



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

JAN 16 2009

IN REPLY
REFER TO J-1

MEMORANDUM FOR DLA CORPORATE BOARD
DLA SPECIAL STAFF

SUBJECT: Headquarters, Defense Logistics Agency (DLA) Curtailed Operations

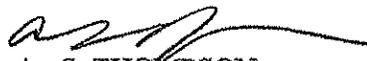
Recognition of the dedicated work of our military and civilian employees promotes cohesion and builds morale. By identifying days of curtailed operations, we will provide training holidays for military personnel and the opportunity for liberal leave for our civilian workforce. These days of curtailed operations will be in conjunction with the following Federal Holidays:

May 22, 2009	Memorial Day
July 6, 2009	Independence Day
November 10, 2009	Veterans Day
November 27, 2009	Thanksgiving Day
December 24, 2009	Christmas Day
December 31, 2009	New Year's Day

On these days of curtailed operations, the Agency will operate at a minimum staffing level (equivalent to holiday/weekend staffing). Within mission constraints, military members and civilian employees will be allowed the opportunity to enjoy an extended holiday.

All offices will be staffed sufficiently to support scheduled missions or to respond to tasks of an immediate nature rather than to conduct routine operations. Ongoing operations in support of worldwide contingency operations may require some modifications to minimum manning levels. Military and civilian personnel working on a legal holiday will be appropriately compensated.

DLA Field Activity commanders are encouraged to implement similar policies.


A. S. THOMPSON
Vice Admiral, SC, USN
Director