DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

1050
DMCS

NOV 29 2017

STAFF DIRECTOR, HEADQUARTERS MARINE CORPS MEMORANDUM 1-17

To: All HQMC Departments, Staff Agencies and Offices
Commanding Officer, Headquarters and Service Battalion, Joint Base Myer/Henderson Hall
Commanding Officer, Marine Barracks Washington

Subj: HEADQUARTERS MARINE CORPS HOLIDAY ROUTINE FOR CALENDAR YEAR 2018

Ref: (a) MCO P1050.3J
(b) NAVPERS 15560D, par.1050-280
(c) 5 U.S.C. 6103

Encl: (1) 2018 Federal Holiday Listing

1. Purpose. To publish guidance for the observance of Federal Holidays during Calendar Year 2018, and to facilitate consistency regarding the holiday routine observed by Marines and civilian employees assigned to Headquarters Marine Corps (HQMC).

2. Information. Although the intent is to afford military personnel and Federal employees an opportunity to enjoy these Federal holidays and conduct safe travel to and from HQMC, the date designated as the official observance of a Federal holiday is the only day actually authorized for liberty (particularly for Federal employees). The Office of the Secretary of Defense (OSD), the Joint Staff, and the Department of the Navy (DON) do not recognize "96-hour liberty periods." Therefore, HQMC is expected to be operational with the exception of the date of observance of the Federal holiday.

a. DON historically provides guidance during extended holiday periods (e.g., Thanksgiving, Christmas, and New Year's) under the concept of "minimal manning." This policy allows the Services to implement a staffing level that provides personnel based on mission and operational requirements.

b. Changes to recognized Federal holiday observances are published by the Office of Personnel Management as authorized by Presidential Executive Order.

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3. Action. Enclosure (1) lists all 2018 Federal holidays as well as approved liberty periods by the Commandant. Deputy Commandants, Directors, and staff agency heads are encouraged to:

a. Grant liberty to military personnel per references (a) and (b) and authorize liberal leave to civilians per reference (c). Mission requirements, maintaining sufficient personnel to provide support to the field and higher headquarters, and the discretion of department and staff agency heads take precedence.

b. Conduct appropriate safe driving and recreational activities instructions prior to each holiday.

c. Ensure early and widest dissemination of this memorandum to military and civilian personnel.

4. This memorandum is subject to change based on OSD or DON guidance; any revision will be promulgated separately, as required.

5. This memorandum is cancelled on 31 December 2018.

F. M. PADILLA
Staff Director,
Headquarters Marine Corps

# *2018 Federal Holiday Listing*

**New Year's Day (Monday, 1 January 2018)**
Liberty period = COB, Friday 29 Dec - 0730, Tuesday 2 Jan

**Birthday of Martin Luther King, Jr. (Monday, 15 January 2018)**
Liberty period = COB, Friday 12 Jan - 0730, Tuesday 16 Jan

***Washington's Birthday (Monday, 19 February 2018)**
Liberty period = COB, Friday 16 Feb - 0730, Tuesday 20 Feb

**Memorial Day (Monday, 28 May 2018)**
Liberty period = COB, Friday 25 May - 0730, Tuesday 29 May

**Independence Day (Wednesday, 4 July 2018)**
Liberty period = COB, Tuesday 3 Jul - 0730, Thursday 5 Jul

**Labor Day (Monday, 3 September 2018)**
Liberty period = COB, Friday 31 Aug - 0730, Tuesday 4 Sep

**Columbus Day (Monday, 8 October 2018)**
Liberty period = COB, Friday 5 Oct - 0730, Tuesday 9 Oct

****Veterans Day (Monday, 12 November 2018)**
Liberty period = COB, Friday 9 Nov - 0730, Tuesday 13 Nov

**Thanksgiving Day (Thursday, 22 November 2018)**
Liberty period = COB, Wednesday 21 Nov - 0730 Monday 26 Nov

**Christmas Day (Tuesday, 25 December 2018)**
Liberty period = COB, Friday 21 Dec - 0730 Wednesday 26 Dec

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* This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays tor Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

** November 11, 2018 (the legal public holiday for Veterans Day), falls on a Sunday. For most Federal employees, Monday, November 12, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)