



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

MEMORANDUM FOR Principal Officials of Headquarters, Department of the Army

SUBJECT: Staffing Guidance for Calendar Year 2024 Federal Holidays

1. In conjunction with the calendar year 2024 Federal holidays, the Headquarters, Department of the Army (HQDA) will operate at reduced manning levels as shown in the table below.

Observed Federal Holiday	Minimum Manning Day
Monday, 1 January 2024: New Year's Day	Tuesday, 2 January 2024
Monday, 15 January 2024: Birthday of Martin Luther King, Jr.	Friday, 12 January 2024
Monday, 19 February 2024: Washington's Birthday	Friday, 16 February 2024
Monday, 27 May 2024: Memorial Day	Friday, 24 May 2024
Wednesday, 19 June 2024: Juneteenth National Independence Day	Thursday, 20 June 2024
Thursday, 4 July 2024: Independence Day	Friday, 5 July 2024
Monday, 2 September 2024: Labor Day	Friday, 30 August 2024
Monday, 14 October 2024: Columbus Day	Friday, 11 October 2024
Monday, 11 November 2024: Veteran's Day	Friday, 8 November 2024
Thursday, 28 November 2024: Thanksgiving Day	Wednesday, 27 November and Friday, 29 November 2024
Wednesday, 25 December 2024: Christmas Day	Tuesday, 24 December and Thursday, 26 December 2024

2. I will issue additional reduced staffing guidance for the December 2024 through January 2025 holiday period.

3. Organizations must ensure continuity of operations throughout every holiday weekend, but I encourage you to grant leave and arrange duty schedules so that HQDA military and civilian personnel can enjoy time off as mission requirements permit. This may include approving passes and leave for military personnel and allowing Army civilians to take annual leave. Contractors will conform to the terms of their company's contract.

MARK F. AVERILL