



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

ATCL-CG

MAR 08 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQ CASCOM FY19 Holiday Observances

1. Reference AR 600-8-10 (Leaves and Passes) 15 Feb 2006, Rapid Actions Revision issued 14 August 2011.

2. CASCOM FY19 holiday schedule follows:

a. Public holiday observances:

8 October 2018	Columbus Day
12 November 2018	Veterans Day (observed)
22 November 2018	Thanksgiving Day
25 December 2018	Christmas Day
1 January 2019	New Year's Day
21 January 2019	Martin Luther King, Jr. Day
18 February 2019	Washington's Birthday
27 May 2019	Memorial Day
4 July 2019	Independence Day
2 September 2019	Labor Day

b. Training holiday observances:

5 October 2018	Friday before Columbus Day
9 November 2018	Friday before Veterans Day
23 November 2018	Friday after Thanksgiving Day
24 December 2018	Monday before Christmas Day
31 December 2018	Monday before New Year's Day
18 January 2019	Friday before Martin Luther King, Jr. Day
15 February 2019	Friday before Washington's Birthday
24 May 2019	Friday before Memorial Day
5 July 2019	Friday after Independence Day
30 August 2019	Friday before Labor Day

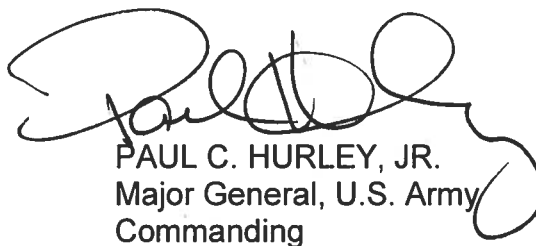
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3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b above as training holidays for military personnel. When requested, and with supervisory approval, civilian personnel may use annual or other appropriate leave on training holidays.

4. The CASCOM holiday season is 20 December 2018 – 2 January 2019. Staff offices will remain operational (half or full day schedule based on mission requirements) through the holiday period, except for the 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 DCS/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.

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

6. Point of contact is MSG Battle, Linda at DSN 734-0647, (804) 734-0647 and Mrs. Nadine Kurtz at DSN 687-1599, (804) 734-1599, Office of the Secretary of the General Staff.



PAUL C. HURLEY, JR.
Major General, U.S. Army
Commanding

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