



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
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REPLY TO  
ATTENTION OF

ATCS-XS

5 FEB 2020

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

SUBJECT: HQ TRADOC FY21 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 FY21 holiday schedule follows:

a. Public holiday observances:

12 October 2020	Columbus Day
11 November 2020	Veterans Day
26 November 2020	Thanksgiving Day
25 December 2020	Christmas Day
1 January 2021	New Year's Day
18 January 2021	Martin Luther King, Jr. Day
15 February 2021	Washington's Birthday
31 May 2021	Memorial Day
5 July 2021	Independence Day (observed)
6 September 2021	Labor Day

b. Training holiday observances:

9 October 2020	Friday before Columbus Day
12 November 2020	Thursday after Veterans Day
27 November 2020	Friday after Thanksgiving Day
24 December 2020	Thursday before Christmas Day
31 December 2020	Thursday before New Year's Day
15 January 2021	Friday before Martin Luther King, Jr. Day
12 February 2021	Friday before Washington's Birthday
2 April 2021	TRADOC Spring Holiday
28 May 2021	Friday before Memorial Day
2 July 2021	Friday before Independence Day
3 September 2021	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 2020 - 2 January 2021. 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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Centers of Excellence  
U.S. Army Soldier Support Institute  
Asymmetric Warfare Group  
Joint Task Force Civil Support  
733rd Mission Support Group  
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SUBJECT: HQ TRADOC FY21 Holiday Observances and Organization Day

CF: (CONT)

Commandants, TRADOC Schools

Director

Center of Military History

Rapid Equipping Force

Mission and Installation Contract Command

902d MI Detachment

USAAA TRADOC Field Office