

Department of the Army
Headquarters, U.S. Army Garrison
909 NW Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503-9004

Fort Sill Circular 600-18-01

Expires: 1 December 2019
Personnel-General
Christmas-New Year Holiday Program

Summary. This circular outlines administrative procedures for the 2018 - 2019 Christmas-New Year Holiday period.

Applicability. This circular is applicable to all Fort Sill organizations and personnel residing on the installation.

Suggested Improvements. The proponent of this circular is the Directorate of Plans, Training, Mobilization, and Security (DPTMS). Users are invited to send comment and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPTMS, Plans and Operation Division, Operations Branch (IMSI-PLO-O), 455 McNair Avenue, Suite 212, Fort Sill, Oklahoma 73503.

Distribution. This circular is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/usag/publications.html>

*This publication supersedes Fort Sill Circular 600-17-01, Christmas-New Year Holiday Program, 1 December 2017.

1. Purpose. This circular outlines administrative procedures for the 2018-2019 Christmas-New Year Holiday period for all Fort Sill units, directorates, activities, agencies, and personnel residing on the installation.

2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this circular are explained in the glossary.

4. General.

a. Holiday Period. The official observance of the holiday season will commence on 19 December 2018, and conclude on 3 January 2019.

b. National and Installation Training Holidays. Fort Sill will observe 25 December 2018 and 1 January 2019 as federal holidays, and 24 December 2018 and 31

December 2018 as installation training holidays. Organizations will accomplish required installation security and support details. Commanders and directors will provide minimum staffing consistent with operational requirements and will establish a liberal leave policy for civilian employees when mission permits during training holidays and half-day schedules, and will provide for proper supervision of employees not requesting leave during such periods. **Employing a day-on/day-off methodology is not authorized.**

a. Half-Day Schedule.

(1) For all military personnel, the normal duty hours will be 0600 -1130 during the period 19 December 2018 to 3 January 2019. (BCT/AIT units may start at 0500 for Physical Training). The half-day period in no way precludes commanders from authorizing leave prior to, during, or after this time frame, consistent with readiness requirements (in accordance with AR 600-8-10).

(2) On duty days during the holiday period, major subordinate commands will ensure that duty officers are present or on call beginning at 1130.

(3) On duty days each major directorate/activity will ensure that duty officers are present or on call from 1130 -1630. Major directorate/activity directors will determine the manning requirements of divisions, branches, and lower level offices.

(4) The Fort Sill Operations Center and the Quick Reaction Force will continue 24-hour, 7-day week operations.

(5) Organizations will maintain the following operational requirements during the Christmas-New Year holidays.

(a) Capability to furnish firefighting details (see Fort Sill Regulation 385-1).

(b) Capability to provide support for funeral requests.

(c) Other missions directed by higher headquarters.

d. Holiday Decorations and Displays. The following policy is established for the 2018 - 2019 holiday season.

(1) Residents and personnel may put out holiday outdoor decorations beginning the day after Thanksgiving through 2 January 2019. Lights can be turned on at dusk and must be turned off no later than (NLT) 2300 hours daily for safety and to conserve energy.

(2) Maximum use of nonelectrical displays is encouraged as an energy conservation measure.

(3) Safety will be a primary concern in establishing displays. Noncombustible or flameproof decorative material is mandatory in accordance with (IAW) Fort Sill Regulation 420-90, paragraph 6-2.

(4) Outdoor decorations are encouraged. All decorations, including lights, will be taken down no later than 8 January 2019. Outdoor religious displays are only permitted in the yards of personal quarters and on chapel grounds. If you use outdoor lights, make sure they have been certified for outdoor use. To hold them in place, string them through plastic holders. Never use nails, hooks, staples or tacks. Lights must be turned off by 2300 each night and remember to turn off all holiday lights when you leave the house; the lights could short and start a fire.

(5) All displays will be appropriate to the season and in good taste.

(6) DPW will not provide Christmas trees. Do not cut trees on the military reservation for use in decorations.

(7) In order to preclude damage to roofs, do not mount or anchor Christmas decorations and displays to roofs or roof protuberances (such as chimneys, sewer, or heater vent pipes).

(8) Electrical displays must either bear the label of approved testing laboratory or be assembled by a competent electrician. Displays outdoors must bear the "all weather components" approval. Lights and lighting sets for use with trees must have the label of Underwriters Laboratories, Inc. (UL) and be in good condition. Do not attempt to use indoor electrical materials for an outdoor display. Wind and moisture may short the wiring, resulting in either a blown fuse or fire. DPS will inspect displays upon request (telephone 442-5911, Fire Prevention and Protection Division).

(9) Do not position lighting in close proximity to combustible materials.

(10) Do not display electrical lights on aluminum trees.

(11) The house circuit on which electrical displays operate should have a fuse or circuit breaker not larger than 20 amps. If the fuse blows or the circuit breaker switch trips while the lights are on, occupants should remove all appliances possible from the same circuit or use a different circuit for decorative lighting.

(12) Always turn the tree lights off before retiring or whenever the family is out. Never leave children alone in the house while the holiday decorations are on. Keep the area around the Christmas tree free of gift-wrap paper. Keep electric toys away from the tree. Never operate toy steam engines or other fuel-activated toys near the tree. Do not dispose of gift-wrap paper in fireplaces. If the tree or decoration should catch fire, first remove everyone from the building, and then call the Fire Department at 911.

(13) If you plan to buy a fresh tree please note that, for safety reasons, they are not allowed to remain in homes longer than ten (10) calendar days. When buying natural trees, you are encouraged to check for freshness as a fresh tree is less of a fire hazard. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. Cut a few inches off the trunk to expose fresh wood and set the tree in water. Place it in a stable container that will hold at least one, and preferable two, gallons of water. Keep the trunk base covered with water and check the water level each day. Keep the tree away from heat sources such as hot air ducts and television sets. Remember, heat will dry your tree out.

e. Holiday Parties, Gift Exchange, and Greeting Cards.

(1) The use of government property or appropriated or non-appropriated funds to extend Christmas and other public holiday greetings of a personal or organization nature is prohibited. The solicitation and giving of gifts to superiors should not be considered except upon consultation with the Installation Ethics Counselor, 442-1099.

(2) Personnel may schedule office parties for staff elements or commands on any single afternoon beginning 1 December 2018 at the discretion of the activity director or unit commander. Such events must end by 1700 hours.

(3) Comply with the provisions of USAFCOEFS Regulation 600-85 when alcohol is consumed at office parties. The current drinking age for military and civilian personnel on this installation is 21. Commanders may request exception to the drinking age policy (for military personnel only) by submitting a memorandum through their chain of command, through the Drug and Alcohol Abuse Control Division, for the Garrison Commander, NLT 10 working days before the social event.

(4) Each of us should be sensitive to the fact that not all of us celebrate the same holidays. What we call the celebration, how we refer to the season, and our greetings to one another should take this fact into account. Celebrations and the planning and preparation thereof should use minimal government time and resources. If there is a gift exchange involved, establish a reasonable value for the individual gifts, if the givers will remain anonymous. If the gifts are not anonymously given, the value of the gifts should not exceed \$10.00.

5. Reynolds Army Health Clinic (RAHC), Dental Command (DENTAC), and Veterinary Clinic.

a. During the holiday season, MEDDAC will operate with the following schedule.

(1) Primary Care Clinics. Primary care clinics will be staffed and operational 0730-1600 on 17-21 December 2018 and 26-28 December 2018. The Primary Care clinics will be open with limited services on 24 December 2018 and 31 December 2018 closed on 25 December, 2018 and 1 January 2019.

(2) The Extended hours clinic will be staffed and operational from 1600-1900 on 17-21 December 2018 and 26-28 December 2018, open with limited services on 24 December 2018 and 31 December 2018 closed on 25 December, 2018 and 1 January 2019. The Extended Hours clinic will be open from 0730-1200 on Saturday 22 December, 2018 and Saturday 29 December, 2018. TRICARE Beneficiaries to include family members and retirees are eligible to be seen at the two TRICARE Network Urgent Care Clinics in the Lawton/Fort Sill area, WellFast Urgent Care 1902 East Gore Blvd and XpressWellness Urgent Care 6744 NW Cache Road.

(3) Active Duty Service members cannot be seen at the local Urgent Care Clinics without a referral from TRICARE, but can receive care at the Reynolds Army Health Clinic AIT Clinic. Referrals can be obtained by calling the TRICAE Nurse Advice Line at 1-800-TRICARE.

(4) Bleak Troop Medical Clinic will be closed from 19 December, 2018 to 2 January, 2019. Any remaining IET Soldiers will be seen at the AIT Clinic located at Reynolds Army Health Clinic. All TRADOC students to include FA AIT, ADA AIT, all BOLC and CCC students will be seen at the AIT Clinic.

(5) Pharmacies:

(a) The Main Pharmacy will be under normal hours of operation with limited services on 24 December 2018 and 31 December 2018 closed on 25 December, 2018 and 1 January 2019.

(b) The Pharmissary will be open for refill prescriptions only from 19 December, 2018 to 2 January, 2019.

b. All dental clinics will be closed both 25 December 2018 and 1 January 2019.

c. The Veterinary Treatment Facility will operate 0800-1600, by appointment throughout the holiday season. The Veterinary Treatment Facility will be closed both 25 December 2018 and 1 January 2019.

6. Religious Support.

a. The Installation Chaplain's Office announces the following schedule of all on-post major faith groups' celebrations for the Christmas – New Year holiday season:

TABLE 6-1. Schedule of Faith Group Celebrations

	Event	Date	Time	Location
Catholic	Advent Mass	Weekdays (Mon-Fri)	1145	Grierson Hill Chapel
	Advent Mass	Sundays	0900	Grierson Hill Chapel

	Vigil Mass of the Solemnity of the Immaculate Conception	07 DEC	1900	Cache Creek Chapel
	Solemnity of Immaculate Conception Mass	08 DEC	1000	Grierson Hill Chapel
	Christmas Eve Mass	24 DEC	1730	Grierson Hill Chapel
	Christmas Day Mass	25 DEC	1000	Grierson Hill Chapel
	Vigil Mass of Solemnity of Holy Mary, Mother of God	31 DEC	1830	Grierson Hill Chapel
	Mass of Solemnity of Holy Mary, Mother of God	01 JAN	1000	Grierson Hill Chapel
Christian (Protestant & Catholic)	First Sunday of Advent	02 DEC	0900	Grierson Hill Chapel
	St. Barbara Day Liturgy	04 DEC	1145	Old Post Chapel
	Handel's Messiah	08 DEC	1930	McMahon Auditorium
	Second Sunday of Advent	09 DEC	0900	Grierson Hill Chapel
	Gospel Service Christmas Program	16 DEC	1500	Frontier Chapel
	Third Sunday of Advent	16 DEC	0900	Grierson Hill Chapel
	Fourth Sunday of Advent	23 DEC	0900	Grierson Hill Chapel
Protestant	Gospel Service Christmas Program	16 DEC	1500	Frontier Chapel
	Christmas Eve Lessons & Carols Service	24 DEC	1900	New Post Chapel
Jewish	Hanukah Menorah Lighting	02 DEC	1730	Cache Creek Chapel

b. Actual services corresponding with above mentioned religious holidays will be published separately through The Fort Sill Tribune and other media as they approach.

c. The On-call Duty Chaplain will be the point of contact for chaplain needs after duty hours (from 1130 during half day schedule), weekends, and holidays. Personnel can reach a Duty Chaplain for emergency situations by calling the Installation Operations Center at 442-3241.

7. Installation Legal Assistance Office.

a. OSJA will close the Legal Assistance Office and the Claims Office on 24 and 25 December and 31 December and 1 January 2019.

b. During the remainder of the holiday period, Legal Assistance and Claims will be open until 1200.

8. Civilian Personnel Instructions.

a. When mission permits during the holiday period, management will allow civilian employees to take annual leave.

b. Do not use temporarily discontinuing an activity or closing an office as the basis for excusing civilian employees without charging leave for any part of their basic workweek.

c. On days when the observance of this holiday period would result in curtailment or elimination of functions, organizations will detail or utilized employees who do not desire leave in the following manner:

(1) To other positions within their activity in which they may be productively used.

(2) To other major activities in which they may be productively used.

(3) In their assigned positions if no other satisfactory arrangements can be made.

9. Installation Safety.

a. Commanders will ensure pre-holiday safety briefing and vehicle safety inspections are conducted IAW Fort Sill Regulation 385-10.

b. Commanders will include the material outlined in Fort Sill Regulation 385-10, paragraphs 14-6 through 14-8 in their Command Information Briefing prior to personnel departing for the holiday.

10. Directorate of Emergency Services.

a. Visitor Control Center (VCC)

(1) During the holiday season, 17 December 2018 to 2 January 2019, the VCC will operate under reduced hours. The holiday hours are from 0500 to 1900 hours Monday through Sunday. Additionally, the VCC will be closed on 25 December 2018 and 1 January 2019.

(2) For visitation procedures please visit <http://sill-www.army.mil/vcc/>.

(3) When the VCC is closed, passes to gain entry to Fort Sill can be obtained at Sheridan Gate.

a. Access Control Points (ACP)

(1) Key Gate East will be closed on 25 December 2018 and 1 January 2019.

(2) Apache Gate will operate reduced hours from 16 December 2018 to 2 January 2019. Operating hours will be 0500-1800 Monday through Friday. The gate will be closed on weekends, holidays, and training holidays.

*Fort Sill Circular 600-18-01, 14 December 2018

(3) All ACPs will return to normal operating hours on 3 January 2019.

Appendix A References

Section I Required Publications

AR 600-8-10
Leaves and Passes

Fort Sill Regulation 420-90
Fort Sill Fire and Emergency Services Fire Prevention Regulation

Fort Sill Regulation 600-85
Alcoholic Beverages

Fort Sill Regulation 385-10
Safety Regulation

Fort Sill Regulation 385-1
Post Range Regulation

USAFCOEFS Memorandum
FY 16 Holiday Observances

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AIT

Advanced Individual Training

ASD

Administrative Services Division

BCT

Basic Combat Training

DA

Department of the Army

DAACD

Drug and Alcohol Abuse Control Division

DENTAC

Dental Activity

DHR

Directorate of Human Resources

DPS

Directorate of Public Safety

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DPW

Directorate of Public Works

GC

Garrison Commander

IET

Initial Entry Training

MEDDAC

Medical Activity

PLO

Plans and Operations

RAHC

Reynolds Army Health Clinic

SJA

Staff Judge Advocate

TRiPS

Travel Risk Planning System

USAFAS

United States Army Field Artillery School

USAADAS

United States Army Air Defense Artillery School

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

Section II

Terms

This section contains no entries.

Section III

Special Abbreviation and Terms

TBD

To be determined

IMSI-PLO



JAMES A. MILLER
Director of Human
Resources

DON A. KING, JR.
Colonel, SF
Commanding

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