



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jan 2016
IN REPLY REFER TO
BUMEDNOTE 1050
BUMED-M09B1
26 October 2015

BUMED NOTICE 1050

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY HEADQUARTERS 2015 HOLIDAY
STAND-DOWN SCHEDULE

Ref: (a) BUMEDINST 1050.3D

1. Purpose. To announce the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) 2015 Holiday Stand-down schedule. Reference (a) contains additional guidance for leave and liberty.
2. Policy
 - a. Chief, BUMED has authorized a holiday leave period beginning on close of business 11 December 2015 until 11 January 2016. Maximum leave will be granted during this period consistent with mission accomplishment.
 - b. Where workload and mission requirements allow, civilian employees will be offered the opportunity to take annual leave, leave without pay, or accrued compensatory time. This policy is based upon civil service laws and regulations. Contractors will follow the policies and procedures of their parent company. Supervisors shall ensure authorization of administrative leave is granted in a fair, equitable, and consistent basis.
 - c. The Defense Health Headquarters (DHHQ) shuttles will run on a less frequent rotation during the holiday stand-down period. In addition, the DHHQ cafeteria will operate at a reduced capacity. A revised shuttle schedule will be posted in the BUMED HQ Plan of the Week when it becomes available.
 - d. All BUMED HQ staff holiday parties will take place 4-11 December 2015 and will be no more than 90 minutes in duration. Early scheduling of conference room space is encouraged to avoid conflicts. Food will be authorized in conference rooms during this period.
3. Action. BUMED Codes shall provide the Chief of Staff a schedule identifying the lead point of contact during the holiday stand-down period. Schedules are due to the Director for Administration (BUMED-M09B1) by 9 December 2015.
4. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.


A. M. DIGGS
Chief of Staff

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