.

4. Approved requests will satisfy one or more of the following criteria: (1) The activity is directly related to this department's mission; (2) The activity is sanctioned by this agency; (3) The activity will clearly enhance the professional development or skills of the employee or service member in his/her position; or (4) The absence for this activity is brief and is determined to be in the best interest of the agency.

5. Federal Technicians must submit requests, in writing on the enclosed form, through their supervisory chain to HRO.

a. Supervisors will concur/non-concur requests and may limit participation in this program when mission requirements dictate. Supervisors will forward concurred requests through the chain of command to the Human Resources Office (HRO).

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b. On behalf of the Adjutant General, the HRO will approve or disapprove requests based on the activity compliance with this policy and will return through supervisors to the technician.


c. Approved requests will be used to document administrative leave (appropriate code is LN) and will accompany Time and Attendance submission. Under certain conditions, retroactive adjustment to Time and Attendance Cards may be appropriate. All approved absences for Community Service Activities will be recorded in the appropriate time and attendance system. This information is reportable to the Office of Personnel Management.

d. Responsibility for keeping track of cumulative hours rests with supervisors.

6. AGR Soldiers and Airmen may be granted a pass by their chain of command to perform community service. Requests for this type of pass will be requested and approved by means of either LeaveLog (ARNG) or LeaveWeb (ANG). A Copy of the approved request will be forwarded to the HRO Employee Relations section for the sole purpose of tracking organizational participation in volunteer activities.

7. Point of contact for this policy is COL Joshua Doscinski, Human Resources Officer, (207) 430-6540, joshua.e.doscinski.mil@army.mil.

Encl


DIANE L. DUNN
BG, MENG
The Adjutant General

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