



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

7 October 2015

MEMORANDUM FOR

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

SUBJECT: Change to HQ TRADOC FY16 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. This memorandum supersedes memorandum ATCS-XS, subject: HQ TRADOC FY 16 Holiday Observances and Organization Day, dated 12 November 2014.
3. The Christmas and New Year's training holidays are changed to reflect the Christmas training holiday as 24 December 2015 vice 28 December 2015, and the New Year's training holiday as 31 December 2015 vice 4 January 2016. The HQ TRADOC holiday season is 20 December 2015 - 3 January 2016.
4. HQ TRADOC FY16 holiday schedule follows:
 - a. Public holiday observances:

12 October 2015	Columbus Day
11 November 2015	Veterans Day
26 November 2015	Thanksgiving Day
25 December 2015	Christmas Day
1 January 2016	New Year's Day
18 January 2016	Martin Luther King, Jr. Day
15 February 2016	Presidents' Day
30 May 2016	Memorial Day
4 July 2016	Independence Day
5 September 2016	Labor Day

b. Training holiday observances:

- | | |
|------------------|---|
| 9 October 2015 | (Friday before Columbus Day) |
| 10 November 2015 | (Tuesday before Veterans Day) |
| 27 November 2015 | (Friday after Thanksgiving Day) |
| 24 December 2015 | (Thursday before Christmas Day) |
| 31 December 2015 | (Thursday before New Year's Day) |
| 15 January 2016 | (Friday before Martin Luther King, Jr. Day) |
| 12 February 2016 | (Friday before Presidents' Day) |
| 27 May 2016 | (Friday before Memorial Day) |
| 1 July 2016 | (Friday before Independence Day) |
| 2 September 2016 | (Friday before Labor Day) |

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5. 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.
6. The HQ TRADOC holiday season is 20 December 2015 - 3 January 2016. 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.
7. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.
8. HQ TRADOC Organization Day is Friday, 24 June 2016. Organization Day is considered a duty day, and personnel not participating must be at their normal place of duty or in approved leave status.
9. This policy applies to HQ TRADOC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.
10. 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
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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
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
(CONT)

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CF: (CONT)
733D Mission Support Group

Commandants, TRADOC Schools

Director
U.S. Army TRADOC Analysis Center
Rapid Equipping Force
Mission and Installation Contract Command, Contract
Support Element, Fort Eustis

902D MI Detachment
USAAA TRADOC Field Office