



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
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AMIM-RPG-ZA

25 November 2024

MEMORANDUM FOR USAG Rheinland-Pfalz Military, Civilian, and Local National Employees

SUBJECT: Holiday Period Observance and Office Parties Guidance for 2024 (Cmd Memo 2024-002)

1. Purpose. To establish standardized procedures for the holiday period observance, telework, and office parties for the 2024 holiday season.
2. Applicability. This policy applies to all Military, Civilian, and Local National personnel assigned to USAG Rheinland-Pfalz.
3. Policy.

a. Holiday Period Observance:

(1) The HQDA holiday period will be observed from 23 December 2024 through 3 January 2025. In accordance with USAREUR half-day schedule, all battle rhythm events shall be rescheduled in the morning to encourage telework in the afternoon. Therefore, garrison directorates may operate at reduced staffing levels (minimal manning) during this time.

(2) The following dates have been identified as maximum telework days: Friday, 29 November 2024; Tuesday, 24 December 2024; Friday, 27 December 2024; and Thursday, 2 January 2025.

(3) Leaders must ensure continuity of operations throughout this holiday period, but as mission requirements permit, encourage granting leave and arranging duty schedules so that military and civilian personnel can enjoy time off for the holidays. This may include approving passes and leave in accordance with Army Regulation 600-8-10 for military personnel and allowing Army Civilians to take annual leave. Contractors will conform to the terms of their companies contracts.

(4) Telework agreements must be in place for employees, and telework arrangements during the holiday season are at the discretion of the supervisor and based on mission requirements.

b. Office Parties Guidance:

(1) Holiday season office parties are important for organizational esprit-de-corps, team building, and recognition of a special time of year. All garrison holiday parties will occur on the same day to enable all members of the garrison the opportunity to participate.

(2) Front door services will be allowed to close from 1100 until the end of the day. Supervisors will ensure parties maintain organizational focus and are conducted in a manner to ensure all participants are treated with dignity and respect. Notices to customers of office closure will be displayed at least 30 days prior to the closure date.

(3) Supervisors are responsible for the safety and welfare of all participants. Any gathering of 50 or more Americans requires a Vulnerability Assessment by DPTMS if the gathering is off-post. Contact DPTMS for the proper documentation needed.

(4) Parties will be planned and publicized prior to the event to notify the community of changes to customer service hours. This year's date selected for holiday parties is Friday, 13 December 2024, and 20 December 2024 for DFMWR employees. There will be no alternate day for holiday parties.

(5) Requests to conduct an office party will be submitted in a decision paper format and signed by the respective Director/Chief. Requests must include information such as requesting staff element, requested starting time, ending time, location, alcohol availability, and the names of responsible persons.

(6) For in-house parties without alcohol, parties may start any time after 1200 if held within work areas. Responsible supervisors will ensure phones are manned and service is provided to walk-in customers.

(7) In-house parties with alcohol require prior approval of the Garrison Commander and IMCOM-Europe Director. A memorandum requesting approval for alcohol consumption must include plans and procedures to mitigate risk. There will be zero tolerance for drinking and driving.

(8) Parties held off US-controlled areas may conform to the serving norms of the establishment regarding alcohol availability. Staff members who consume alcohol at an authorized party will not return to duty the day of the party.

(9) It is strictly forbidden for staff members to use military vehicles (NTV) as transportation to or from an authorized party.

(10) Requests for exception to any of the provisions contained in this policy will be addressed with full explanation and justification to the Garrison Command Group.

4. The point of contact for this memorandum is the Executive Officer at DSN 541-0130.


JEFFERY C. HIGGINS
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Commanding