



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 18 August 2006

REPLY TO
ATTENTION OF:

ATZK-PTO-S (350)

18 August 2004

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 9-04 - FY05 Holiday Observances

1. Reference AR 600-8-10, Leaves and Passes, 31 July 2003.
2. The purpose of this memorandum is to identify the US Army Armor Center and Fort Knox's FY05 holiday schedule.

a. Public holidays to be observed:

11 October 2004 - Columbus Day
11 November 2004 - Veterans' Day
25 November 2004 - Thanksgiving Day
25 December 2004 - Christmas Day (*Observed 24 December*)
1 January 2005 - New Year's Day (*Observed 31 December*)
17 January 2005 - Martin Luther King, Jr. Day
21 February 2005 - Presidents' Day
30 May 2005 - Memorial Day
4 July 2005 - Independence Day
5 September 2005 - Labor Day

b. Training holidays to be observed:

8 October 2004 - Friday before Columbus Day
12 November 2004 - Friday after Veterans' Day
26 November 2004 - Friday after Thanksgiving Day
27 December 2004 - Monday after Christmas Day
3 January 2005 - Monday after New Year's Day
14 January 2005 - Friday before Martin Luther King, Jr. Day
18 February 2005 - Friday before Presidents' Day
27 May 2005 - Friday before Memorial Day
1 July 2005 - Friday before Independence Day
2 September 2005 - Friday before Labor Day

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3. Dependent upon mission and operational requirements, the days in subparagraph 2b above will be treated as training holidays for military personnel. Units/activities that cannot comply with the post training holidays due to missions, mission support, or non-recoverable training will be exempt from taking the holiday. Brigade/Regimental commanders, department directors, and principal special staff will decide whether their workload will permit observance of these additional training holidays. Agencies providing mission essential support for training must evaluate each holiday on a case-by-case basis. DPTMS will make every effort to schedule support functions around the post training holidays.

4. Commanders and directors are encouraged to permit civilian employees to take annual leave during the training holiday. It is not mandatory and is totally a choice of each individual employee.

5. Fort Knox EXODUS is scheduled 20 December 2004 to 3 January 2005. Staff offices will remain operational throughout the holiday period except for the Christmas and New Year's days off and designated training holidays (27 December and 3 January). However, manning may be reduced dependent on mission requirements. It is up to each staff principal to manage staffing for their organizations. Army regulations and civilian labor practices must be followed in planning/executing holiday work schedules.

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

7. Point of contact is Mr. Rosacker, Schools/Scheduling Branch, Operations and Training Division, DPTMS, 624-3555.

FOR THE COMMANDER:


RUSSELL D. GOLD
COL, GS
Chief of Staff

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