



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
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DEC 02 2024

AFRC-CSG (140)

MEMORANDUM FOR United States Army Reserve Command (USARC) Directors, Deputies, Chiefs, and Special and Personal Staff Agencies

SUBJECT: USARC Fiscal Year 2025 Holiday Observances/Events v2

1. References:

- a. Army Regulation 600-8-10 (Leaves and Passes), 3 June 2020.
- b. MILPER 24-468, Clarification of Military Leave and Pass Combinations during Official Federal Holiday Periods, 19 November 2024.
- c. HQ FORSCOM, AFCS, memorandum Fiscal Year 2025 (FY25) Holiday Observances, 05 January 2024.

2. Purpose. This memorandum announces HQ, USARC FY25 holiday/event schedule. It includes the policy for the Christmas/New Year holiday period and reduced manning days. Subordinate commanders may establish their respective training holidays or reduced manning days, based on mission requirements and analysis.

<u>Holiday/Event</u>	<u>Holiday</u>	<u>Minimal Manning Day</u>
Columbus Day	14 OCT 24 (Mon)	11 OCT 24 (Fri)
Veteran's Day	11 NOV 24 (Mon)	8 NOV 24 (Fri)
Thanksgiving Day	28 NOV 24 (Thu)	29 NOV 24 (Fri)
Christmas Day	25 DEC 24 (Wed)	24 & 26 DEC 24 (Tue/Thu) – Add
New Year's Day	1 JAN 25 (Wed)	31 DEC & 2 JAN 25 (Tue/Thu) – Add
Martin Luther King, Jr. Day	20 JAN 25 (Mon)	17 JAN 25 (Fri)
Washington's Birthday	17 FEB 25 (Mon)	14 FEB 25 (Fri)
USARC Spring Holiday	NA	18 & 21 APR 25 (Fri/Mon)
Memorial Day	26 MAY 25 (Mon)	23 MAY 25 (Fri)
Juneteenth National Ind. Day	19 JUN 25 (Thurs)	20 JUN 25 (Fri)
Independence Day	4 JUL 25 (Fri)	7 JUL 25 (Mon)
Labor Day	1 SEP 25 (Mon)	29 AUG 25 (Fri)

3. Supervisors may authorize directorate personnel to utilize scheduled reduced manning days in conjunction with federal holidays or observances. Reduced manning days are a privilege, not an entitlement. Supervisors are responsible to ensure that reduced manning day utilization by military personnel assigned to USARC is consistent with mission requirements. Supervisors may not

authorize reduced manning day utilization for personnel (AGR/AC/Active Duty for Operational Support) who are overdue on any of the following mandatory readiness or training requirements: Periodic Health Assessment (PHA), dental exam, vision examination, hearing examination, immunizations, seasonal influenza vaccination, physical fitness test (unless on a valid profile), height/weight screening, and annual AR 350-1 mandatory training as listed in the FORSCOM/USARC Special Troops Battalion (STB) Commander's Training Guidance.

4. The Christmas/New Year holiday period is 23 December 2024 through 3 January 2025. Supervisors may use half-day or full-day scheduling. Supervisors may allow minimum staffing that does not affect mission requirements. Staff sections will remain operational throughout the holiday period. Either the chief or deputy will be available each workday. The USARC Chief of Staff is the approval authority for exceptions to this policy. Supervisors will conduct pre-holiday safety briefings to mitigate safety risks during the holiday period.

5. Point of contact for this memorandum is LTC Raymond Floyd III, USARC SGS, at (910) 570-8433, or usarmy.usarc.usarc-hq.mbx.sgs@army.mil.



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Chief of Staff

CF:

OCAR Directors, Deputy Directors

OCAR Coordinating, Special and Personal Staff Agencies

OCAR SACO

CDRs, Army Reserve Major Subordinate Commands