

**NATIONAL RECONNAISSANCE OFFICE**

14675 Lee Road  
Chantilly, VA 20151-1715

**Office of the Director Announcement**

**Number 2016-18**

**1 July 2016**

**EXCUSED ABSENCE FOR 1 July 2016**

In observance of Independence Day holiday on 4 July 2016 and in accordance with decisions of the Comptroller General of the United States and Office of Personnel Management guidance which provide for discretion to grant excused absences, I am authorizing a 3-hour excused absence for the National Reconnaissance Office (NRO) workforce (military and civilian) Friday, 1 July 2016. Employees may leave three hours before the end of their normal duty day. Government civilians may not be granted additional excused absence/administrative leave (i.e., 59 minutes) in conjunction with an authorized early release. Supervisors and managers will ensure 24-hour operations are properly staffed.

This early release is an excused absence/administrative leave for time and attendance purposes. The excused absence is granted for the remainder of the workday following the authorized release time even if leave is scheduled for later in the day. Exceptions are:

- Employees who leave before their authorized early release time, but after receiving official word of the release, will be charged leave for the period remaining before the early release.

- Employees who are absent on previously approved annual leave, sick leave, compensatory time, or leave without pay for the entire workday will be charged leave or compensatory time for the entire workday.

- On-site contractors will work established working hours or take personal leave in accordance with parent company policy. Those contractors who depart early are not permitted to direct-charge the non-working hours to an NRO contract.

Have a safe and happy holiday.

  
Betty J. Sapp  
Director

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