



## NEBRASKA NATIONAL GUARD

HUMAN RESOURCES OFFICE  
2433 NORTHWEST 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524-1801

NGNE-TAG

13 March 2020

### MEMORANDUM FOR ALL FEDERAL EMPLOYEES OF THE NEBRASKA NATIONAL GUARD

SUBJECT: Exception to Policy to HRO-18-02, Military Department Policy-Alternate Work Schedules

1. As the State and Nation respond to the COVID-19 pandemic, we are assessing our policies to better meet the needs of our employees while still accomplishing the mission. I am temporarily issuing an exception to policy to HRO-18-02, Military Department Policy – Alternate Work Schedules to provide additional flexibilities to employees and supervisors.
2. The Core Hours of 0930-1430 are temporarily suspended (para 5.a.1). In addition, the established flexible hours for the military department of 0600-1800 (para 5.a.1, 5.b.1, and 5.c.1) are also suspended. Changes to employee schedules must be accomplished using the TAG 444-R, and changes that include scheduled work hours between 1800 and 0600 must be coordinated through HR to ensure proper pay and entitlements.
3. Supervisors should evaluate schedule change requests to ensure safety standards are met and missions can be accomplished effectively.
4. This exception to policy will be reviewed NLT 15 May 2020 and is effective immediately and until rescinded.
5. For questions regarding this exception to policy, please contact Ms. Deb Burling at 402-309-8187 or [Deborah.a.burling.civ@mail.mil](mailto:Deborah.a.burling.civ@mail.mil) or Mr. Stephen Oppliger at 402-309-8185 or [stephen.p.oppliger.civ@mail.mil](mailto:stephen.p.oppliger.civ@mail.mil).

DARYL L. BOHAC  
Major General  
The Adjutant General