



TEXAS MILITARY FORCES
JOINT FORCE HEADQUARTERS
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NGTX-JHR

15 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I14-21) 2014 Additional Holiday Authorized by Executive Order

1. **Purpose.** This memorandum provides additional leave guidance to employees due to the Executive Order closing federal departments and agencies on Friday, 26 December 2014.

2. **References.** See enclosure.

3. **Employee Guidance.** On 06 Dec 14, The President published an Executive Order closing federal departments and agencies on 26 Dec 14, the day after the Christmas Day holiday. The FY15 Texas Military Employee Holiday Guidance memorandum already adjusted the work schedule that week to Monday-Thursday for all employees. The State of Texas already authorizes a holiday on 24 Dec 15 for state employees.

a. Military Technicians. Wednesday, 24 Dec 14, will be the Texas Military holiday for Military Technician personnel, in lieu of 26 DEC 14, IAW 5 USC § 6103 (b).

b. Military Personnel (AGR, ADOS). The Adjutant General authorizes a four-day Special Pass on 25-28 Dec 14 and 01-04 Jan 15 for full-time military personnel of the Texas Military. There is no provision in DoDI 1327.06, AR 600-8-10 or AFI 36-3003 for more than a four-day Special Pass. Military personnel must either be in a leave status or report for duty on 24 Dec 14. Supervisors may authorize early release.

c. Military personnel may take leave in conjunction with a pass, IAW DoDI 1327.06, AFI 36-3003, and HQDA Memorandum Staffing Guidance for 2014 Holiday Season, with no duty day in between if the member starts and finishes the leave period at their duty location or the location from which they normally commute to work. However, military personnel may only combine one leave period and one pass period. Additional periods must contain a duty day between leave or pass periods.

4. The key personnel provisions of the FY15 Texas Military Holiday Guidance remain in effect.

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5. The point of contact for this memorandum is the HRO at 512-782-6725.

Encl
as



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DISTRIBUTION:

A
CAROLYN SMALLWOOD
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References to JFTX I14-21, 2014 Additional Holiday Authorized by Executive Order

Section 6103, Title 5, United States Code (5 USC § 6103)

Army Regulation (AR) 600-8-10, dated 04 August 2011

MILPER Message 08-004 Policy Change on the Use of Leave in Conjunction with a Special Pass, dated 04 January 2008.

Air Force Instruction (AFI) 36-3003, dated 26 October 2009

Chapter 662, Texas Government Code (TGC)

TARNG Regulation 690-600 / TANG Regulation 40-600 Civilian Personnel Hours of Duty and Leave, Change 3, dated 31 Jan 1996

DoDI 1327.06 Leave and Liberty Policy and Procedures

Executive Order Closing of Executive Departments and Agencies of the Federal Government on Friday, December 26, 2014, dated 06 December 2014

Memorandum, FY15 Texas Military Employee Holiday Guidance, dated 29 October 2014

HQDA Memorandum, Staffing Guidance for 2014 Holiday Season, dated 18 November 2014