



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT # 15237
APO AP 96205-0010

REPLY TO:
ATTENTION OF:

FKCC

19 APR 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Holiday Schedule for Fiscal Year 2011 (v1)

1. References:

- a. DoDI 1400.25, DoD Civilian Personnel Management System - Observance of Holidays in Foreign Areas, December 1996, Volume 1261, administratively reissued on 18 May 2009.
- b. USFK Reg 600-8-10 Leaves and Passes, dated 2 March 2010
- c. USFK Regulation 690-1, Section VI, Para 76, Regulations and Procedures-Korean Nationals, dated 6 January 2009.

2. Observance of United States (U.S.) and Republic of Korea (ROK) National and military training holidays for FY 2011 by United States Forces Korea (USFK) will be in accordance with (IAW) the enclosed schedules and above references. USFK is comprised of United Nations/Combined Forces Command/USFK (UNC/CFC/USFK) Headquarters joint staffs, U.S. Service components, and DoD activities assigned to the Korean Peninsula.

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. 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 take leave or use compensatory time.

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FY 2011	
Tuesday, 12 October 2010	Friday, 18 February 2011
Friday, 12 November 2010	Monday, 21 March 2011
Friday, 26 November 2010	Tuesday, 31 May 2011
Thursday, 23 December 2010	Tuesday, 5 July 2011
Thursday, 30 December 2010	Monday, 29 August 2011
Tuesday, 18 January 2011	Tuesday, 6 September 2011

6. Christmas and New Year's Holidays:

a. The Christmas and New Year's Holiday period is Monday, 20 December 2010 (aligns with DODDS-Korea Winter Recess) through Friday, 31 December 2010.

b. Commanders should attempt to offer leave opportunities to personnel so everyone can experience at least one holiday (Christmas or New Years) 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 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. Lunar New Year Holidays:

a. ROK Lunar New Year will be celebrated on 2-4 February 2011. All non-essential activities within USFK will be closed on Friday, 4 February 2011, in honor of ROK custom and observance of Seol-Nal. ROK military, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 2-4 February 2011.

b. All non-essential U.S. military and U.S. 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.

8. Monday, 7 February 2011 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-

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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. Chosuk Holidays:

a. Chosuk will be celebrated on 11-13 September 2011.

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, 12 September 2011, 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 the local Civilian Personnel Activity Center (CPAC).

11. Point of contact for this memorandum is J1 Manpower and Personnel Policy and Programs Division, DSN 723-5632, usfkj1jmod@korea.army.mil.

Encl
USFK Holiday Schedule-FY 11


WALTER L. SHARP
General, U.S. Army
Commander

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USFK HOLIDAY SCHEDULE - FISCAL YEAR 2011 (v1)			UNC/CFC/USFK MILITARY			UNC/CFC/USFK CIVILIAN		
			OBSERVED BY			OBSERVED BY		
DATE	DAY	HOLIDAY	US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)
3-Oct-10	SUNDAY	NATION FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES
11-Oct-10	MONDAY	COLUMBUS DAY (US)	YES	NO	YES	YES	NO	NO
12-Oct-10	TUESDAY	TRAINING HOLIDAY (US) - COLUMBUS DAY	YES	NO	YES	NO	NO	NO
11-Nov-10	THURSDAY	VETERAN'S DAY (US)	YES	NO	YES	YES	NO	NO
12-Nov-10	FRIDAY	TRAINING HOLIDAY (US) FOR VET'S DAY	YES	NO	YES	NO	NO	NO
12-Nov-10	FRIDAY	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
25-Nov-10	THURSDAY	THANKSGIVING DAY (US)	YES	NO	YES	YES	NO	NO
26-Nov-10	FRIDAY	TRAINING HOLIDAY (US) - THANKSGIVING	YES	NO	YES	NO	NO	NO
23-Dec-10	THURSDAY	TRAINING HOLIDAY (US) - CHRISTMAS	YES	NO	YES	NO	NO	NO
24-Dec-10	FRIDAY	CHRISTMAS DAY OBSERVED (US)	YES	NO	YES	YES	NO	NO
25-Dec-10	SATURDAY	CHRISTMAS DAY OBSERVED (ROK)	NO	YES	YES	NO	YES	YES
30-Dec-10	THURSDAY	TRAINING HOLIDAY (US) - NEW YEAR'S	YES	NO	YES	NO	NO	NO
31-Dec-10	FRIDAY	NEW YEAR'S DAY OBSERVED (US)	YES	NO	YES	YES	NO	NO
1-Jan-11	SATURDAY	NEW YEAR'S DAY (ROK)	NO	YES	YES	NO	YES	YES
2-Jan-11	SUNDAY	NEW YEAR'S DAY (ROK)	NO	YES	YES	NO	YES	YES
17-Jan-11	MONDAY	DR. MARTIN LUTHER KING DAY (US)	YES	NO	YES	YES	NO	NO
18-Jan-11	TUESDAY	TRAINING HOLIDAY (US) - MLK DAY	YES	NO	YES	NO	NO	NO
2-Feb-11	WEDNESDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES
3-Feb-11	THURSDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES
4-Feb-11	FRIDAY	LUNAR NEW YEAR (US/ROK)	YES	YES	YES	YES	YES	YES
7-Feb-11	MONDAY	SUPERBOWL XLIV (US) TRAINING HOLIDAY	YES	NO	YES	NO	NO	NO
18-Feb-11	FRIDAY	TRAINING HOLIDAY (US) - PRESIDENT'S DAY	YES	NO	YES	NO	NO	NO
21-Feb-11	MONDAY	PRESIDENT'S DAY (US)	YES	NO	YES	YES	NO	NO
1-Mar-11	TUESDAY	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	NO	YES	YES
21-Mar-11	MONDAY	TRAINING HOLIDAY - EXERCISE	YES	YES	YES	NO	NO	NO
1-May-11	SUNDAY	LABOR DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
5-May-11	THURSDAY	CHILDREN'S DAY (ROK)	NO	YES	YES	NO	YES	YES
10-May-11	TUESDAY	BUDDHA'S BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES
30-May-11	MONDAY	MEMORIAL DAY (US)	YES	NO	YES	YES	NO	NO
31-May-11	TUESDAY	TRAINING HOLIDAY (US) - MEMORIAL DAY	YES	NO	YES	NO	NO	NO
6-Jun-11	MONDAY	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	YES
4-Jul-11	MONDAY	INDEPENDENCE DAY Observed (US)	YES	NO	YES	YES	NO	NO
5-Jul-11	TUESDAY	TRAINING HOLIDAY (US) - INDEPENDENCE	YES	NO	YES	NO	NO	NO
17-Jul-11	SUNDAY	CONSTITUTION DAY (ROK)	NO	YES	YES	NO	YES	YES
15-Aug-11	MONDAY	LIBERATION DAY (ROK)	NO	YES	YES	NO	YES	YES
29-Aug-11	MONDAY	TRAINING HOLIDAY - EXERCISE	YES	YES	YES	NO	NO	NO
5-Sep-11	MONDAY	LABOR DAY (US)	YES	NO	YES	YES	NO	NO
6-Sep-11	TUESDAY	TRAINING HOLIDAY (US) - LABOR DAY	YES	NO	YES	NO	NO	NO
11-Sep-11	SUNDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES
12-Sep-11	MONDAY	CHUSOK DAY (US/ROK)	YES	YES	YES	YES	YES	YES
13-Sep-11	TUESDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES