



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1554

IMML-ZA

1 March 2019

U.S. ARMY GARRISON WEST POINT POLICY #22

SUBJECT: Organizational Day Activities

1. **REFERENCE:** Army Regulation 600-20, Army Command Policy, dated 18 March 2008.

2. **PURPOSE:** To set forth the U.S. Army Garrison West Point (USAG WP) guidance on Organizational Days (ODs).

3. **APPLICABILITY:** This guidance applies to all military and Government employees assigned to or employed by USAG WP.

4. **POLICY:**

a. OD activities are designed to increase morale, cohesiveness and well-being of the Soldiers and employees within USAG WP.

b. USAG WP activities, commensurate with mission requirements, may request approval to hold up to two OD activities per year during duty hours: One during summer months and one during the holiday season. Participation in ODs is considered duty time and the location of the event for those willing to participate is the place of duty. Events may not exceed four hours of duty time unless fully justified. Consumption of alcohol during these events is not authorized.

c. Soldier and employee participation is strictly voluntary. Individuals who do not wish to participate may request leave or will be provided a place to work. Supervisors may not mandate Civilian employees take leave. Contractors may not participate.

d. ODs may be conducted by the Directorate as a whole or by individual branches based on the preference of the activity and as endorsed by the organization Director.

e. There is no limit to the number of events an activity may hold after duty hours.

f. Request for ODs will be submitted to and approved by the Deputy to the Garrison Commander (DGC).

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5. PROCEDURES: The Director will submit an email requesting their OD not later than four weeks in advance to the DGC for approval. Information regarding the requested OD will include: Date, time, location, activities planned, what operations, if any, will remain open for customer support, plan to publicize the activity closure in advance of occurrence and name/phone number of emergency contact during the event.

6. EXPIRATION: This guidance remains in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'H. Marson V', with a stylized flourish at the end.

HARRY C. MARSON V
COL, SF
Commanding