



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
7305 NW MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503-9016

REPLY TO  
ATTENTION OF

ATZR-CS

5 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Fires Center of Excellence and Fort Sill FY17 Holiday Observances

1. References

a. AR 600-8-10, (Leaves and Passes), 15 February 2006, Rapid Action Revision issued 14 August 2011.

b. Memorandum, HQ TRADOC, ATCS-X, 30 October 2015, subject: HQ TRADOC FY17 Holiday Observances and Organization Day

2. Fort Sill FY17 holiday schedule follows:

a. Public holiday observances:

10 October 2016	Columbus Day
11 November 2016	Veterans Day
24 November 2016	Thanksgiving Day
26 December 2016	Christmas Day (observed)
2 January 2017	New Year's Day (observed)
16 January 2017	Martin Luther King Jr. Day
20 February 2017	Presidents' Day
29 May 2017	Memorial Day
4 July 2017	Independence Day
4 September 2017	Labor Day

b. Training Holiday observances:

7 October 2016	(Friday before Columbus Day)
14 November 2016	(Monday after Veterans Day)
25 November 2016	(Friday after Thanksgiving Day)
23 December 2016	(Friday before Christmas Day)
30 December 2016	(Friday before New Year's Day)
13 January 2017	(Friday before Martin Luther King Jr. Day)
17 February 2017	(Friday before Presidents' Day)

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14 April 2017	(Training Holiday)
17 April 2017	(Training Holiday)
26 May 2017	(Friday before Memorial Day)
3 July 2017	(Monday before Independence Day)
1 September 2017	(Friday before Labor Day)

3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b as training holidays for military personnel. When requested, and with supervisory approval, Civilian personnel may use annual or other appropriate leave on training holidays.

4. The USAFCoE and Fort Sill holiday season is 19 December 2016 - 2 January 2017. Fort Sill units, agencies and activities will remain operational (half day schedule is based on the O6-level Commander/director's mission requirements through the holiday period, except for the Christmas and New Year's days off and designated training holidays. Employing a "day-on/day-off" methodology is not authorized. Each Fort Sill unit, agency and activity is responsible for managing staffing of their organization. Follow Army regulations and civilian labor agreements in planning/executing holiday work schedules.

5. Required installation security and support details will be accomplished. Commanders and directors will provide minimum staffing consistent with operational requirements. 428<sup>th</sup> FA, 434<sup>th</sup> FA and 30<sup>th</sup> ADA may continue training in selected courses, when essential, to meet graduation schedules.

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

7. The POC for this memorandum is Mr. Michael S. Simmons, Operations, DPTMS, (580) 442-1847.



PAUL S. HOSSENLOPP  
COL, GS  
Chief of Staff

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