



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATCS-XS

19 December 2017

MEMORANDUM FOR

Director, Army Capabilities Integration Center
Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ TRADOC

SUBJECT: HQ TRADOC FY19 Holiday Observances and Organization Day

1. Reference AR 600-8-10 (Leaves and Passes), 15 February 2006, Rapid Action Revision issued 14 August 2011.

2. HQ TRADOC FY19 holiday schedule follows:

a. Public holiday observances:

8 October 2018	Columbus Day
12 November 2018	Veterans Day (observed)
22 November 2018	Thanksgiving Day
25 December 2018	Christmas Day
1 January 2019	New Year's Day
21 January 2019	Martin Luther King, Jr. Day
18 February 2019	Washington's Birthday
27 May 2019	Memorial Day
4 July 2019	Independence Day
2 September 2019	Labor Day

b. Training holiday observances:

5 October 2018	Friday before Columbus Day
9 November 2018	Friday before Veterans Day
23 November 2018	Friday after Thanksgiving Day
24 December 2018	Monday before Christmas Day
31 December 2018	Monday before New Year's Day
18 January 2019	Friday before Martin Luther King, Jr. Day
15 February 2019	Friday before Washington's Birthday
19 April 2019	TRADOC Spring Holiday
24 May 2019	Friday before Memorial Day
5 July 2019	Friday after Independence Day
30 August 2019	Friday before Labor Day

3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b above as training holidays for military personnel. When requested, and with supervisory approval, civilian personnel may use annual or other appropriate leave on training holidays.

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4. The HQ TRADOC holiday season is 20 December 2018 - 2 January 2019. Staff offices will remain operational (half or full day schedule based on mission requirements) through the holiday period, except for the Christmas and New Year's days off and designated training holidays (24 December and 31 December). However, manning may be reduced depending on mission requirements. Each DCS/Staff Principal is responsible for managing staffing of their organization. Follow Army regulations and civilian labor agreements in planning/executing holiday work schedules. Civilian employees must be in an approved leave status when they are not on duty during the holiday period.

5. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.

6. HQ TRADOC Organization Day will be conducted in a decentralized format. Each organization will conduct activities on a single day, on or about TRADOC's birthday, 1 July. Activities will not be in conjunction with Independence Day, nor the associated training holiday. Organization Day is considered a duty day, and personnel not participating must be at their normal place of duty or in approved leave status.

7. This policy applies to HQ TRADOC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.

8. Point of contact is Mrs. Elmore, Office of the Secretary of the General Staff, DSN 501-5199, (757) 501-5199, joyce.j.elmore.civ@mail.mil.



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CF:
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U.S. Army Cadet Command
U.S. Army Recruiting Command

Centers of Excellence
U.S. Army Soldier Support Institute
Asymmetric Warfare Group
Joint Task Force Civil Support
733D Mission Support Group
(CONT)

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SUBJECT: HQ TRADOC FY19 Holiday Observances and Organization Day

CF: (CONT)
Commandants, TRADOC Schools

Director
U.S. Army TRADOC Analysis Center
Rapid Equipping Force
Mission and Installation Contract Command

902D MI Detachment
USAAA TRADOC Field Office