MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Fires Center of Excellence and Fort Sill Fiscal Year 2020 (FY20) Holiday Observances

1. References:
   a. AR 600-8-10, (Leaves and Passes), 15 February 2006, Rapid Action Revision issued 14 August 2011.

2. Fort Sill FY20 holiday schedule follows:
   a. Public holiday observances:
      14 October 2019       Columbus Day
      11 November 2019      Veterans Day
      28 November 2019     Thanksgiving Day
      25 December 2019     Christmas Day
      1 January 2020       New Year’s Day
      20 January 2020      Martin Luther King Jr. Day
      17 February 2020     Washington’s Birthday
      25 May 2020          Memorial Day
      3 July 2020          Independence Day (observed)
      7 September 2020     Labor Day
   b. Training holiday observances:
      11 October 2019      Friday before Columbus Day
      8 November 2019      Friday before Veterans Day
      29 November 2019     Friday after Thanksgiving Day
      24 December 2019     Tuesday before Christmas Day
      31 December 2019     Tuesday before New Year’s Day
      17 January 2020      Friday before Martin Luther King Jr. Day
      14 February 2020     Friday before Washington’s Birthday
      10 April 2020         USAFCOEFS Spring Holiday
      22 May 2020          Friday before Memorial Day
ATZR-CS
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6 July 2020          Monday after Independence Day
4 September 2020     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 2019 to 2 January 2020. 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 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. 428th Field Artillery Brigade, 434th Field Artillery Brigade, and 30th Air Defense Artillery Brigade 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 (OPM) policies and agency directives.

8. The POC for this memorandum is Mr. Michael S. Simmons, Operations, DPTMS, (580) 442-1847.

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