



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96271-5327

FKCS

NOV 22 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Forces Korea Holiday Schedule for Fiscal Year 2023 (v3)

1. References:

- a. DoDI 1400.25-M, DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas, Volume 1261, December 1996, administratively reissued on 25 March 2015.
- b. USFK Regulation 600-8-10, Leaves and Passes, 19 December 2011 is hereby rescinded.
- c. USFK Regulation 690-1, Regulations and Procedures - Korean Nationals, paragraph 6-4d, 1 July 2017.
- d. USFK Holiday Schedule Memorandum FY 2023 (v2) is hereby rescinded.

2. Observance of United States (U.S.) and Republic of Korea (ROK) National and military training holidays for Fiscal Year (FY) 2023 by United States Forces Korea (USFK) will be in accordance with (IAW) the enclosed schedule and above references. Subject to the rescission of USFK Regulation 600-8-10, Leaves and Passes, to the extent that there is conflicting guidance between USFK Regulation 600-8-10 and this policy, this policy controls the administration of all USFK leaves and passes. For instance, with the publication of United States Forces Korea Holiday Schedule for Fiscal Year 2023 (v2) the following regulatory requirement, as provided in USFK Regulation 600-8-10, para. 6a, is revoked: "No more than 10 percent of military personnel assigned or attached for duty with a unit or activity within USFK will be on ordinary leave or pass off-peninsula at any one time." Unit commanders are now required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements, which is not subject to any particular percentage of their workforce.

3. 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.

4. 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.

5. 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.

6. U.S. Military Training Holidays:

a. The dates listed below are designated as training holidays for U.S. military and Korean Augmentation to the U.S. Army (KATUSA) personnel. 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. Super Bowl; Monday, 13 February 2023, is designated 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.

c. Military training holidays are as follows:

FY 2023	
Friday, 07 October 2022 Columbus Day	Monday, 27 March 2023 (Exercise)
Thursday, 10 November 2022 Veterans Day	Tuesday, 28 March 2023 (Exercise)
Friday, 25 November 2022 Thanksgiving	Friday, 26 May 2023 Memorial Day
Friday, 23 December 2022 Christmas	Friday, 16 June 2023 Juneteenth
Friday, 30 December 2022, New Years	Wednesday, 05 July 2023, Independence Day
Friday, 13 January 2023, Dr. MLK day	Monday, 21 August 2023 (Exercise)
Monday, 13 February 2023 Super-bowl	Tuesday, 22 August 2023 (Exercise)
Friday, 17 February 2023 Presidents Day	Friday, 01 September 2023 Labor Day

7. Winter Holidays: The Winter Holiday period is Monday, 19 December 2022 through Monday, 02 January 2023.

a. During this holiday period, commanders and staff principals are highly encouraged to allow the maximum numbers of personnel to take leave based on operational requirements. Unit commanders are required to establish personnel recall policy and procedures to meet their operational plan (OPLAN) requirements.

b. All USFK organizations will be manned during normal work periods (0800-1700). Half-day rotational work schedules may be followed during the holiday period to ensure full day coverage. 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.

8. Korean Lunar Holidays:

a. ROK Lunar New Year will be celebrated on 21 January 2023 – 24 January 2023. ROK military, KATUSA, USFK LN, and Ministry of National Defense (MND) personnel will observe Seol-Nal. All non-essential activities within USFK will be closed on Monday, 23 January 2023 in honor of ROK custom and observance of Seol-Nal. All non-essential U.S. military and civilian personnel are 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. This closure for the Lunar New Year is Administrative Leave, Code LN in ATAAPS.

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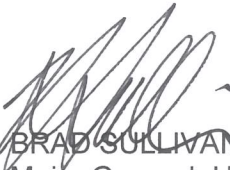
b. Buddha's Birthday is celebrated Saturday 27 May 2023.

c. Chuseok will be celebrated; 28 September – 30 September 2023. 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 listed dates. Korean personnel required to work will be paid holiday premium pay for all hours worked. Alternate days off for employees required to work are not authorized. U.S. personnel will observe Chuseok on Friday, 29 September 2023.

9. Questions concerning civilian personnel time-off should be brought to the attention of your supervisor.

10. Point of contact for this memorandum is Mr. Oliver M. Cunningham, J1 Policy and Programs Branch, DSN 755-4126, or oliver.m.cunningham.civ@army.mil.

Encl
USFK Holiday Schedule FY 2023 (v3) Matrix



BRAD SULLIVAN
Major General, USAF
Chief of Staff

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