

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
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Fort Sill Circular 600-12-01

Expires: 1 February 2013  
Personnel-General  
**Christmas-New Year Holiday Program**

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**Summary.** This circular outlines administrative procedures for the 2012-2013 Christmas-New Year Holiday period.

**Applicability.** This circular is applicable to all Fort Sill organizations and personnel residing on the installation.

**Suggested Improvements.** The proponent of this circular is the Directorate of Plans, Training, Mobilization, and Security (DPTMS). Users are invited to send comment and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPTMS, Plans and Operation Division (PLO), 7305 NW McNair Avenue, Suite 308, Fort Sill, Oklahoma 73503.-9016.

**Distribution.** This circular is distributed solely through the DHR, ASD Homepage at: [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html).

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**1. Purpose.** This circular outlines administrative procedures for the 2012-2013 Christmas-New Year Holiday period for all Fort Sill units, directorates, activities, agencies, and personnel residing on the installation.

**2. References.** Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

**3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this circular are explained in the glossary.

**4. General.**

a. Holiday Period. Official observance of the holiday season will commence with the traditional lighting of the holiday tree at McNair Hall, 1800, 6 December 2012, and conclude on 2 January 2013.

b. National and Installation Training Holidays. Fort Sill will observe 25 December 2012 and 1 January 2013 as federal holidays, and 24 December 2012 and 31 December 2012 as installation training holidays. Organizations will accomplish required

installation security and support details. Commanders and directors will provide minimum staffing consistent with operational requirements and will establish a liberal leave policy for civilian employees when mission permits during training holidays and half-day schedules, and will provide for proper supervision of employees not requesting leave during such periods.

c. Half-Day Schedule.

(1) For all military personnel, the normal duty hours will be 0600 -1130 during the period 20 December 2012 to 2 January 2013. (BCT/AIT units may start at 0500 for Physical Training). The half-day period in no way precludes commanders from authorizing leave prior to, during, or after this time frame, consistent with readiness requirements (in accordance with AR 600-8-10).

(2) On duty days during the holiday period, major subordinate commands will ensure that duty officers are present or on call beginning at 1130.

(3) On duty days each major directorate/activity will ensure that duty officers are present or on call from 1130 -1630. Major directorate/activity directors will determine the manning requirements of divisions, branches, and lower level offices.

(4) The Emergency Operations Center and the Quick Reaction Force will continue 24-hour, 7-day week operations.

(5) Organizations will maintain the following operational requirements during the Christmas-New Year holidays.

(a) Capability to furnish firefighting details (see Fort Sill Regulation 385-1).

(b) Capability to provide support for funeral requests.

(c) Other missions directed by higher headquarters.

d. Holiday Decorations and Displays. The following policy is established for the 2012 - 2013 holiday season.

(1) Residents and Personnel may put out holiday outdoor decorations beginning the day after Thanksgiving through 2 January 2013. Lights can be turned on at dusk and must be turned off NLT 2300 hours daily for safety and to conserve energy.

(2) Maximum use of nonelectrical displays is encouraged as an energy conservation measure.

(3) Safety will be a primary concern in establishing displays. Noncombustible or flameproof decorative material is mandatory IAW Fort Sill Regulation 420-90, paragraph 2-19.

(4) Outdoor decorations are encouraged. We require all decorations including lights be taken down no later than the first week of January. Outdoor religious displays are only permitted in the yards of personal quarters and on chapel grounds. Requests for exception to this policy will be routed through the office of the Staff Judge Advocate to the Garrison Commander for approval. If you use outdoor lights, make sure they have been certified for outdoor use. To hold them in place, string them through plastic holders. Never use nails, hooks, staples or tacks. Lights must be turned off by 10:00 p.m. each night and remember to turn off all holiday lights when you leave the house. The lights could short and start a fire.

(5) All displays will be appropriate to the season and in good taste.

(6) DPW will not provide Christmas trees. Do not cut trees on the military reservation for use in decorations.

(7) In order to preclude damage to roofs, do not mount or anchor Christmas decorations and displays to roofs or roof protuberances (such as chimneys, sewer, or heater vent pipes).

(8) Electrical displays must either bear the label of approved testing laboratory or be assembled by a competent electrician. Displays outdoors must bear the "all weather components" approval. Lights and lighting sets for use with trees must have the label of Underwriters Laboratories, Inc. (UL) and be in good condition. Do not attempt to use indoor electrical materials for an outdoor display. Wind and moisture may short the wiring, resulting in either a blown fuse or fire. DPS will inspect displays upon request (telephone 442-5911, Fire Prevention and Protection Division).

(9) Do not position lighting in close proximity to combustible materials.

(10) Do not display electrical lights on aluminum trees.

(11) The house circuit on which electrical displays operate should have a fuse or circuit breaker not larger than 20 amps. If the fuse blows or the circuit breaker switch trips while the lights are on, occupants should remove all appliances possible from the same circuit or use a different circuit for decorative lighting.

(12) Always turn the tree lights off before retiring or whenever the family is out. Never leave children alone in the house while the holiday decorations are on. Keep the area around the Christmas tree free of gift-wrap paper. Keep electric toys away from the tree. Never operate toy steam engines or other fuel-activated toys near the tree. Do not dispose of gift-wrap paper in fireplaces. If the tree or decoration should catch fire, first remove everyone from the building, and then call the Fire Department at 911.

(13) If you plan to buy a fresh tree please note that, for safety reasons, they are not allowed to remain in homes longer than ten calendar days. When buying natural

trees, we encourage you to: Check for freshness. A fresh tree is less of a fire hazard. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. Cut a few inches off the trunk to expose fresh wood and set the tree in water. Place it in a stable container that will hold at least one, and preferable two, gallons of water. Keep the trunk base covered with water and check the water level each day. Keep the tree away from heat sources such as hot air ducts and television sets. Remember, heat will dry your tree out.

e. Holiday Parties, Gift Exchange, and Greeting Cards.

(1) The use of government property or appropriated or non-appropriated funds to extend Christmas and other public holiday greetings of a personal or organization nature is prohibited. The solicitation and giving of gifts to superiors should not be considered except upon consultation with the Installation Ethics Counselor, 442-1089.

(2) Personnel may schedule office parties for staff elements or commands on any single afternoon beginning 1 December 2012 at the discretion of the activity director or unit commander. Such events must end by 1700 hours.

(3) Comply with the provisions of USAFCOEFS Regulation 600-85 when alcohol is consumed at office parties. The current drinking age for military and civilian personnel on this installation is 21. Commanders may request exception to the drinking age policy (for military personnel only) by submitting a memorandum through their chain of command, through the Drug and Alcohol Abuse Control Division, through the USAFCOEFS Chief of Staff (CofS), for the Commanding General, NLT 10 working days before the social event.

(4) Each of us should be sensitive to the fact that not all of us celebrate the same holidays. What we call the celebration, how we refer to the season, and our greetings to one another should take this fact into account. Celebrations and the planning and preparation thereof should use minimal government time and resources. If there is a gift exchange involved, establish a reasonable value for the individual gifts, if the givers will remain anonymous. If the gifts are not anonymously given, the value of the gifts should not exceed \$10.00.

## **5. Training Command Holiday Operations.**

a. The guidance below applies to Initial Entry Training (IET) Soldiers:

(1) The Fires Center of Excellence (FCoE) will suspend classes for Advanced Individual Training (AIT) Soldiers from 20 December 2012 through 2 January 2013. Suspend all other FCoE classes from close of business 19 December 2012 through 2 January 2013. The Installation Commander, after coordination with Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC) (ATOM-O), has the flexibility to deviate 3 days from the scheduled dates under the following conditions:

(a) Commercial transportation facilities are unable to accommodate the traffic requirements.

(b) To avoid changes to the scheduled training graduation dates.

(c) To conduct makeup or refresher training as required.

b. The last fill date for Basic Combat Training (BCT) batteries prior to Winter Block Leave is 19 November 2012. Reception Weeks 3, 10, 17, 24 and 31 December 2012 are non-fill weeks for BCT. The next scheduled reception week for BCT is 7 January 2013 following Holiday Block Leave. The 434<sup>th</sup> FAB will make provisions to handle any Soldier who shows up during Holiday Block Leave.

c. Guidance for Soldiers graduating BCT in December 2012.

(1) BCT Soldiers graduating on 23 November, 30 November, and 7 December or 14 December 2012 with an AIT report date of 23 November, 30 November, 7 December, and 14 December 2012, respectively, are shipped to the gaining AIT installation prior to being granted Holiday Block Leave. The BCT site will coordinate with the gaining site and make Holiday Block Leave transportation arrangements for those Soldiers before they are shipped to AIT.

(2) BCT Soldiers graduating 23 November, 30 November, 7 December and 14 December 2012 with an AIT start date of 7 January 2013 are granted Holiday Block Leave from the BCT site and report to the AIT site directly from the leave location. The unit must verify transportation arrangements to the Soldier's leave address and onward to the AIT installation, prior to the Soldier's departure on Holiday Block Leave. When the Soldier is scheduled for AIT to another service school (e.g., U.S. Air Force), the BCT site will coordinate with the gaining service school five weeks prior to report/start date to verify status of the AIT class. After verification, the Soldier is shipped to AIT or is released for Holiday Block Leave.

d. BCT Soldiers graduating between 23 November 2012 and 14 December 2012 are ticketed for Holiday Block Leave at the BCT site.

e. AIT Soldiers graduating in December 2012, who have follow-on training scheduled that does not start until January 2013, will remain at the AIT installation and may be granted Holiday Block Leave, if desired. Soldiers will proceed to their follow-on training when Holiday Block Leave ends. AIT Soldiers graduating in December 2012 who are being assigned to a unit are shipped upon graduation in accordance with instructions from the Human Resources Command.

f. The three-day flexibility time does not change the start date of AIT. AIT starts training on 4 January 2013 as scheduled.

g. Three King's Day - All Soldiers return at the end of Holiday Block Leave. Schools and installations should provide Soldiers who observe Three King's Day (6 January 2013) the opportunity to celebrate the holiday on the installation.

**6. Reynolds Army Community Hospital (RACH), Dental Command (DENTAC), and Veterinary Clinic.**

a. During the holiday season, MEDDAC will operate with the following schedule.

(1) Outpatient Clinics. Outpatient primary care clinics will be staffed and operational 0730-1630 on 20-21 December 2012 and 26-28 December 2012. The outpatient clinics will be closed 24-25 December 2012 and 31 December 2012 - 1 January 2013.

(2) Active Duty sick call will be conducted at the normal locations and times on 20-21 December 2012 and 26-28 December 2012. On 24-25 December 2012 and 31 December 2012 - 1 January 2013 Service Members needing emergent or urgent care should report to the Emergency Room.

(3) Emergencies. Emergencies will be seen in the Emergency Room at any time, to include after normal duty hours, weekends, and holidays.

(4) Inpatient Areas. Inpatient areas will be open and staffed consistent with the requirement to maintain appropriate levels of care.

(5) Pharmacies

(a) The Outpatient Pharmacy will be open 0800-1800, 20-21 December 2012 and 26-28 December 2012. The Outpatient Pharmacy will be closed 24-25 December 2012 and 31 December 2012 - 1 January 2013.

(b) The Pharmissary will be opened 0900 - 1800 from 20-21 December 2012 and 26-28 December 2012. The Pharmissary will be closed 24-25 December 2012 and 31 December 2012 - 1 January 2013.

b. During the holiday season, DENTAC will operate with the following schedule.

(1) All dental clinics will be closed 25 December 2012, Christmas Day Observance and 1 January 2013, New Years Day Observance.

(2) All dental clinics will follow normal duty hours during the holiday period with the exception of 25 December and 1 January closing.

(a) Normal duty hours for Cowan Dental Clinic are as follows: 0730-0930 for sick call, and 0730-1630 for appointments.

(b) Normal duty hours for Allen Dental Clinic are as follows: 0630-0830 for sick call, and 0730-1530 for appointments.

(c) Normal duty hours for Dental Clinic #2 (RACH) are as follows: 0730-0930 for sick call and 0730-1630 for appointments.

(3) A dentist will be on call for emergencies after duty hours and when clinics are closed. Report to RACH Emergency Department for emergency dental services.

c. The Veterinary Treatment Facility will operate 0800-1600, by appointment throughout the holiday season. The Veterinary Treatment Facility will be closed both 23-26 December 2012 and 30 December 2012 - 2 January 2013.

## **7. Religious Support.**

a. The Installation Chaplain's Office announces the following schedule of all on-post major faith groups' celebrations for the Christmas – New Year holiday season:

(1) Catholic:

Holy Days of Obligation 2012

- (a) May 20 – Ascension
- (b) August 15 – Assumption
- (c) November 1 – All Saints
- (d) December 8 – Immaculate Conception
- (e) December 25 – Christmas
- (f) January 1 – Mary, Mother of God

(2) Christian (Protestant & Catholic):

- (a) December 2 – First Sunday of Advent
- (b) December 9 – Second Sunday of Advent
- (c) December 16 – Third Sunday of Advent
- (d) December 23 – Fourth Sunday of Advent
- (e) January 6 – Epiphany / Three Kings Day

(3) Protestant:

- (a) December 24 – Candle Light Service 1900 New Post Chapel
- (b) December 31– Watch Night Service 1000 Frontier Chapel Center

(4) Jewish:

- (a) September 16 – Erev Rosh Hashana
- (b) September 17 – First Day Rosh Hashana

- (c) September 18 – Second Day Rosh Hashana
- (d) September 25 – Kol Nidre/Erev Yom Kippur
- (e) September 26 – Yom Kippur
- (f) December 8 – First Night of Chanukah (First Candle to be Lit)
- (g) December 16 – Last Night of Hanukkah

b. Actual services corresponding with above mentioned religious holidays will be published separately through *The Cannoneer* and other channels as they approach.

c. On-call Duty Chaplain will be the point of contact for chaplain needs after duty hours (from 1130 during half day schedule), weekends, and holidays. Personnel can reach a Duty Chaplain for emergency situations by calling the Emergency Operations Center at 442-3241.

## **8. Installation Legal Assistance Office.**

OSJA will close the Legal Assistance Office and the Claims Office on 23 and 26 December and 31 December 2012 and 1 January 2013. During the remainder of the holiday period, Legal Assistance and Claims will be open normal business hours.

## **9. Defense Military Pay Office.**

a. End-of-month December payday for all Soldiers at Fort Sill is 30 December 2012.

b. The DMPO will close on 26 December 2012 and 2 January 2013. The DMPO will be open for customers during normal hours 0730-1600, Monday-Friday during the Christmas-New Year holiday period except on the closure dates above.

c. Partial Pay.

(1) Fort Sill will not authorize Soldiers permanently assigned to Fort Sill a partial payment in connection with the holiday program. Commanders will encourage permanent party Soldiers to make appropriate financial arrangements through savings.

(2) Fort Sill will not authorize enlisted Soldiers arriving at Fort Sill for training prior to 1 November 2012 a partial payment in connection with the holiday program. Commanders will encourage these Soldiers to make appropriate financial arrangements through savings.

(3) Enlisted Soldiers who in-process 1 November 2012 through 1 December 2012 for basic training will receive the cost of a ticket Not to Exceed \$700 through ITR/Adventure Travel. This one time holiday partial payment will be made as an exception to the established trainee pay plan and will be collected from mid-month January 2013 pay.

## **10. Civilian Personnel Instructions.**

a. When mission permits during the holiday period, management will allow civilian employees to take annual leave.

b. Do not use temporarily discontinuing an activity or closing an office as the basis for excusing civilian employees without charging leave for any part of their basic workweek.

c. On days when the observance of this holiday period would result in curtailment or elimination of functions, organizations will detail or utilized employees who do not desire leave in the following manner:

(1) To other positions within their activity in which they may be productively used.

(2) To other major activities in which they may be productively used.

(3) In their assigned positions if no other satisfactory arrangements can be made.

## **11. Lodging Operations – IHG Army Hotels.**

a. Students residing in IHG Army Hotels during the holiday leave period will be provided the following options:

(1) Students may check out of the hotel and settle all previous charges, and get a reservation to check back into the hotel when holiday leave period ends. This option does not guarantee they will be placed in the same room.

(2) Another option is for students to keep their belongings in their room for an established service charge of \$5 per night. Students wanting to keep their belongings in the guest room during their absences will be required to settle all previous charges to including pre-payment of the service charge prior to going on leave. The holiday period service charge is a non-reimbursable fee.

b. Request each addressee provide a consolidated list of students residing in IHG Army Hotels who will be exercising the Holiday Period Leave Options no later than 16 December 2012. The list needs to include the actual departure date and an estimated return date. Once students have returned from leave, send a completed copy of their DA Form 31, with completed departure/return dates, and approving signature. Submit forms to IHG Army Hotels – Front Desk, Building 5676, Aultman Hall prior to 11 January 2013.

## **12. Installation Safety.**

a. Commander will ensure pre-holiday safety briefing and vehicle safety inspections are conducted IAW Fort Sill Regulation 385-10. All Soldiers must complete

the Travel Risk Planning System (TRiPS) prior to leave, pass, or PCS as required by Army Regulation 385-10. TRiPs can be located at <https://safety.army.mil/>.

b. Commanders will include the material outlined in Fort Sill Regulation 385-10, paragraphs 15-6 through 15-8 in their Command Information Briefing prior to personnel departing for the holiday.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 600-8-10**

Leaves and Passes

#### **Fort Sill Regulation 420-90**

Fort Sill Fire and Emergency Services Fire Prevention Regulation

#### **Fort Sill Regulation 600-85**

Alcoholic Beverages

#### **Fort Sill Regulation 385-10**

Safety Regulation

#### **Fort Sill Regulation 385-1**

Post Range Regulation

#### **TRADOC Memorandum**

Advance Planning for Fiscal Year 12 Holiday Block Leave for Initial Entry Training (IET) Soldiers

#### **USAFCOEFS Memorandum**

Installation Training Holidays FY 2013 Observances

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Glossary**

### **Section I Abbreviations**

**AIT**

Advanced Individual Training

**ASD**

Administrative Services Division

**BCT**

Basic Combat Training

**DA**

Department of the Army

**DAACD**

Drug and Alcohol Abuse Control Division

**DENTAC**

Dental Activity

**DHR**

Directorate of Human Resources

**DPS**

Directorate of Public Safety

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**DPW**

Directorate of Public Works

**GC**

Garrison Commander

**IET**

Initial Entry Training

**MEDDAC**

Medical Activity

**PLO**

Plans and Operations

**SJA**

Staff Judge Advocate

**TRiPS**

Travel Risk Planning System

**USAFAS**

United States Army Field Artillery School

**USAFCOEFS**

United States Army Fires Center of Excellence and Fort Sill

**Section II**

**Terms**

This section contains no entries.

**Section III**

**Special Abbreviation and Terms**

This section contains no entries.

IMSI-PLO



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