



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT  
BUILDING 238, CALIFORNIA AVENUE  
FORT HUNTER LIGGETT, CALIFORNIA 93928-7000

9 6 OCT 2011

IMWE-CST-PWH

MEMORANDUM FOR United States Garrison Fort Hunter Liggett Civilian Staff and Supervisors

SUBJECT: Policy #56, Civilian Employee Military Duty Notice Requirement

1. REFERENCES:

- a. AR 690-700, Personnel Relations and Services, 15 Nov 81
- b. 32 CFR 104.6
- c. 20 CFR Part 1002 Subpart A

2. PURPOSE. To ensure civilian employee supervisors receive notice of and provide support for employee military service obligations

3. APPLICABILITY. This policy applies to all assigned or attached Fort Hunter Liggett (FHL) and Parks Reserve Forces Training Area civilian employees. Failure to comply with this policy or related procedures can result in administrative or disciplinary action in accordance with collective bargaining agreements and AR 690-700.

4. POLICY. Civilian employees will give their supervisors a minimum of 30 days written (typed, handwritten, or emailed) notice of upcoming military duty. Inability to provide notice due to military necessity and/or physical impossibility will be evaluated on a case by case basis. Employees will provide their civilian supervisors with contact information for their military chain of command. Further, employees will provide their supervisors with their unit's training calendar yearly. In the event that the employee cannot obtain their unit's training calendar, the supervisor will contact the employee's chain of command. If the supervisor cannot obtain the training calendar, the supervisor will notify the undersigned. Also, supervisors will mitigate the impact of military duty absences by coordinating contingency plans to continue operations during the employees' absence.

5. PROPONENT. The Directorate of Human Resources (DHR) is the proponent for this policy.

  
JAMES M. SURIANO  
COL, CA  
Commanding