



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF

ATZR-C (350-1d)

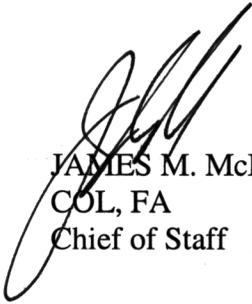
02 August 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Installation Training Holidays FY 2005**

1. Fort Sill will observe 8 October 2004; 12 November 2004; 26 November 2004; 27 December 2004; 3 January 2005; 14 January 2005; 18 February 2005; 27 May 2005; 1 July 2005 and 2 September 2005 as installation training holidays.
2. Required installation security and support details will be accomplished. Commanders and directors will provide minimum staffing consistent with operational requirements. DOTD may continue training in selected courses when essential to meet graduation schedules. MEDDAC may continue to meet mission and operational requirements during training holidays.
3. 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.
4. Point of contact is Mr. Ronald Stanley, Directorate of Plans, Training, and Mobilization, Operations and Training Division, at 2-1844/4119.

FOR THE COMMANDER:

  
JAMES M. McDONALD  
COL, FA  
Chief of Staff

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