



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

DEC 11 2003

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Holiday Work Schedule (Mr Davidson and Lt Gen Brown Memo, 5 Dec 03)

The President has excused federal employees from duty Friday, 26 Dec 03 except where agency officials decide they must remain open due to "national security or defense or other public reasons." Civilian timecards should be adjusted to reflect holiday leave (LH) for 25-26 Dec.

This guidance is in addition to the 5 Dec 03 memo encouraging minimum manning during the holiday celebrations.

FOR THE CHIEF OF STAFF

Handwritten signature of Richard E. Brown III in cursive script.

RICHARD E. BROWN III
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

Handwritten signature of William A. Davidson in cursive script.

WILLIAM A. DAVIDSON
Administrative Assistant