DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVE
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REPLY TO ATTENTION OF

ATCS-XS

3 1 OCT 2013

MEMORANDUM FOR

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

SUBJECT: HQ TRADOC FY15 Holiday Observances and Organization Day

1. Reference AR 600-8-10, Leaves and Passes, 15 Feb 06, Rapid Action Revision (4 Aug 11).

2. HQ TRADOC FY15 holiday schedule follows:

a. Public holiday observances:

13 October 2014	Columbus Day
11 November 2014	Veterans Day
27 November 2014	Thanksgiving Day
25 December 2014	Christmas Day
1 January 2015	New Year's Day
19 January 2015	Martin Luther King, Jr. Day
16 February 2015	Presidents' Day
25 May 2015	Memorial Day
3 July 2015	Independence Day
7 September 2015	Labor Day

b. Training holiday observances:

10 October 2014	(Friday before Columbus Day)
10 November 2014	(Monday before Veterans Day)
28 November 2014	(Friday after Thanksgiving Day)
26 December 2014	(Friday after Christmas Day)
2 January 2015	(Friday after New Year's Day)
16 January 2015	(Friday before Martin Luther King, Jr. Day)
13 February 2015	(Friday before Presidents' Day)
22 May 2015	(Friday before Memorial Day)
6 July 2015	(Monday after Independence Day)
4 September 2015	(Friday before Labor Day)

3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b above as training holidays for military personnel. Civilian personnel may, at their request, use annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.

4. The HQ TRADOC holiday season is 20 December 2014 - 2 January 2015. Staff offices will remain operational (half or full day schedule based on supervisor's mission requirements) through the holiday period, except for the Christmas and New Year's days off and designated training holidays (26 December and 2 January). 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.

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

6. HQ TRADOC Organization Day is Friday, 26 June 2015. 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, Command Group Actions Office, DSN 501-5199, (757) 501-5199, joyce.j.elmore.civ@mail.mil.

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