



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT # 15237
APO AP 96205-0010

REPLY TO:
ATTENTION OF:

FKCC

10 December 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Holiday Schedule for Fiscal Year 2013 (v3)

1. References:

- a. [DoDI 1400.25](#), DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas, Volume 1261, December 1996, administratively reissued on 18 May 2009.
- b. [USFK Regulation 600-8-10](#), Leaves and Passes, 19 December 2011.
- c. [USFK Regulation 690-1](#), Regulations and Procedures - Korean Nationals, paragraph 6-4d, 10 February 2011.
- d. Memorandum, HQ, USFK, FKCP, 29 June 2010, subject: Implementation of Wage and Fringe Benefits Adjustments for Korean Employees.
- e. Memorandum, HQ, USFK, FKCP, 28 December 2011, subject: Republic of Korea Parliamentary and Presidential Elections Day.

2. Observance of United States (U.S.) and Republic of Korea (ROK) National and military training holidays for Fiscal Year (FY) 2013 by United States Forces Korea (USFK) will be in accordance with (IAW) the enclosed schedules and above references. USFK is comprised of United Nations Command/Combined Forces Command/USFK (UNC/CFC/USFK) Headquarters joint and combined staffs, U.S. Service Component Commands, and Department of Defense (DoD) activities assigned to the ROK.

3. All USFK personnel not scheduled for duty will be excused from work to observe these holidays. An unscheduled (liberal) leave policy, as appropriate, should be granted to all U.S. and ROK civilian employees not entitled to a specific holiday.

4. Alternate days off are not authorized for USFK Local National (LN) personnel. If required to work on a ROK holiday, they will be compensated at the holiday premium rate for all hours worked. Work in excess of eight (8) hours on ROK holidays will be compensated at overtime rates in addition to the holiday premium pay.

5. The dates listed below are designated as the training holidays for U.S. military and Korean Augmentation to the U.S. Army (KATUSA) personnel.

- a. All U.S. military and KATUSA personnel not required for mission essential duties will be excused from work. Subject to mission requirements, those U.S. military and KATUSA personnel required to work will be given an alternate day off. If the date is not already a holiday observance, civilian employees should be encouraged to use compensatory time, time off awards or take annual leave.

b. Training holidays after each theater level exercise (Key Resolve/Foal Eagle [KR/FE] and Ulchi Freedom Guardian [UFG]) are approved to give exercise participants some time off for rest and recuperation (this includes Service members that worked back at their home station during the exercise).

FY 2013	
Friday, 5 October 2012	Monday, 4 February 2013
Friday, 9 November 2012	Friday, 15 February 2013
Friday, 23 November 2012	Monday, 25 March 2013
Monday, 24 December 2012	Friday, 24 May 2013
Monday, 31 December 2012	Friday, 5 July 2013
Friday, 18 January 2013	Tuesday, 3 September 2013

6. Christmas and New Year's Holidays:

a. The Christmas and New Year's Holiday period is Monday, 17 December 2012 through Friday, 28 December 2012.

b. Commanders should attempt to offer leave opportunities to personnel so everyone can experience at least one holiday (Christmas or New Year's) if not both, with their families. Therefore, during this holiday period, commanders and staff principals are highly encouraged to allow the maximum numbers of personnel to take leave. Personnel leaves for all USFK organizations and agencies during this period may not exceed 10 percent of the total assigned strength (off the peninsula). Unit commanders are required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements.

c. Half-day rotational work schedules will be followed during the holiday period. All USFK organizations will be manned during normal work periods. Subject to mission requirements, USFK organizations may release military personnel at 1200 hours during this period to the maximum extent possible. Each organization and agency must be prepared to exercise recall plans to quickly achieve a readiness posture IAW USFK's mission. A liberal leave policy will be in effect for all U.S. and Korean civilian personnel. Absences by civilian personnel during scheduled duty hours will be IAW applicable civilian personnel regulations and policies.

7. Korean Lunar Holidays:

a. ROK Lunar New Year will be celebrated on 9-11 February 2013. ROK military, KATUSA, USFK LN, and MND personnel will observe Seol-Nal on 9-11 February 2013.

b. All non-essential activities within USFK will be closed on Monday, 11 February 2013, in honor of ROK custom and observance of Seol-Nal. All non-essential U.S. military and civilian personnel will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, U.S. civilian personnel required to work are not authorized either holiday premium pay or a substitute day off.

c. Buddha's Birthday is celebrated on 8th day of April on lunar calendar. 8 April 2013 on lunar calendar falls on 17 May 2013 on the solar calendar. Therefore, the ROK will observe Buddha's Birthday on 17 May 2013.

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8. Monday, 4 February 2013 is designated as "Morale Booster Day" to allow everyone time off to watch the Super Bowl and will be treated as a Training Holiday. All non-essential U.S. military personnel will be authorized this day off. A liberal leave policy is authorized for civilian personnel to participate in Super Bowl events and festivities.

9. Chusok Holidays:

a. Chusok will be celebrated on 29 September – 1 October 2012 (FY12/13) and 18-20 September 2013, both overlapping in FY2013.

b. ROK military, KATUSA, USFK LN, and MND personnel will be released without charge to leave or loss of pay for the number of duty hours they are normally scheduled to work on the above listed dates. Korean personnel deemed essential and required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized.

c. In accordance with past tradition, all non-essential activities within USFK will be closed for one day each fiscal year in honor of ROK custom and observance of Chusok. In FY13, this day off falls on two dates, Monday, 1 October 2012; and Friday, 20 September 2013. All non-essential U.S. military and civilian personnel will be excused from duty without charge to leave or loss of pay. Since this will be a closure and not a holiday, U.S. personnel required to work are not authorized premium pay or a substitute day off.

10. The Korea Presidential Elections Day is 19 December 2012. The Korean Government has designated this day as a temporary public holiday. USFK Korean National employees will be excused from work without charge to leave or loss of pay for which they are normally scheduled. USFK Korean employees required to work on this day will be paid holiday premium, and an alternate day off is not authorized. This applies to all appropriated and non-appropriated fund USFK Korean employees, as well as those employed by USFK invited contractors.

11. Questions concerning civilian personnel time-off should be brought to the attention of your servicing civilian personnel office.

12. Point of contact for this memorandum is J1 Policy and Programs Branch, DSN 723-5632, pacom.yongsan.usfk.mbx.j11-workflow@mail.mil.

Encl
USFK Holiday Schedule FY 2013 (v3)

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JAMES D. THURMAN
General, U.S. Army
Commander

USFK HOLIDAY SCHEDULE - FISCAL YEAR 2013 (v3)			UNC/CFC/USFK MILITARY			UNC/CFC/USFK CIVILIAN		
			OBSERVED BY			OBSERVED BY		
DATE	DAY	HOLIDAY	US	ROK	KATUSA	DOD (US)	USFK (LN)	MND (KN)
29-Sep-12	SATURDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES
30-Sep-12	SUNDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES
1-Oct-12	MONDAY	CHUSOK DAY (US/ROK)	YES	YES	YES	YES	YES	YES
3-Oct-12	WEDNESDAY	NATION FOUNDATION DAY (ROK)	NO	YES	YES	NO	YES	YES
5-Oct-12	FRIDAY	TRAINING HOLIDAY (US) - COLUMBUS DAY	YES	NO	YES	NO	NO	NO
8-Oct-12	MONDAY	COLUMBUS DAY (US)	YES	NO	YES	YES	NO	NO
9-Nov-12	FRIDAY	KEU FOUNDATION DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
9-Nov-12	FRIDAY	TRAINING HOLIDAY (US) FOR VETERAN'S DAY	YES	NO	YES	NO	NO	NO
12-Nov-12	MONDAY	VETERAN'S DAY OBSERVED (US)	YES	NO	YES	YES	NO	NO
22-Nov-12	THURSDAY	THANKSGIVING DAY (US)	YES	NO	YES	YES	NO	NO
23-Nov-12	FRIDAY	TRAINING HOLIDAY (US) - THANKSGIVING	YES	NO	YES	NO	NO	NO
19-Dec-12	WEDNESDAY	PRESIDENTIAL ELECTIONS IN ROK	NO	YES	YES	NO	YES	YES
24-Dec-12	MONDAY	TRAINING HOLIDAY (US) - CHRISTMAS	YES	NO	YES	NO	NO	NO
25-Dec-12	TUESDAY	CHRISTMAS DAY (US/ROK)	YES	YES	YES	YES	YES	YES
31-Dec-12	MONDAY	TRAINING HOLIDAY (US) - NEW YEAR'S DAY	YES	NO	YES	NO	NO	NO
1-Jan-13	TUESDAY	NEW YEAR'S DAY (US/ROK)	YES	YES	YES	YES	YES	YES
2-Jan-13	WEDNESDAY	NEW YEAR'S DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
18-Jan-13	FRIDAY	TRAINING HOLIDAY (US) - MLK DAY	YES	NO	YES	NO	NO	NO
21-Jan-13	MONDAY	DR. MARTIN LUTHER KING DAY (US)	YES	NO	YES	YES	NO	NO
4-Feb-13	MONDAY	TRAINING HOLIDAY - SUPERBOWL XLVII (US)	YES	NO	YES	NO	NO	NO
9-Feb-13	SATURDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES
10-Feb-13	SUNDAY	LUNAR NEW YEAR (ROK)	NO	YES	YES	NO	YES	YES
11-Feb-13	MONDAY	LUNAR NEW YEAR (US/ROK)	YES	YES	YES	YES	YES	YES
15-Feb-13	FRIDAY	TRAINING HOLIDAY (US) - PRESIDENT'S DAY	YES	NO	YES	NO	NO	NO
18-Feb-13	MONDAY	PRESIDENT'S DAY (US)	YES	NO	YES	YES	NO	NO
1-Mar-13	FRIDAY	INDEPENDENCE MOVEMENT DAY (ROK)	NO	YES	YES	NO	YES	YES
25-Mar-13	MONDAY	TRAINING HOLIDAY	YES	YES	YES	NO	NO	NO
1-May-13	WEDNESDAY	LABOR DAY (USFK LN ONLY)	NO	NO	NO	NO	YES	NO
5-May-13	SUNDAY	CHILDREN'S DAY (ROK)	NO	YES	YES	NO	YES	YES
17-May-13	FRIDAY	BUDDHA'S BIRTHDAY (ROK)	NO	YES	YES	NO	YES	YES
24-May-13	FRIDAY	TRAINING HOLIDAY (US) - MEMORIAL DAY	YES	NO	YES	NO	NO	NO
27-May-13	MONDAY	MEMORIAL DAY (US)	YES	NO	YES	YES	NO	NO
6-Jun-13	THURSDAY	MEMORIAL DAY (ROK)	NO	YES	YES	NO	YES	YES
4-Jul-13	THURSDAY	INDEPENDENCE DAY (US)	YES	NO	YES	YES	NO	NO
5-Jul-13	FRIDAY	TRAINING HOLIDAY (US) - INDEPENDENCE DAY	YES	NO	YES	NO	NO	NO
15-Aug-13	THURSDAY	LIBERATION DAY (ROK)	NO	YES	YES	NO	YES	YES
2-Sep-13	MONDAY	LABOR DAY (US)	YES	NO	YES	YES	NO	NO
3-Sep-13	TUESDAY	TRAINING HOLIDAY (US) - LABOR DAY	YES	NO	YES	NO	NO	NO
18-Sep-13	WEDNESDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES
19-Sep-13	THURSDAY	CHUSOK DAY (ROK)	NO	YES	YES	NO	YES	YES
20-Sep-13	FRIDAY	CHUSOK DAY (US/ROK)	YES	YES	YES	YES	YES	YES

POC is the J1, Policy and Programs Branch
723-5632 or pacom.yongsan.usfk.mbx.j11-workflow@mail.mil