



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

December 3, 2018
DCPAS Message 2018081

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

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

SUBJECT: Guidance for December 5, 2018; National Day of Mourning for
President George H.W. Bush

ACTION: Dissemination to all DoD Human Resources Practitioners

SUSPENSE: N/A

REFERENCES:

- a. Executive Order on Providing for the Closure of Executive Departments and Agencies of the Federal Government on December 5, 2018:
<https://www.whitehouse.gov/presidential-actions/executive-order-providing-closing-executive-departments-agencies-federal-government-december-5-2018>
- b. Office of Personnel Management Memorandum, National Day of Mourning for President George H. W. Bush; Federal Government Closure on Wednesday, December 5, 2018: <https://chcoc.gov/content/national-day-mourning-president-george-h-w-bush-federal-government-closure-wednesday>

BACKGROUND: On Saturday, December 1, 2018, President Donald Trump issued an Executive Order authorizing December 5, 2018, as a National Day of Mourning to pay respect to the 41st President of the United States, George H.W. Bush (Reference (a)). All Executive departments and agencies of the Federal government will close on this day. On December 2, 2018, OPM issued supplemental guidance to Federal agencies (Reference (b)). In addition to the guidance in the OPM memo, below are answers to frequently asked questions pertaining to the closure.

QUESTIONS AND ANSWERS:

Q1. Does this guidance apply to DoD offices outside the Washington, D.C. area?

A1. Yes, all Federal offices are closed and Federal employees are excused from duty for their scheduled workday on Wednesday, December 5, 2018.

Q2. Are emergency essential employees required to work on December 5, 2018?

A2. Heads of Department of Defense Components, Agencies, and Activities have the authority to identify employees who must report to work on December 5, 2018, for reasons of national security, defense, or other essential public business.

Q3. What timekeeping code should employees enter to account for the Federal government closure on December 5, 2018?

A3. Employees should code 'LH'. December 5, 2018, will be treated as any other Federal holiday for pay and leave purposes.

Q4. What happens to pre-approved paid leave that was scheduled for December 5, 2018?

A4. Any paid leave scheduled for December 5, 2018, will be cancelled and the employee will not be charged leave for that day.

Q5. Are foreign nationals required to work on December 5, 2018?

A5. 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.

Q6. Does this guidance apply to non-appropriated fund employees?

A6. Yes.

POINT OF CONTACT: Ms. Melissa Lalonde, Associate Director, Employment and Compensation, 571-372-1557 or melissa.a.lalonde.civ@mail.mil