



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 1261
March 25, 2015

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. This volume reissues Volume 1261 of this instruction (Reference (b)) to establish DoD policy and provide principles and procedures concerning the observation of holidays by DoD employees, including U.S. citizens and foreign nationals, in foreign areas.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD **except** the DoD Education Activity.

3. POLICY. It is DoD policy that U.S. citizen employees, regardless of their location, will be permitted to observe official U.S. holidays, as described in Executive Order 11582 (Reference (c)).

4. RESPONSIBILITIES

a. Assistant Secretary of Defense for Readiness (ASD(R)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R) monitors compliance with this instruction.

b. Deputy Assistant Secretary of Defense for Civilian Personnel Policy (DASD(CPP)). Under the authority, direction, and control of the ASD(R), the DASD(CPP) supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components.

c. Director, DoD Human Resources Activity (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA will provide support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this volume.

d. DoD Component Heads with Employees Overseas. The DoD Component heads with employees overseas (with the exception of DoD Education Activity) ensure, to the maximum degree possible, that:

- (1) A uniform practice is developed and adopted for the observance of all U.S. holidays.
- (2) Local operating procedures fully implement the DoD policy outlined in this volume.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective April 13, 2015.


Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1400.25, Volume 1261, “DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas,” December 1, 1996 (hereby cancelled)
- (c) Executive Order 11582, “Observance of Holidays by Government Agencies,” February 11, 1971
- (d) Section 6103 of Title 5, United States Code

ENCLOSURE 2

PROCEDURES

1. PRINCIPLES

a. U.S. citizen employees who are required to work on an official U.S. holiday must receive appropriate premium pay.

b. Foreign national employees will be permitted to observe their official holidays as authorized in host country or other applicable agreements. Foreign national employees who are required to work on an authorized holiday must receive appropriate premium pay.

c. Employees may not be relieved of duty without charge to leave or loss of pay on a day that is not their official holiday unless the absence is due to circumstances that prevent work from being performed. In such cases, due to circumstances such as those described in paragraph 3a of this enclosure, employees will be granted administratively excused absence.

d. Due to mission requirements, U.S. citizen employees and foreign national employees may be required to work on a day designated as a holiday with appropriate premium pay.

2. IN-LIEU-OF HOLIDAYS. When U.S. citizen employees are off duty on an official holiday, the observed day will be the same as for employees working in the United States in accordance with section 6103 of Title 5, United States Code (Reference (d)). When foreign national employees are off duty on an official holiday, the observed day will be as prescribed in the governing agreement. In the absence of guidance in a governing agreement, the same procedures will be followed for foreign national employees as are followed for U.S. citizen employees.

3. CIRCUMSTANCES THAT MAY PREVENT WORK FROM BEING PERFORMED

a. Employees may be relieved from duty without charge to leave or loss of pay when:

(1) The place of employment is closed physically by law or legal authority, or essential building services cannot be provided and it is not practical to make other arrangements to accomplish work (such as rescheduling the work for another day or providing alternate worksites).

(2) Public transportation is the principal mode of travel and those services are discontinued to the point where most employees are prevented from reporting to work, and it is not practical to make other arrangements to accomplish work.

(3) Duties of employees in the DoD unit or activity concerned consist largely of dealing directly with persons who are observing the holiday and there are no other duties (consistent with

their normal duties) to which the employees can be assigned on the holiday. Under most circumstances, duties will be available and assigned by management, particularly in the case of holidays that are known well in advance.

(4) The Chief of Mission or the geographic Combatant Commander concerned determines a closure is appropriate when a local holiday or special occasion is of such significance that conduct of business by some or all offices under his or her jurisdiction would be an affront to the host-country government or not in the best interest of the United States. Such a holiday or occasion should extend to all elements in the society; that is, normal business ceases and most, if not all, business and government offices are closed in commemoration of the event. Examples include a national day of mourning or a special celebration of a day of founding or independence; however, closure should not extend to the majority of the recurring holidays.

(5) Management determines that the circumstances are equivalent to those described in paragraphs 3a(1) through (4) of this enclosure.

b. In such circumstances administratively excused absence will be granted.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(R)	Assistant Secretary of Defense for Readiness
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DoDHRA	DoD Human Resources Activity
USD(P&R)	Under Secretary of Defense for Personnel and Readiness