



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-SG (600-8-10a)

12 September 2022

MEMORANDUM FOR ALL HQ Installation Management Command (IMCOM) Personnel

SUBJECT: Installation Management Command (IMCOM) Fiscal Year 2023 (FY23)
Holiday Observances

1. References:

a. HQ, AMC Memo (AMGS, dated 9 Sep 22), subject: U.S. Army Materiel Command (AMC) FY23 Holiday Observances.

b. Reference: Army Regulation 600-8-10, Leaves and Passes, 3 June 2020.

2. IMCOM HQ planned FY23 holiday periods are below. Leaders are encouraged to support these holidays commensurate with mission requirements.

| Observed Federal Holiday | Observed Date | Military Training Holiday |
|--------------------------------------|----------------------------|---------------------------|
| Columbus Day | Monday, 10 October 2022 | Friday, 7 October 2022 |
| Veterans Day | Friday, 11 November 2022 | Monday, 14 November 2022 |
| Thanksgiving Day | Thursday, 24 November 2022 | Friday, 25 November 2022 |
| Christmas Day | Monday, 26 December 2022 | Friday, 23 December 2022 |
| New Year's Day | Monday, 2 January 2023 | Friday, 30 December 2022 |
| Dr. Martin Luther King Jr. Birthday | Monday, 16 January 2023 | Friday, 13 January 2023 |
| President's Day | Monday, 20 February 2023 | Friday, 17 February 2023 |
| Memorial Day | Monday, 29 May 2023 | Friday, 26 May 2023 |
| Juneteenth National Independence Day | Monday, 19 June 2023 | Friday, 16 June 2023 |
| Independence Day | Tuesday, 4 July 2023 | Monday, 3 July 2023 |
| Labor Day | Monday, 4 September 2023 | Friday, 1 September 2023 |

3. Training holidays must never adversely affect the mission or our support in delivering readiness to the Joint Warfighter. Therefore, subject to mission and operational requirements, training holidays for military personnel will be observed as stated above. When requested, and with supervisory approval, civilian personnel may use annual or other appropriate leave on training holidays.

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4. The IMCOM end of year holiday season is 19 December 2022 through 2 January 2023. Headquarters and IMCOM Subordinate Commands will ensure continuity of operations throughout the holiday season, but as mission requirements allow, we encourage supervisors to grant liberal leave and arrange duty schedules so that IMCOM military and civilian personnel can enjoy time off for the holidays. IMCOM may operate at reduced staffing levels during this time (half day scheduling for personnel based on mission requirements). As operations, vary among our activities the method of staffing during the holiday period is at the Commanders/Directors discretion, with the caveat that Commanders/Principals or their Deputies will be available each workday. Only the IMCOM Commanding General may approve exceptions.
5. Follow all Army regulations and Civilian labor practices in planning and executing holiday work schedules. Civilian employees must be in an approved leave status when not on duty. Contractors will conform to the terms of their company's contract.
6. To ensure safe and enjoyable holiday periods, supervisors will conduct pre-holiday safety briefings.
7. The HQ, IMCOM point of contact for this action is Mr. Roger Garcia Jr., Secretary of the General Staff, (210) 466-0626, or email to Roger.Garcia1.civ@mail.mil.

JASON W. CONDREY
COL, IN
Chief of Staff