



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE VIRGINIA 23801-2102

ATCL-CG

OCT 19 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change to CASCOM FY16 Holiday Observances

1. Reference AR 600-8-10, Leaves and Passes, 15 February 2006, Rapid Action Revision (14 August 2011).
2. This memorandum supersedes ATCL-CG, subject: CASCOM FY16 Holiday Observances, dated 24 August 2015.
3. The Christmas and New Year's training holidays are changed to reflect the Christmas training holiday as 24 December 2015 vice 28 December 15, and the New Year's training holiday as 31 December 2015 vice 4 January 2016. The CASCOM holiday season is 20 December 2015 – 3 January 2016.
4. CASCOM FY16 holiday schedule follows:

a. Public holiday observances:

12 October 2015	Columbus Day
11 November 2015	Veterans Day
26 November 2015	Thanksgiving Day
25 December 2015	Christmas Day
1 January 2016	New Year's Day
18 January 2016	Martin Luther King, Jr. Day
15 February 2016	Presidents' Day
30 May 2016	Memorial Day
4 July 2016	Independence Day
5 September 2016	Labor Day

b. Training holiday observances:

9 October 2015	(Friday before Columbus Day)
10 November 2015	(Tuesday before Veterans Day)
27 November 2015	(Friday after Thanksgiving Day)
24 December 2015	(Thursday before Christmas Day)
31 December 2015	(Thursday before New Year's Day)
15 January 2016	(Friday before Martin Luther King, Jr. Day)
12 February 2016	(Friday before Presidents' Day)
27 May 2016	(Friday before Memorial Day)
1 July 2016	(Friday after Independence Day)
2 September 2016	(Friday before Labor Day)

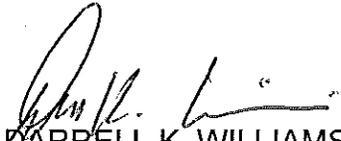
ATCL-CG
SUBJECT: CASCOM FY16 Holiday Observances

5. Dependent upon mission and operational requirements, treat the days in subparagraph 4b above as training holidays for military personnel. When requested, and with supervisory approval, civilian personnel may use annual or other appropriate leave on training holidays.

6. The CASCOM holiday season is 20 December 2015 – 3 January 2016. Staff offices will remain operational (half or full day schedule based on mission requirements) through the holiday period, except for Christmas and New Year's days off and designated training holidays (24 December and 31 December). However, manning may be reduced depending on mission requirements. Each Commandant, Commander and Staff Principal 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.

7. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.

8. Point of contact for this memorandum is the Secretary of the General Staff, at 804-734-0647; DSN 687-0647 usarmy.lee.tradoc.mbx.lee-cascom-sgs@mail.mil.


DARRELL K. WILLIAMS
Major General, U.S. Army
Commanding

DISTRIBUTION:
LEEKEY