



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4040 WEST GUARD ST., BLDG 600  
BOISE, IDAHO 83705-5004**



IDCG

3 December 2018

MEMORANDUM FOR ALL Full Time Employees, Idaho National Guard and Idaho Military Division

SUBJECT: Excused Absence for 5 December 2018

1. In accordance with President Trump's Executive Order dated 1 December 2018, all executive branch departments and agencies of the Federal Government shall be closed and their employees excused from duty on Wednesday, December 5, 2018, with the exception of personnel who must report for duty on the 5<sup>th</sup> for reasons of national security or defense or other public need. ATAAPS timekeepers should code 5 December as "LH" (Holiday).
2. AGRs may be granted a pass, unless otherwise required for duty as described in paragraph 1.
3. This authority does not provide excused absence for Idaho Military Division State employees. However, supervisors of State employees are encouraged to approve leave requests for this same time period.
4. If you have any questions, please contact Anya Davis, Employee Relations Specialist, at (208) 422-3340 or Judy Knoelk, Deputy Human Resource Officer, at (208) 272-3809.

MICHAEL J. GARSHAK  
Brigadier General  
The Adjutant General/Commander, IDNG