



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

NOV 13 2019

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy 2020 Birthday of Dr. Martin Luther King, Jr.
Guidance

The birthday of Dr. Martin Luther King, Jr. will be observed as a holiday for most Department of the Navy personnel on Monday, January 20, 2020.

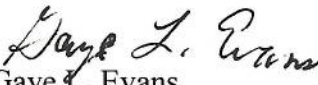
Accordingly, the Secretary of the Navy has approved special liberty to allow for the early departure or late arrival of military members, where mission requirements allow and subject to supervisory approval.

As designated by the Chief of Naval Operations or Commandant of the Marine Corps for their respective Service, military members may work their normal duty hours until close of business on Friday, January 17, 2020 and return to work by noon on Tuesday, January 21, 2020. Alternatively, military members may be released at noon on Friday, January 17, 2020 and return to work at their normal duty hour on Tuesday, January 21, 2020.

Civilian employees may be excused early on Friday, January 17, 2020 where mission requirements allow, subject to supervisory approval, and in accordance with all applicable rules and regulations.

In addition, flexibility is encouraged in granting leave for both military and civilian personnel before and after the holiday. Each organization should minimize its holiday manning while ensuring mission accomplishment.

As we celebrate the birthday of Dr. Martin Luther King, Jr., all personnel are encouraged to keep safety as our highest priority. Have an enjoyable holiday weekend.


Gaye L. Evans
Acting

Distribution: (see next page)

SUBJECT: Department of the Navy 2020 Birthday of Dr. Martin Luther King, Jr.
Guidance

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MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy 2020 Washington's Birthday Guidance

Washington's Birthday will be observed as a holiday for most Department of the Navy personnel on Monday, February 17, 2020.


Accordingly, the Secretary of the Navy has approved special liberty to allow for the early departure or late arrival of military members, where mission requirements allow and subject to supervisory approval.

As designated by the Chief of Naval Operations or Commandant of the Marine Corps for their respective Service, military members may work their normal duty hours until close of business on Friday, February 14, 2020 and return to work by noon on Tuesday, February 18, 2020. Alternatively, military members may be released at noon on Friday, February 14, 2020 and return to work at their normal duty hour on Tuesday, February 18, 2020.

Civilian employees may be excused early on Friday, February 14, 2020 where mission requirements allow, subject to supervisory approval, and in accordance with all applicable rules and regulations.

In addition, flexibility is encouraged in granting leave for both military and civilian personnel before and after the holiday. Each organization should minimize its holiday manning while ensuring mission accomplishment.

As we pay tribute to our past Presidents, all personnel are encouraged to keep safety as our highest priority.


Gaye L. Evans
Acting

Distribution: (see next page)

SUBJECT: Department of the Navy 2020 Washington's Birthday Guidance

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NOV 13 2019

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy 2020 Memorial Day Guidance

Memorial Day will be observed as a holiday for most Department of Navy personnel on Monday, May 25, 2020.

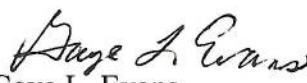
Accordingly, the Secretary of the Navy has approved special liberty to allow for the early departure or late arrival of military members, where mission requirements allow and subject to supervisory approval.

As designated by the Chief of Naval Operations or Commandant of the Marine Corps for their respective Service, military members may work their normal duty hours until close of business on Friday, May 22, 2020 and return to work by noon on Tuesday, May 26, 2020. Alternatively, military members may be released at noon on Friday, May 22, 2020 and return to work at their normal duty hour on Tuesday, May 26, 2020.

Civilian employees may be excused early on Friday, May 22, 2020 where mission requirements allow, subject to supervisory approval, and in accordance with all applicable rules and regulations.

In addition, flexibility is encouraged in granting leave for both military and civilian personnel over this holiday weekend. Each organization should minimize its holiday manning while ensuring mission accomplishment.

As we celebrate and remember the sacrifices that Service Members have made for this nation, I wish all personnel and their families a safe and enjoyable holiday.


Gaye L. Evans
Acting

Distribution: (see next page)

SUBJECT: Department of the Navy 2020 Memorial Day Guidance

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