



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

August 10, 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Veterans Day 2020 Holiday Guidance

Veterans Day will be observed as a federal holiday for most Department of the Navy personnel on Wednesday, 11 November 2020.

Accordingly, the Secretary of the Navy has approved special liberty to allow for the early departure or late arrival of Service 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, Service Members may work their normal duty hours until close of business on Tuesday, 10 November 2020, and return to work by noon on Thursday, 12 November 2020. Alternatively, Service Members may be released at noon on Tuesday, 10 November 2020, and return to work at their normal duty hour on Thursday, 12 November 2020.

Civilian employees may be excused early on Tuesday, 10 November 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 this holiday, please join me in taking a moment to reflect on, and give thanks to our Veterans for their contributions to our nation. Have a safe and enjoyable holiday!


Gaye L. Evans

Distribution:

CMC

CNO

ASN (EI&E)

ASN (FM&C)

ASN (M&RA)

ASN (RD&A)

ACMC

SUBJECT: Department of the Navy Veterans Day 2020 Holiday Guidance

AUDGEN

CHINFO

CLO

CNR

DON/AA

DMCS

DNS

JAG

DON CIO

DUSN

GC

NAVIG

NCIS

OCMO

OLA

OSBP

SAPRO