



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

IMHL-HR

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-5, Civilian Employee Military Duty Notice Requirement

1. REFERENCES:

- a. AR 690-700, Personnel Relations and Services.
- 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 U.S. Army Garrison, Fort Hunter Liggett Civilian employees.

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.

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5. PROPONENT. The Directorate of Human Resources is the proponent for this policy. POC is Chief of Military Personnel at (831) 386-3009.


JAN C. NORRIS
COL, SC
Commanding

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