



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

31 JAN 2017

MEMORANDUM FOR

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

SUBJECT: HQ TRADOC FY18 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 FY18 holiday schedule follows:

a. Public holiday observances:

9 October 2017	Columbus Day
10 November 2017	Veterans Day (observed)
23 November 2017	Thanksgiving Day
25 December 2017	Christmas Day
1 January 2018	New Year's Day
15 January 2018	Martin Luther King, Jr. Day
19 February 2018	Washington's Birthday
28 May 2018	Memorial Day
4 July 2018	Independence Day
3 September 2018	Labor Day

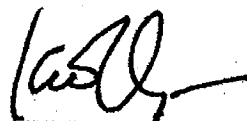
b. Training holiday observances:

6 October 2017	Friday before Columbus Day
13 November 2017	Monday after Veterans Day
24 November 2017	Friday after Thanksgiving Day
26 December 2017	Tuesday after Christmas Day
2 January 2018	Tuesday after New Year's Day
12 January 2018	Friday before Martin Luther King, Jr. Day
16 February 2018	Friday before Washington's Birthday
30 March 2018	TRADOC Spring Holiday
25 May 2018	Friday before Memorial Day
5 July 2018	Thursday after Independence Day
31 August 2018	Friday before Labor Day

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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.
4. The HQ TRADOC holiday season is 20 December 2017 - 2 January 2018. 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 (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. 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 is Friday, 22 June 2018. 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.



KEVIN W. MANGUM
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

CF:
Commander
U.S. Army Combined Arms Center
U.S. Army Combined Arms Support Command
U.S. Army Center for Initial Military Training
(CONT)

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CF: (CONT)

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

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