



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**

JOINT FORCES HEADQUARTERS – ALASKA  
 OFFICE OF THE ADJUTANT GENERAL  
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NGAK-TAG

7 May 2015

MEMORANDUM FOR AKNG Commanders and Directors

SUBJECT: FY15/16 Holiday Guidance for Full-Time Support Personnel

1. The continuing contributions of the Alaska National Guard’s members and our families are crucial to this organization’s ability to perform our diverse missions. Our members continue to make personal sacrifices and readily step up to all challenges every day. In recognition of our valued members and families, Alaska National Guard units and directorates are authorized to operate at reduced manning for the following holidays and dates:

Holiday	Date	Reduced Manning
Memorial Day	25 May (Monday)	*JBER Host Base & Eielson: Friday, 22 May
Independence Day	4 July (Saturday)	*Monday, 6 July – 3 July (Federal Holiday)
Labor Day	7 September (Monday)	*JBER Host Base & Eielson: Friday, 4 Sept
Columbus Day	12 October (Monday)	None
Veterans Day	11 November (Wed)	*Thursday, 12 Nov
Thanksgiving Day	26 November (Thurs)	*Friday, 27 Nov, if not otherwise deemed a Federal Holiday
Christmas Day	25 December (Friday)	*Monday, 28 Dec
New Years Day 2016	1 January (Friday)	None
Martin Luther King, Jr. Day	18 January (Monday)	None
Presidents Day	15 February (Monday)	None
Memorial Day	30 May (Monday)	*JBER Host Base & Eielson: TBD
Independence Day	4 July (Monday)	*JBER Host Base & Eielson: TBD
Labor Day	5 September (Monday)	*JBER Host Base & Eielson: TBD
*Note	Commanders/Directors may use this schedule for planning purposes and at their discretion, may implement reduced manning postures on these designated dates.	

a. AKNG Geographically Separated Units (GSUs) may synchronize these Reduced Manning Days to the installation they are a tenant on (similar to Memorial Day). Request for “GSU deviations” will be endorsed to the AKARNG or AKANG Commander for approval.

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b. Other MAJCOMs/Uniformed Services have indicated similar reduced manning days in the form of Family Days or Training Holidays. The intent is to minimize the impacts of reducing installation support services.

2. Missions will continue to be supported during the holiday period. As mission requirements and workloads permit, unit leaders should be liberal in granting leave and arranging duty schedules. Leave and Pass regulations apply for all employees. Supervisors are encouraged to use these dates for passes, but may designate an alternate date for same, mission support.

3. The POC is the Human Resources Office at 907-428-6450/6465.



LAUREL J. HUMMEL  
Brigadier General (Alaska), AKNG  
The Adjutant General