MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps 2018 (FY19) Holiday Schedule

1. XVIII Airborne Corps will operate on a half-day schedule from 17-21 December 2018 and 26-28 December 2018. The Corps Training Holidays are observed on 24 December and 31 December 2018. The federal holiday for Christmas and New Year’s Day are observed on 25 December 2018 and 1 January 2019.

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 will be an individual responsibility, however O6 level commanders have the discretion to schedule organized physical training 0630 – 0900 hours during the half-day holiday schedule to enhance their Ready and Resilient Campaigns. Normal training, 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 training holidays and half-day holiday schedule. Supervisors should approve appropriate requests for annual and compensatory leave accordingly.

5. Point of contact is Mr. Eric Lofton, G3 Training, (910) 396-9214, (910) 364-8329, or email eric.l.lofton.civ@mail.mil.

LAWRENCE N. AIELLO
COL, GS
TF Dragon Chief of Staff

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps Fiscal 2019 (FY19) Compensatory Time Management Plan

1. XVIII Airborne Corps FY19 Compensatory Time Management Plan. This plan projects Federal holidays, Corps Training Holidays, half-day schedules and payday activities for FY19.

2. Exceptions to this plan will be made on a case-by-case basis and should be submitted to ACofS, G3, for approval.

   a. October 2018
      (1) Corps Training Holiday
      (2) Columbus Day
          05 – 07 October (Fri-Sun)
          08 October (Mon)

   b. November 2018
      (1) Pay Day Activities
      (2) Corps Training Holiday
      (3) Veteran’s Day (Observance)
      (4) Thanksgiving Holiday
      (5) Corps Training Holiday
          02 November (Fri)
          09 – 11 November (Fri-Sun)
          12 November (Mon)
          22 November (Thu)
          23 – 25 November (Fri-Sun)

   c. December 2018
      (1) Pay Day Activities
      (2) Half-day Holiday Schedule
      (3) Corps Training Holiday
      (4) Christmas Day
      (5) Half-day Holiday Schedule
      (6) Corps Training Holiday
          30 November (Fri)
          17 – 21 December (Mon-Fri)
          24 December (Mon)
          25 December (Tue)
          26 – 28 December (Wed-Fri)
          31 December (Mon)

   d. January 2019
      (1) New Year’s Day
      (2) Corps Training Holiday
      (3) Martin Luther King Jr. Holiday
          01 January (Tue)
          18 – 20 January (Fri-Sun)
          21 January (Mon)

   e. February 2019
      (1) Pay Day Activities
      (2) Post-Super Bowl
          01 February (Fri)
          04 February (Mon/0900 work-call)
SUBJECT: Fiscal Year 2019 (FY19) Corps Compensatory Time Management Plan

(3) Corps Training Holiday 15 – 17 February (Fri-Sun)
(4) President's Day 18 February (Mon)

f. March 2019
(1) Pay Day Activities 01 March (Fri)
(2) Corps Training Holiday 18 March (Mon)

(3) Easter Holiday 19 – 22 April (Fri-Sun)

h. May 2019
(1) Pay Day Activities 03 May (Fri)
(2) Corps Training Holiday 24 – 26 May (Fri-Sun)
(3) Memorial Day 27 May (Mon)

i. June 2019
(1) Pay Day Activities 31 May (Fri)
(2) Corps Training Holiday 14 – 17 June (Fri-Mon)

j. July 2019
(1) Independence Day Holiday 04 July (Thu)
(2) Corps Training Holiday 05 – 07 July (Fri-Sun)

k. August 2019
(1) Pay Day Activities 02 August (Fri)
(2) Corps Training Holiday 23 – 25 August (Fri-Sun)
(3) First Day of School 26 August (Mon/0900 work-call)
(4) Corps Training Holiday 30 August – 01 September (Fri-Sun)

l. September 2019
(1) Labor Day 02 September (Mon)

3. Point of contact is Mr. Lofton, Corps, G3 Training, DSN 293-9214 or Commercial (910) 396-9214 or (910) 364-8328; email eric.l.lofton.civ@mail.mil.

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