



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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December 19, 2018  
DCPAS Message 2018082

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Ronna Rowe Garrett

SUBJECT: Executive Order on Providing for the Closing of Executive Departments and Agencies of the Federal Government on December 24, 2018

ACTION: Dissemination to all DoD Human Resources Practitioners

SUSPENSE: N/A

REFERENCES:

- a. Executive Order on Providing for the Closing of Executive Departments and Agencies of the Federal Government on December 24, 2018.  
<https://www.whitehouse.gov/presidential-actions/executive-order-providing-closing-executive-departments-agencies-federal-government-december-24-2018/>
- b. OPM Memo, Excusing Federal Employees on Monday, December 24, 2018.  
<https://chcoc.gov/content/excusing-federal-employees-monday-december-24-2018>

BACKGROUND: On Tuesday, December 18, 2018, President Donald Trump issued an Executive Order closing all executive departments and agencies of the Federal Government on December 24, 2018 (Reference (a)). OPM issued supplemental guidance to Federal agencies (Reference (b)). Below are answers to some frequently asked questions pertaining to the closure.

QUESTIONS AND ANSWERS:

Q1. Are emergency essential employees required to work on December 24?

A1. Heads of Department of Defense Components, Defense Agencies, and DoD Field Activities have the authority to identify employees who must report to work on December 24 for reasons of national security, defense, or other essential public business.

Q2. What timekeeping code should employees enter to account for the Federal government closure on December 24?

A2. Employees should code 'LH'. December 24 will be treated as any other Federal holiday for pay and leave purposes.

Q3. What happens to pre-approved paid leave that was scheduled for December 24?

A3. Any paid leave scheduled for December 24 will be cancelled and the employee will receive excused absence. If an employee has "use or lose" annual leave scheduled for December 24 and is unable to reschedule that leave for use before the end of the leave year (i.e., January 12, 2019), the leave will be forfeited.

Q4. How many hours of basic pay are employees on alternative work schedules entitled to receive for a holiday?

A4. (1) An employee on a compressed work schedule (i.e., 4-10) who does not work because of a holiday will receive his or her rate of basic pay for the number of hours he or she was scheduled to work on the holiday. For example, if a holiday falls on a 10-hour basic workday, the employee's holiday is 10 hours.

(2) An employee on a flexible work schedule (i.e., 5/4/9) who does not work because of a holiday is entitled to 8 hours of pay on a holiday when the employee does not work (See 5 U.S.C. 6124). Since the pay period from December 23, 2018 – January 5, 2019 contains three holidays, employees on a flexible work schedule must make arrangements to work extra hours during other regularly scheduled workdays or take annual leave, credit hours, or other paid time off in order to fulfill the 80-hour biweekly work requirement.

Q5. Does a potential government shutdown affect the treatment of the December 24 closure for DoD employees?

A5. No, the Department of Defense is fully funded for fiscal year 2019.

Q6. Are foreign nationals required to work on December 24?

A6. Time off for a foreign national on an official holiday will be dependent on the governing agreement between the U.S. and the employee's country. In the absence of guidance in the governing agreement, the same procedures will be followed for foreign national employees as are followed for U.S. citizen employees.

Q7. Does this guidance apply to non-appropriated fund (NAF) employees?

A7. Yes.

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