



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503-9016

REPLY TO
ATTENTION OF

ATZR-CS

MAR 1 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Fires Center of Excellence and Fort Sill FY13 Holiday Observances

1. References

a. AR 600-8-10, Leaves and Passes

b. Memorandum, HQ TRADOC, ATCS, 16 Nov 2011, subject: HQ TRADOC FY13 Holiday Observances and Organization Day

2. Fort Sill FY13 holiday schedule follows:

a. Public holiday observances:

8 October 2012	Columbus Day
12 November 2012	Veterans Day
22 November 2012	Thanksgiving Day
25 December 2012	Christmas Day
1 January 2013	New Year's Day
21 January 2013	Martin Luther King Jr. Day
18 February 2013	Presidents' Day
27 May 2013	Memorial Day
4 July 2013	Independence Day
2 September 2013	Labor Day

b. Training Holiday observances:

5 October 2012	(Friday before Columbus Day)
9 November 2012	(Friday before Veterans Day)
23 November 2012	(Friday after Thanksgiving)
24 December 2012	(Monday before Christmas Day)
31 December 2012	(Monday before New Year's Day)
18 January 2013	(Friday before Martin Luther King Jr. Day)
15 February 2013	(Friday before Presidents' Day)
24 May 2013	(Friday before Memorial Day)

ATZR-CS

SUBJECT: United States Army Fires Center of Excellence and Fort Sill FY13 Holiday Observances

5 July 2013
30 August 2013

(Friday after Independence Day)
(Friday before Labor Day)

3. The USAFCoE and Fort Sill holiday season is 20 December 2012 - 02 January 2013. Fort Sill units, agencies and activities will remain operational (half or full day schedule is based on the O6- level Commander/director's mission requirements through the holiday period, except for the Christmas and New Year's days off and designated training holidays. Each Fort Sill unit, agency and activity is responsible for managing staffing of their organization. Follow Army regulations and civilian labor agreements in planning/executing holiday work schedules.
4. Required installation security and support details will be accomplished. Commanders and directors will provide minimum staffing consistent with operational requirements. 428th FA, 434th FA and 6th ADA may continue training in selected courses, when essential, to meet graduation schedules.
5. Declaring a training holiday does not meet the criteria for granting an excused absence to civilian employees. Employees not required for essential duty are encouraged to take annual leave. Individuals who do not desire leave will be allowed to work within their major activity. Commanders and directors will assure civilian employees who do not take leave are supervised.
6. To ensure safe and enjoyable holiday periods, commanders and supervisors will conduct pre-holiday safety briefings and inspections.
7. The POC for this memorandum is Mr. Michael Simmons, Operations, DPTMS, (580) 442-1847.



BRIAN P. DUNN
COL, GS
Chief of Staff

DISTRIBUTION:
Fort Sill Intranet
All Organizations