



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND**

MEMORANDUM FOR AMC A-STAFF
AMC SPECIAL STAFF
18 AF/CC
USAF EC/CC

OCT 26 2021

FROM: AMC/CC

SUBJECT: Family Days for CY21 (Updated to include Veteran's Day and Holiday Schedule)

1. In appreciation of the tremendous accomplishments and sacrifices of our personnel, I am declaring the following dates as AMC Family Days and Holiday Half Day work schedule for military members for calendar year 2021:

AMC Family Days:

DATE	IN CONJUNCTION WITH
Monday, 4 Jan	New Year's Day Friday, 1 Jan 2021
Friday, 28 May	Memorial Day (Monday, 31 May)
Friday, 2 Jul	Independence Day (Monday, 5 Jul)
Friday, 3 Sep	Labor Day (Monday, 6 Sep)
Friday, 12 Nov	Veteran's Day (Thursday, 11 Nov)
Friday, 26 Nov	Thanksgiving (Thursday, 25 Nov)
Monday, 27 Dec	Christmas (Friday, 24 Dec)
Monday, 3 Jan 22	New Year's (Friday, 31 Dec)

AMC Holiday Half Day Work Schedule:

Monday, 20 Dec 21 – Monday, 3 Jan 22

2. The dates listed above are designated as regular passes. The applicable guidelines regarding passes and chargeable leave are outlined in AFI 36-3003, *Military Leave Program*. For military members required to perform duty during these holidays, commanders are encouraged to grant compensatory time-off during the first week following the holiday, mission requirements permitting.

3. Under the current rules for DoD civilians, commanders can encourage liberal leave, use of previously earned compensatory time or use already approved time-off awards. Group time off awards, specifically for giving the day off, is prohibited by AFI 36-1004, *The Air Force Civilian Recognition Program*.

4. During your family days and holiday activities, please think safety first. Use your Wingman, apply common sense, always drive safely and continually wear your seat belts. I ask commanders and supervisors to provide required safety briefings to their personnel and ensure they understand risk management procedures.

5. If your staff has any questions, please feel free to contact Mr. Ben Trotter, AMC/DCS, at DSN 779-3312 or Commercial (618) 229-3312.

MICHAEL A. MINIHAN
General, USAF
Commander