ATZR-CS

15 September 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: United States Army Fires Center of Excellence and Fort Sill Fiscal Year 2021 (FY21) Holiday Observances

1. References:

   a. Army Regulation 600-8-10, Leaves and Passes, 3 June 2020

   b. Memorandum, HQ TRADOC, ATCS-XS, 5 February 2020, subject: HQ TRADOC FY21 Holiday Observances and Organization Day

2. Fort Sill FY21 holiday schedule follows:

   a. Public holiday observances:

      12 October 2020       Columbus Day
      11 November 2020      Veterans Day
      26 November 2020      Thanksgiving Day
      25 December 2020      Christmas Day
      1 January 2021        New Year’s Day
      18 January 2021       Martin Luther King Jr. Day
      15 February 2021      Washington’s Birthday
      31 May 2021           Memorial Day
      5 July 2021           Independence Day (observed)
      6 September 2021      Labor Day

   b. Training holiday observances:

      9 October 2020       Friday before Columbus Day
      12 November 2020     Thursday after Veterans Day
      27 November 2020     Friday after Thanksgiving Day
      24 December 2020     Thursday before Christmas Day
      31 December 2020     Thursday before New Year’s Day
      15 January 2021      Friday before Martin Luther King Jr. Day
      12 February 2021     Friday before Washington’s Birthday
      2 April 2021         TRADOC Spring Holiday
      28 May 2021          Friday before Memorial Day
      11 June 2021         Molly Pitcher Day
      2 July 2021          Friday before Independence Day
      3 September 2021     Friday before Labor Day
3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b as training holidays for military personnel. When requested, and with supervisory approval, civilian personnel may use annual or other appropriate leave on training holidays.

4. The United States Army Fires Center of Excellence and Fort Sill holiday season is 20 December 2020 to 2 January 2021. Fort Sill units, agencies, and activities will remain operational (half 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. Employing a “day-on/day-off” methodology is not authorized. Each Fort Sill unit, agency, and activity is responsible for managing the 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.

5. Required installation security and support details will be accomplished. Commanders and directors will provide minimum staffing consistent with operational requirements. The 428th Field Artillery Brigade, 434th Field Artillery Brigade, and 30th Air Defense Artillery Brigades may continue training in selected courses, when essential, to meet graduation schedules.

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

7. All full-time employees, including those on flexible or compressed work schedules, are entitled to an “in lieu of” holiday when a holiday falls on a non-workday. “In lieu of” holidays will be managed in accordance with Office of Personnel Management policies and agency directives.

8. The point of contact for this memorandum is the Fires Center of Excellence and Fort Sill Secretary to the General Staff, at (580) 558-0599.

LEE T. OVERBY
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