



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134

IN REPLY REFER TO:
Canc fip: Dec 2022

MCUBUL 1050
CG
06 DEC 2021

MARINE CORPS UNIVERSITY BULLETIN 1050

From: Commanding General, Education Command
To: All Hands

Subj: HOLIDAY ROUTINE FOR CALENDAR YEAR 2022

Ref: (a) MCO 1050.3J
(b) 5 U.S.C. 6103
(c) TECOM Holiday Schedule

Encl: (1) MCU Holiday Schedule

1. Purpose. To promulgate policy for the observance of Federal holidays in accordance to the references. Publication of this bulletin is intended to achieve consistency in the holiday routine designated for service members and civilian employees assigned to the Marine Corps University (MCU), align it with the established schedule for personnel assigned to Headquarters, U.S. Marine Corps (HQMC), and facilitate individual and academic long-range planning.

2. Background

a. The dates of recognized Federal holidays can be found at the Office of Personnel Management (OPM) website. The OPM publishes changes to be observed, as authorized by Presidential Executive Order.

b. The date designated as the official observance of a Federal holiday is authorized for liberty (for military personnel) and holiday leave (for civilian employees). HQMC, to be responsive to the Office of the Secretary of Defense, The Joint Staff, and the Department of the Navy (DON) intends to be operational at all other times. MCU is expected to be similarly operational.

c. The Department of Defense and the DON have historically provided guidance for sustaining operations during extended holiday periods (e.g., Thanksgiving, Christmas, and New Year's) under the concept of "minimal manning," which allows the Services to set a holiday routine policy that ensures personnel availability sufficient to satisfy anticipated mission and operational requirements.

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3. Action. Vice Presidents/Directors shall:

a. Authorize leave and/or liberty for military personnel to celebrate the Federal holidays in accordance with enclosure (1).

b. Authorize leave in addition to holiday leave and/or apply the “59- minute rule” for civilian personnel to celebrate the Federal holidays in accordance with enclosure (1).

c. Conduct appropriate safety briefs and inspections prior to each holiday period.

d. Provide accountability no later than 0900 on the first duty day after the holiday period to the Chief of Staff and G-1 via Marine OnLine (MOL).

e. Ensure service members request “special liberty” when planning to be outside the liberty area limits by submitting a “Special Liberty Out of Bounds” request through MOL or NAVPERS 1336/3.

f. Ensure all service members complete the following training, as directed in order to execute foreign travel:

(1) Review DOD Foreign Clearance Guide for specific countries/areas to visit and their specific travel requirements at <https://www.fcg.pentagon.mil/>.

(2) Complete Antiterrorism Level I Training through MarineNet and record the completion date. The course is completed within 12 months of travel.

(3) Complete Survival, Evasion, Resistance, and Escape (SERE) Course 100.2 through Joint Knowledge Online and record the completion date. SERE training is valid for a period of 36 months.

(4) Aircraft and Personnel Automated Clearance System (APACS). This submission is available through <https://apacs.milcloud.mil/>. The purpose of this requirement is to obtain country clearance. The Marine provides their itinerary, contact information, and training completion dates available when the request is submitted. Personnel must include the date of ATP approval as well as any additional requirements listed in the Foreign Clearance Guide. Requests are not approved immediately; a minimum of 10-30 days lead time is required prior to travel.

(a) Traveler must annotate if they have received, are in possession of, or submitted for a visa. Review the Foreign Clearance Guide, Section I for visa info.

(b) Identify who has Force Protection (FP) responsibility if an incident occurs. Travelers must select "COCOM" for the Force Protection responsibility in the Itinerary Section drop down menu (under Logistical Support).

(c) FPCON B: “(O5/GS14 or higher and filling a command leadership or supervisory position to the traveler) RANK, FULL NAME AND POSITION has reviewed and approved this travel (and the traveler is authorized to travel alone if travelling alone).”

(d) Marines and Sailors complete and route the Foreign Travel Form to the CO for approval. Foreign travel requires a long lead time. All administrative requirements laid out in this order must be completed and approved prior to the submission of leave requests.

g. Ensure members have established a COVID mitigation plan prior to departure. All service members are required to provide a statement to the effect of "I will adhere to all COVID guidelines as established by the Department of Defense or local health authorities. I have not presented symptoms of COVID, and will continue to self-monitor prior and during leave." in MOL or respective request form.

4. Applicability. This bulletin is applicable to all Marines and civilian employees assigned to MCU.



W. M. FIELD

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MCU HOLIDAYS

Holiday	Holiday Date	Liberty Starts	Liberty Ends	Type
New Year's Day	Saturday, 1 Jan 22	1630, 30 Dec 21 (Thurs)	0730, 4 Jan 22 (Tue)	96
Birthday of Martin Luther King, Jr.	Monday, 17 Jan 22	1630, 14 Jan 22 (Fri)	0730, 18 Jan 22 (Tues)	72
Presidents Day	Monday, 21 Feb 22	1630, 17 Feb 22 (Thurs)	0730, 22 Feb 22 (Tues)	96
Memorial Day	Monday, 30 May 22	1630, 27 May 22 (Fri)	0730, 1 Jun 22 (Wed)	96
Juneteenth	Sunday, 19 Jun 22	1630, 17 Jun 22 (Fri)	0730, 21 Jun 22 (Tues)	72
Independence Day	Monday, 4 Jul 22	1630, 1 Jul 22 (Fri)	0730, 6 Jul 22 (Wed)	96
Labor Day	Monday, 5 Sep 22	1630, 2 Sep 22 (Fri)	0730, 7 Sep 22 (Wed)	96
Indigenous Peoples Day Columbus Day	Monday, 10 Oct 22	1630, 7 Oct 22 (Fri)	0730, 12 Oct 22 (Wed)	96
Veterans Day	Friday, 11 Nov 22	1630, 10 Nov 22 (Thurs)	0730, 15 Nov 22 (Tues)	96
Thanksgiving Day	Thursday, 24 Nov 22	1630, 23 Nov 22 (Wed)	0730, 28 Nov 22 (Mon)	96
Christmas Day	Sunday, 25 Dec 22	1630, 22 Dec 22 (Thurs)	0730, 27 Dec 22 (Tues)	96

