



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCE HEADQUARTERS - ALASKA

OFFICE OF THE ADJUTANT GENERAL

PO BOX 5800

JOINT BASE ELMENDORF-RICHARDSON, AK 99505

13 May 2021

Commander's Note # 17

FROM: JFHQ AKNG/OTAG

SUBJECT: COVID-19 Commander's Notes/Memorandums update

1. **This Commander's Note supersedes all previous COVID-19 Commander's Notes.** As the nation and the state continue to open up due to the increased accessibility of the COVID-19 vaccine, the Alaska Organized Militia will continue to do the same. The following changes are effective immediately:

a. Commanders and supervisors may bring employees back to work immediately. Employees will be given no less than seven (7) days notice. Schedule change will begin upon start of next pay period, unless mutually agreed upon by Management Official and Organization. Authorization for telework and/or flexible schedules for those that have hardships remain delegated to the ATAGs and may be delegated down further as the ATAGs see fit. Employees who are unable to report to their duty location, due to a health condition that puts them at risk for COVID per latest Center for Disease Control guidance, will need to present supporting medical documentation to their supervisor within 14 days from notification to return.

b. As always, please stay home if you are ill, symptomatic personnel should NOT be in our workplace. Notify your supervisor immediately if you are feeling ill or experiencing any symptoms. Commanders and supervisors will immediately release employees from the workplace who exhibit symptoms of illness.

c. All members will continue to adhere to installation specific policy when conducting activities on a federal installation (This includes mask wear, physical fitness activities, gatherings, etc). Federal installation policies only apply to AKOM members currently on the installation or performing duties in a T10 capacity.

d. Drill attendance and consolidations have been delegated to ATAGs and may be delegated further. When conducting training on a federal installation all units will adhere to paragraph (c) above.

e. Any employee whose work schedule changed due to the emergency nature of COVID-19 will return to the original work schedule pre-COVID.

2. This memorandum was coordinated with ACT and the AKNG HRO. Point of contact for this memorandum is Mr. Kevin Park, HRO, at 907-428-6450, or kevin.l.park.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Torrence W. Saxe".

TORRENCE W. SAXE, Maj Gen, AKNG
The Adjutant General