



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

10 JUN 2013

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Staffing Guidance for 2013 Independence Day Holiday

1. With the observance of Independence Day on Thursday, 4 July 2013, Principal Officials may decrease their normal staffing levels on Friday, 5 July 2013. However, it is important that each activity maintain an adequate level of staffing to ensure continuity of operations.
2. Consistent with the above mentioned guidance and in recognition of the dedicated service of the men and women of the Army Secretariat and Army Staff, I encourage you to grant leave and arrange duty schedules so that Headquarters, Department of the Army military and civilian personnel can enjoy time off for the holiday. 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.
3. We are blessed to live in a Nation of unmatched freedom, but that freedom comes at a cost. As we celebrate our Nation's birthday, please take a moment to remember the men and women of our Armed Forces, both military and civilian, who defend and protect the freedom we hold dear.
4. My best wishes to you and your families for a safe and happy Fourth of July.


GERALD B. O'KEEFE
Acting Administrative Assistant
to the Secretary of the Army