



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATCS-X

21 JUN 2004

MEMORANDUM FOR

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

SUBJECT: HQ TRADOC FY05 Holiday Observances and Organization Day

1. Reference AR 600-8-10, 31 July 2003, Leaves and Passes.

2. HQ TRADOC FY05 holiday schedule follows:

a. Public holidays to be observed:

11 October 2004	Columbus Day
11 November 2004	Veterans' Day
25 November 2004	Thanksgiving Day
25 December 2004	Christmas Day ( <b>Observed 24 Dec</b> )
1 January 2005	New Year's Day ( <b>Observed 31 Dec</b> )
17 January 2005	Martin Luther King, Jr. Day
21 February 2005	Presidents' Day
30 May 2005	Memorial Day
4 July 2005	Independence Day
5 September 2005	Labor Day

b. Training holidays to be observed:

8 October 2004	(Friday before Columbus Day)
12 November 2004	(Friday after Veterans' Day)
26 November 2004	(Friday after Thanksgiving Day)
27 December 2004	(Monday after Christmas Day)
3 January 2005	(Monday after New Year's Day)
14 January 2005	(Friday before Martin Luther King, Jr. Day)
18 February 2005	(Friday before Presidents' Day)
27 May 2005	(Friday before Memorial Day)
1 July 2005	(Friday before Independence Day)
2 September 2005	(Friday before Labor Day)

3. Dependent upon mission and operational requirements, the days in subparagraph 2b above will be treated as training holidays for military personnel. Civilian personnel may, at their request, be

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granted annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.

4. HQ TRADOC will follow the same holiday period as DA, which is 20 Dec 04 to 2 Jan 05. Staff offices will remain operational throughout the holiday period except for the Christmas and New Year's days off and designated training holidays (27 Dec and 3 Jan). However, manning may be reduced dependent on mission requirements. It is up to each DCS/Staff Principal to manage staffing for their organizations. Army regulations and civilian labor practices must be followed in planning/executing holiday work schedules.

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

6. HQ TRADOC Organization Day will be held Friday, 24 June 2005. Organization Day is considered a duty day, and personnel not participating will be at their normal place of duty or on approved leave.

7. This policy applies to HQ TRADOC only. Subordinate commanders may approve training holiday periods at their discretion.

8. HQ TRADOC point of contact is Mrs. Wanda Kissinger, DSN 680-2684, kissingw@monroe.army.mil.

FOR THE COMMANDER:



ANTHONY R. JONES  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff

CF:

Commanders

U.S. Army Combined Arms Center

U.S. Army Combined Arms Support Command

U.S. Army Accessions Command

Headquarters, Fort Monroe

Joint Task Force Civil Support

Joint Warfighting Center

Commandants, TRADOC Schools

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CF: (CONT)

Directors

U.S. Army Futures Center

U.S. Army Nuclear and Chemical Agency

U.S. Army Aeronautical Services Agency

U.S. Army TRADOC Analysis Center

Installation Management Agency, Northeast Region

Army Contracting Agency, Northern Region

Network Enterprise Technology Command Northeast

SAIC, Fort Monroe MI Detachment

USAAA TRADOC Field Office