



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS XVIII AIRBORNE CORPS AND FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310

5 Jan 2012

AFZA-CS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2013 (FY13) Corps Compensatory Time Management Plan

1. The XVIII Airborne Corps Compensatory Time Management Plan for FY13 projects federal holiday observances, Corps training holidays, half-day and Pay Day Activities schedules in order to systematically program scheduled exercises or events.

2. Exceptions to this plan will be made on a case-by-case basis and should be submitted to the Chief of Staff through the ACofS, G3 for approval:

a. October 2012

- | | |
|---------------------------|---|
| (1) No Pay Day Activities | |
| (2) Columbus Day Holiday | 5-8 October (Fri-Mon) |
| (3) Halloween Activities | 31 October (Wednesday/1500 Early Request) |

b. November 2012

- | | |
|---------------------------|--------------------------|
| (1) Pay Day Activities | 02 November (Fri) |
| (2) Veteran's Day Holiday | 09-12 November (Fri-Mon) |
| (3) Thanksgiving Holiday | 22-25 November (Thu-Sun) |

c. December 2012

- | | |
|-------------------------------|----------------------------------|
| (1) Pay Day Activities | 07 December (Fri) |
| (2) Half-day Holiday Schedule | 17-23 December |
| (3) Christmas Holiday | 22-25 December (Sat-Tue) |
| (4) New Year's Day | 31 December-01 January (Mon-Tue) |

d. January 2013

- | | |
|-------------------------------------|-------------------------|
| (1) No Pay Day Activities | |
| (2) Martin Luther King, Jr. Holiday | 18-21 January (Fri-Mon) |

e. February 2013

- | | |
|------------------------|----------------------------------|
| (1) Pay Day Activities | 01 February (Fri) |
| (2) Post-Super Bowl | 03 February (Mon/0900 work-call) |
| (3) President's Day | 15-18 February (Fri-Mon) |

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f. March 2013

- (1) Pay Day Activities 01 March (Fri)
- (2) Easter Holiday 29-01 April (Fri-Mon)

g. April 2013

- (1) Pay Day Activities 05 April (Fri)
- (2) Corps Training Holiday 26-28 April (Fri-Sun)

h. May 2013

- (1) Pay Day Activities 03 May (Fri)
- (2) Memorial Day Holiday 24-27 May (Fri-Mon)

i. June 2013

- (1) Pay Day Activities 07 June (Fri)
- (2) Corps Training Holiday 14-16 June (Fri-Sun)

j. July 2013

- (1) No Pay Day Activities
- (2) Independence Day Holiday 04-07 July (Fri-Mon)

k. August 2013

- (1) No Pay Day Activities
- (2) Corps Training Holiday 02-05 August (Fri-Mon)
- (3) First Day of School 27 August (Tue/0900 Work-call)

l. September 2013

- (1) Labor Day Holiday 30 August-02 September (Fri-Mon)
- (2) Pay Day Activities 06 September (Fri)

3. Point of contact is Mr. Eric Lofton, Corps/MSE, G3 Training at (910) 643-0247/0249 or email at eric.lee.lofton@us.army.mil.


MASON W. THORNAL
Colonel, GS
Chief of Staff

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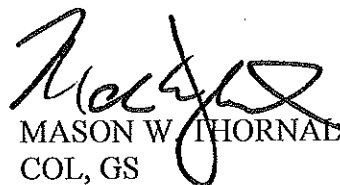
5 Jan 2012

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps 2012 Holiday Schedule

1. XVIII Airborne Corps will operate on a half-day schedule from 17-22 December 2012 and 26-28 December 2012. The federal Christmas and New Year's Day training holiday weekends will be observed from 22-25 December and 29 December-1 January 2013.
2. Duty Day. During the half-day schedule, the standard duty day begins at 0900 and ends at 1200. No training will be scheduled prior to 0900 nor after 1200; Physical training is highly encouraged but will be an individual responsibility. Standard training events, staff coordination, mission support and readiness activities will be complete by 1200 daily. Leaders at all levels are expected to personally observe and enforce this schedule. Without exception, units will not implement a "day on, day off" schedule as an alternative.
3. When mission requirements dictate, commanders may direct mission essential Soldiers to work beyond the established hours. However, these personnel will be duly compensated. In general, after 1200 only staff duty personnel should remain in unit headquarters buildings.
4. Commanders should provide maximum opportunity for both Soldiers and Civilians to enjoy the holidays with their Families and friends. Civilian employees are encouraged to participate in the half-day holiday schedule. Supervisors should approve appropriate requests for annual and compensatory leave accordingly.
5. Point of contact is Mr. Eric Lofton, G3/MSE Training, (910) 643-0247 or email eric.lee.lofton@us.army.mil.


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COL, GS
Chief of Staff

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