

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOCM 690-1

22 SEP 1995

Civilian Personnel

ADMINISTRATIVE LEAVE FOR ORGANIZATIONAL EVENTS

Applicability. This memorandum applies to all Headquarters (HQ), Industrial Operations Command (IOC) elements at the Rock Island site.

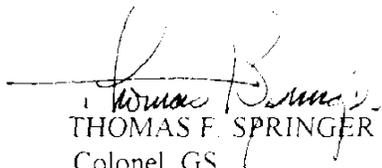
Decentralized printing. All IOC elements are authorized to locally reproduce this regulation.

Suggested improvements. The proponent of this regulation is the HQ, IOC Deputy Chief of Staff for Human Resources, Civilian Personnel Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-HRC, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP)

FOR THE COMMANDER:

Official:


THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

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1. Purpose. This memorandum prescribes policy, responsibility, and procedures for the allowance of administrative leave for an officially approved office picnic or equivalent.

*This memorandum supersedes AMCCOMM 690-2, 24 Nov 93

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2. Responsibilities. HQ, IOC Deputy Chiefs of Staff (DCS) or the Chief of Staff will approve the event for which administrative leave may be used. The DCSs will be the approving authority for their respective communities, and the Chief of Staff will be the approving authority for all other organizations.
3. Policy. HQ, IOC DCSs or the Chief of Staff may approve up to 4 hours of administrative leave to employees attending an organizational event for their community. This authority is to be used for not more than one time and not more than one such event per fiscal year, per organizational entity.
4. Procedures. Each major organizational entity will determine its own procedures for planning and carrying out the event for which administrative leave is desired. Plans for the event will be provided to the approving authority who will decide if administrative leave is appropriate. If administrative leave is approved, each major organizational entity will be responsible for advising the local payroll customer service representative of the leave approval, and a copy of the plan for the organizational event will be provided to the appropriate union office. Project Code "P3" will be used for administrative leave for organizational events. This project code will be used in conjunction with Productivity Management Program (PMP) Code "OTH", Type Hours = "KX".