



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

14 JUN 2012

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Staffing Guidance for 2012 Independence Day Holiday

1. With the observance of Independence Day on Wednesday, 4 July 2012, Headquarters, Department of the Army (HQDA) will operate at reduced staffing on Monday and Tuesday, 2–3 July 2012, and Thursday and Friday, 5–6 July 2012. Principal Officials may decrease their normal staffing levels, but it is important that each activity maintain an adequate level of staffing to ensure continuity of operations and support to the Office of the Secretary of Defense.
2. In recognition of the dedicated service of the men and women of the Army Secretariat and Army Staff, I encourage you to be as liberal as possible in granting leave and arranging duty schedules so that HQDA military and civilian personnel can enjoy time off for the holiday. This may include approving additional passes and leave for military personnel and allowing more Army civilians to take annual leave. Contractors will conform to the terms of their company's contract.
3. Please remember, however, that neither Department of Defense nor Army regulations permit Principal Officials to grant more than a 4-day pass to military personnel. Military personnel who take off 2–3 July or 5–6 July to combine a weekend absence with the Independence Day holiday must be charged leave for any absence exceeding 4 continuous days. Although it is permissible to combine a 4-day pass with leave, Soldiers must be physically present at their home when departing and returning from leave. Soldiers who wish to spend the entire extended absence away from their home must be charged leave for the entire absence.
4. We are blessed to live in a Nation of unmatched freedom, but that freedom comes at a cost. As we celebrate our Nation's birthday, please take a moment to remember the men and women of our Armed Forces, both military and civilian, who defend and protect the freedom we hold dear.
5. My best wishes to you and your families for a safe and happy Fourth of July.


JOYCE E. MORROW