



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-2300

ATZL-CSS

28 FEB 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Combined Arms Center (CAC) and Fort Leavenworth FY12 Holiday and Training Holiday Observances

1. References:

- a. AR 600-8-10, Leaves and Passes, 15 February 2006.
- b. Memorandum, HQ TRADOC (ATCS-X), 2 Dec 10, subject: HQ TRADOC FY12 Holiday Observances and Organization Day (enclosed).

2. Public Holiday Observances follow:

10 October 2011	Columbus Day (observed)
11 November 2011	Veterans Day
24 November 2011	Thanksgiving Day
26 December 2011	Christmas Day (observed)
02 January 2012	New Year's Day (observed)
16 January 2012	Martin Luther King, Jr. Day
20 February 2012	Presidents' Day
28 May 2012	Memorial Day (observed)
04 July 2012	Independence Day
03 September 2012	Labor Day

3. Training Holiday Observances follow:

07 October 2011	Friday before Columbus Day
14 November 2011	Monday after Veterans Day
25 November 2011	Friday after Thanksgiving Day
23 December 2011	Friday before Christmas Day
30 December 2011	Friday before New Year's Day
13 January 2012	Friday before Martin Luther King, Jr. Day
17 February 2012	Friday before Presidents' Day
25 May 2012	Friday before Memorial Day
05 July 2012	Thursday after Independence Day
31 August 2012	Friday before Labor Day

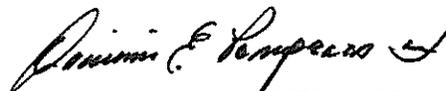
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4. The CAC holiday season is 20 December 2011 – 02 January 2012. Staff offices will remain operational throughout the holiday period, except for Christmas and New Year's days off and designated training holidays. Military personnel will work half-day schedule during the holiday season (half day ending at noon). All Commanders, Subordinate Organization Directors, and Staff Principals are responsible for managing the staffing of their organizations. Army regulations and civilian labor practices in planning and executing holiday work schedules will be adhered to.
5. Consistent with mission and operational requirements, the days in paragraph 3 above will be treated as training holidays for military personnel. Civilian personnel may, at their request, use annual leave, earned compensatory time off, or leave without pay. Maximum use of leave is encouraged.
6. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.
7. This policy applies to CAC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.
8. Point of contact is LTC Richard R. Roller, Secretary of the General Staff, DSN 552-0013, (913) 684-0013, Richard.r.roller@conus.army.mil.

FOR THE COMMANDER:

Encl


DOMINIC E. POMPELIA JR.
Colonel, GS
Chief of Staff

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