



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

04 DEC 2018

MEMORANDUM FOR Deputy Chiefs of General Staff and Chiefs of Special Staff
Offices, HQ TRADOC

SUBJECT: HQ TRADOC FY20 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 FY20 holiday schedule follows:

a. Public holiday observances:

14 October 2019	Columbus Day
11 November 2019	Veterans Day
28 November 2019	Thanksgiving Day
25 December 2019	Christmas Day
1 January 2020	New Year's Day
20 January 2020	Martin Luther King, Jr. Day
17 February 2020	Washington's Birthday
25 May 2020	Memorial Day
3 July 2020	Independence Day (observed)
7 September 2020	Labor Day

b. Training holiday observances:

11 October 2019	Friday before Columbus Day
8 November 2019	Friday before Veterans Day
29 November 2019	Friday after Thanksgiving Day
24 December 2019	Tuesday before Christmas Day
31 December 2019	Tuesday before New Year's Day
17 January 2020	Friday before Martin Luther King, Jr. Day
14 February 2020	Friday before Washington's Birthday
10 April 2020	TRADOC Spring Holiday
22 May 2020	Friday before Memorial Day
6 July 2020	Monday after Independence Day
4 September 2020	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 2019 - 2 January 2020. 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.



THEODORE D. MARTIN
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CF:
Commander
U.S. Army Combined Arms Center
U.S. Army Combined Arms Support Command
U.S. Army Center for Initial Military Training
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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CF: (CONT)
Commandants, TRADOC Schools

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

902D MI Detachment
USAAA TRADOC Field Office