



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT # 15237  
APO AP 96205-0010

REPLY TO:  
ATTENTION OF:

FKCC

17 OCT. 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Holiday Schedule for Fiscal Year 2012 (v3)

1. References:

a. [DoDI 1400.25](#), DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas, Volume 1261, December 1996, administratively reissued on 18 May 2009

b. [USFK Regulation 600-8-10](#), Leaves and Passes, 2 March 2010

c. [USFK Regulation 690-1](#), Regulations and Procedures - Korean Nationals, paragraph 6-4d, 10 February 2010

d. Memorandum, HQ, USFK, FKCP, 29 June 2010, subject: Implementation of Wage and Fringe Benefits Adjustments for Korean Employees

2. Observance of United States (U.S.) and Republic of Korea (ROK) National and military training holidays for Fiscal Year (FY) 2012 by United States Forces Korea (USFK) will be in accordance with (IAW) the enclosed schedules and above references. USFK is comprised of United Nations Command/Combined Forces Command/USFK (UNC/CFC/USFK) Headquarters joint and combined staffs, U.S. Service Component Commands, and Department of Defense (DoD) activities assigned to the ROK.

3. All USFK personnel not scheduled for duty will be excused from work to observe these holidays. An unscheduled (liberal) leave policy, as appropriate, should be granted to all U.S. and ROK civilian employees not entitled to a specific holiday.

4. Alternate days off are not authorized for USFK Local National (LN) personnel. If required to work on a ROK holiday, they will be compensated at the holiday premium rate for all hours worked. Work in excess of eight (8) hours on ROK holidays will be compensated at overtime rates in addition to the holiday premium pay.

5. The dates listed below are designated as the training holidays for U.S. military and Korean Augmentation to the U.S. Army (KATUSA) personnel.

a. All U.S. military and KATUSA personnel not required for mission essential duties will be excused from work. Subject to mission requirements, those U.S. military and KATUSA personnel required to work will be given an alternate day off. If the date is not already a holiday observance, civilian employees should be encouraged to use compensatory time or take leave.

b. Past USFK leadership guidance has been to approve a training holiday after each theater level exercise (Key Resolve/Foal Eagle [KR/FE] and Ulchi Freedom Guardian [UFG]) to give exercise participants some time off for rest and recuperation (this includes Service member that worked back at their home station during the exercise). In FY2012, Ulchi Freedom Guardian will end just before the 4-day Labor Day Federal holiday. Therefore, 4 Sep 12 will serve as the military training holiday for the UFG exercise. (Changes updated in bold print)

FY 2012	
Tuesday, 11 October 2011	Monday, 6 February 2012
Thursday, 10 November 2011	<b>Friday, 17 February 2012</b>
Friday, 25 November 2011	<b>Monday, 12 March 2012</b>
Tuesday, 27 December 2011	Tuesday, 29 May 2012
Tuesday, 3 January 2012	Thursday, 5 July 2012
Tuesday, 17 January 2012	Tuesday, 4 September 2012

6. Christmas and New Year’s Holidays:

a. The Christmas and New Year’s Holiday period is Monday, 19 December 2011 (aligns with DoDDS-Korea Winter Recess) through Friday, 30 December 2011.

b. Commanders should attempt to offer leave opportunities to personnel so everyone can experience at least one holiday (Christmas or New Year’s) if not both, with their families. Therefore, during this holiday period, commanders and staff principals are highly encouraged to allow the maximum numbers of personnel to take leave. Personnel leaves for all USFK organizations and agencies during this period may not exceed 10 percent of the total assigned strength (off the peninsula). Unit commanders are required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements.

c. Half-day rotational work schedules will be followed during the holiday period. All USFK organizations will be manned during normal work periods. Subject to mission requirements, USFK organizations may release military personnel at 1200 hours during this period to the maximum extent possible. Each organization and agency must be prepared to exercise recall plans to quickly achieve a readiness posture IAW USFK’s mission. A liberal leave policy will be in effect for all U.S. and Korean civilian personnel. Absences by civilian personnel during scheduled duty hours will be IAW applicable civilian personnel regulations and policies.

7. Korean Lunar Holidays:

a. ROK Lunar New Year will be celebrated on 22-24 January 2012. ROK military, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 22-24 January 2012.

b. All non-essential activities within USFK will be closed on Monday, 23 January 2012, in honor of ROK custom and observance of Seol-Nal. All non-essential U.S. military and civilian personnel will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, U.S. civilian personnel required to work are not authorized either holiday premium pay or a substitute day off.



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c. Buddha's Birthday is celebrated on 8th day of April on lunar calendar. 8 April 2012 on lunar calendar falls on 28 May 2012 on the solar calendar. Therefore, ROK will observe the Buddha's Birthday on 28 May 2012.

8. Monday, 6 February 2012 is designated as "Morale Booster Day" to allow everyone time off to watch the Super Bowl and will be treated as a Training Holiday. All non-essential U.S. military personnel will be authorized this day off. A liberal leave policy is authorized for civilian personnel to participate in Super Bowl events and festivities.

9. Chusok Holidays:

a. Chusok will be celebrated on 29 September – 1 October 2012.

b. ROK military, KATUSA, USFK LN, and MND personnel will be released without charge to leave or loss of pay for the number of duty hours they are normally scheduled to work on the above listed dates. Korean personnel deemed essential and required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized.

c. In accordance with past tradition, all non-essential activities within USFK will be closed for one day, Monday, 1 October 2012, in honor of ROK custom and observance of Chusok. All non-essential U.S. military and civilian personnel will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, U.S. personnel required to work are not authorized premium pay or a substitute day off.

10. Questions concerning civilian personnel time-off should be brought to the attention of your servicing civilian personnel office.

11. Point of contact for this memorandum is J1 Policy and Programs Branch, DSN 723-5632, [J11WorkFlow@korea.army.mil](mailto:J11WorkFlow@korea.army.mil).

Encl  
USFK Holiday Schedule-FY 2012 (v3)

  
JAMES D. THURMAN  
General, U.S. Army  
Commander

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USFK HOLIDAY SCHEDULE - FISCAL YEAR 2012 (v3.1)				UNC/CFC/USFK MILITARY		UNC/CFC/USFK CIVILIAN			
DATE	DAY	HOLIDAY	US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)	
3-Oct-11	MONDAY	NATION FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES	
10-Oct-11	MONDAY	COLUMBUS DAY (US)	YES	NO	YES	YES	NO	NO	
11-Oct-11	TUESDAY	TRAINING HOLIDAY (US) - COLUMBUS DAY	YES	NO	YES	NO	NO	NO	
10-Nov-11	THURSDAY	TRAINING HOLIDAY (US) FOR VETERANS DAY	YES	NO	YES	NO	NO	NO	
11-Nov-11	FRIDAY	VETERAN'S DAY (US)	YES	NO	YES	YES	NO	NO	
11-Nov-11	FRIDAY	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO	
24-Nov-11	THURSDAY	THANKSGIVING DAY (US)	YES	NO	YES	YES	NO	NO	
25-Nov-11	FRIDAY	TRAINING HOLIDAY (US) - THANKSGIVING	YES	NO	YES	NO	NO	NO	
25-Dec-11	SUNDAY	CHRISTMAS DAY OBSERVED (ROK)	NO	YES	YES	NO	YES	YES	
26-Dec-11	MONDAY	CHRISTMAS DAY OBSERVED (US)	YES	NO	YES	YES	NO	NO	
27-Dec-11	TUESDAY	TRAINING HOLIDAY (US) - CHRISTMAS	YES	NO	YES	NO	NO	NO	
1-Jan-12	SUNDAY	NEW YEAR'S DAY (ROK)	NO	YES	YES	NO	YES	YES	
2-Jan-12	MONDAY	NEW YEAR'S DAY OBSERVED (US/ROK)	YES	YES	YES	YES	YES	YES	
3-Jan-12	TUESDAY	TRAINING HOLIDAY (US) -NEW YEAR'S DAY	YES	NO	YES	NO	NO	NO	
16-Jan-12	MONDAY	DR. MARTIN LUTHER KING DAY (US)	YES	NO	YES	YES	NO	NO	
17-Jan-12	TUESDAY	TRAINING HOLIDAY (US) - MLK DAY	YES	NO	YES	NO	NO	NO	
22-Jan-12	SUNDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES	
23-Jan-12	MONDAY	LUNAR NEW YEAR (US/ROK)	YES	YES	YES	YES	YES	YES	
24-Jan-12	TUESDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES	
6-Feb-12	MONDAY	SUPERBOWL XLVI (US) TRAINING HOLIDAY	YES	NO	YES	NO	NO	NO	
17-Feb-12	FRIDAY	TRAINING HOLIDAY (US) - PRESIDENT'S DAY	YES	NO	YES	NO	NO	NO	
20-Feb-12	MONDAY	PRESIDENTS DAY (US)	YES	NO	YES	YES	NO	NO	
1-Mar-12	THURSDAY	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	NO	YES	YES	
12-Mar-12	MONDAY	TRAINING HOLIDAY	YES	YES	YES	NO	NO	NO	
1-May-12	TUESDAY	LABOR DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO	
5-May-12	SATURDAY	CHILDREN'S DAY (ROK)	NO	YES	YES	NO	YES	YES	
28-May-12	MONDAY	BUDDHAS BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES	
28-May-12	MONDAY	MEMORIAL DAY (US)	YES	NO	YES	YES	NO	NO	
29-May-12	TUESDAY	TRAINING HOLIDAY (US) - MEMORIAL DAY	YES	NO	YES	NO	NO	NO	
6-Jun-12	WEDNESDAY	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	YES	
4-Jul-12	WEDNESDAY	INDEPENDENCE DAY OBSERVED (US)	YES	NO	YES	YES	NO	NO	
5-Jul-12	THURSDAY	TRAINING HOLIDAY (US) - INDEPENDENCE DAY	YES	NO	YES	NO	NO	NO	
15-Aug-12	WEDNESDAY	LIBERATION DAY (ROK)	NO	YES	YES	NO	YES	YES	
3-Sep-12	MONDAY	LABOR DAY (US)	YES	NO	YES	YES	NO	NO	
4-Sep-12	TUESDAY	TRAINING HOLIDAY (US) - LABOR DAY	YES	NO	YES	NO	NO	NO	
29-Sep-12	SATURDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES	
30-Sep-12	SUNDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES	
1-Oct-12	MONDAY	CHUSOK DAY (US/ROK)	YES	YES	YES	YES	YES	YES	