

Administration

Annual Holiday and Commemorative Events Greetings From the Secretary of the Army and the Chief of Staff

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum which are consistent with controlling law and regulation.

1. Purpose

This memorandum prescribes Headquarters, Department of the Army (HQDA) responsibilities and procedures for preparing holiday and commemorative events greetings.

2. Holidays and Commemorated Events

The Secretary of the Army and the Chief of Staff, Army send jointly signed letters to Army activities for the following events.

- a. Army Birthday.
- b. Independence Day.
- c. Veterans Day.
- d. Thanksgiving Day.
- e. Christmas/Hanukkah/New Year's Day.

3. Responsibilities

a. The Administrative Assistant and the Director of the Army Staff will--

(1) Jointly manage the program of annual holiday and commemorative events greetings.

(2) Task HQDA agencies to provide information and prepare draft greetings.

b. HQDA agencies will, when tasked, provide information or prepare draft greetings to meet suspenses set by the Administrative Assistant and the Director of the Army Staff.

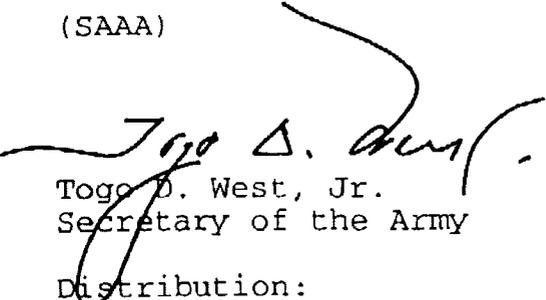
4. Suspense

The Administrative Assistant and the Director of the Army Staff will task HQDA agencies at least 120 days before holidays and commemorated events. Suspenses are set to allow time for the greetings to be--

a. Coordinated with appropriate offices and agencies at least 75 days before the event.

b. Approved and sent as electronic messages to all Army activities at least 30 days before the event.

(SAAA)



Togo D. West, Jr.
Secretary of the Army

Distribution:

Headquarters, Department of the Army agencies