

Department of the Army
Headquarters, U.S. Army Garrison
909 NW Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503-9004
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Fort Sill Circular 600-15-01

Expires: 1 December 2016
Personnel-General
Christmas-New Year Holiday Program

Summary. This circular outlines administrative procedures for the 2015-2016 Christmas-New Year Holiday period.

Applicability. This circular is applicable to all Fort Sill organizations and personnel residing on the installation.

Suggested Improvements. The proponent of this circular is the Directorate of Plans, Training, Mobilization, and Security (DPTMS). Users are invited to send comment and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPTMS, Plans and Operation Division (PLO), 7305 NW McNair Avenue, Suite 308, Fort Sill, Oklahoma 73503-9016.

Distribution. This circular is distributed solely through the DHR, ASD Homepage at <http://sill-www.army.mil/usag/publications.html>

*This publication supersedes Fort Sill Circular 600-12-01, Christmas-New Year Holiday Program, 27 August 2012.

1. Purpose. This circular outlines administrative procedures for the 2015-2016 Christmas-New Year Holiday period for all Fort Sill units, directorates, activities, agencies, and personnel residing on the installation.

2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this circular are explained in the glossary.

4. General.

a. Holiday Period. The official observance of the holiday season will commence on 20 December 2015, and conclude on 4 January 2016.

b. National and Installation Training Holidays. Fort Sill will observe 25 December 2015 and 1 January 2016 as federal holidays, and 28 December 2015 and 4 January

2016 as installation training holidays. Organizations will accomplish required installation security and support details. Commanders and directors will provide minimum staffing consistent with operational requirements and will establish a liberal leave policy for civilian employees when mission permits during training holidays and half-day schedules, and will provide for proper supervision of employees not requesting leave during such periods. **Employing a day-on/day-off methodology is not authorized.**

a. Half-Day Schedule.

(1) For all military personnel, the normal duty hours will be 0600 -1130 during the period 20 December 2015 to 4 January 2016. (BCT/AIT units may start at 0500 for Physical Training). The half-day period in no way precludes commanders from authorizing leave prior to, during, or after this time frame, consistent with readiness requirements (in accordance with AR 600-8-10).

(2) On duty days during the holiday period, major subordinate commands will ensure that duty officers are present or on call beginning at 1130.

(3) On duty days each major directorate/activity will ensure that duty officers are present or on call from 1130 -1630. Major directorate/activity directors will determine the manning requirements of divisions, branches, and lower level offices.

(4) The Fort Sill Operations Center and the Quick Reaction Force will continue 24-hour, 7-day week operations.

(5) Organizations will maintain the following operational requirements during the Christmas-New Year holidays.

(a) Capability to furnish firefighting details (see Fort Sill Regulation 385-1).

(b) Capability to provide support for funeral requests.

(c) Other missions directed by higher headquarters.

d. Holiday Decorations and Displays. The following policy is established for the 2015 - 2016 holiday season.

(1) Residents and personnel may put out holiday outdoor decorations beginning the day after Thanksgiving through 4 January 2016. Lights can be turned on at dusk and must be turned off no later than (NLT) 2300 hours daily for safety and to conserve energy.

(2) Maximum use of nonelectrical displays is encouraged as an energy conservation measure.

(3) Safety will be a primary concern in establishing displays. Noncombustible or flameproof decorative material is mandatory in accordance with (IAW) Fort Sill Regulation 420-90, paragraph 2-19.

(4) Outdoor decorations are encouraged. All decorations, including lights, will be taken down no later than the first week of January. Outdoor religious displays are only permitted in the yards of personal quarters and on chapel grounds. Requests for exception to this policy will be routed through the office of the Staff Judge Advocate to the Garrison Commander for approval. If you use outdoor lights, make sure they have been certified for outdoor use. To hold them in place, string them through plastic holders. Never use nails, hooks, staples or tacks. Lights must be turned off by 1100 each night and remember to turn off all holiday lights when you leave the house; the lights could short and start a fire.

(5) All displays will be appropriate to the season and in good taste.

(6) DPW will not provide Christmas trees. Do not cut trees on the military reservation for use in decorations.

(7) In order to preclude damage to roofs, do not mount or anchor Christmas decorations and displays to roofs or roof protuberances (such as chimneys, sewer, or heater vent pipes).

(8) Electrical displays must either bear the label of approved testing laboratory or be assembled by a competent electrician. Displays outdoors must bear the "all weather components" approval. Lights and lighting sets for use with trees must have the label of Underwriters Laboratories, Inc. (UL) and be in good condition. Do not attempt to use indoor electrical materials for an outdoor display. Wind and moisture may short the wiring, resulting in either a blown fuse or fire. DPS will inspect displays upon request (telephone 442-5911, Fire Prevention and Protection Division).

(9) Do not position lighting in close proximity to combustible materials.

(10) Do not display electrical lights on aluminum trees.

(11) The house circuit on which electrical displays operate should have a fuse or circuit breaker not larger than 20 amps. If the fuse blows or the circuit breaker switch trips while the lights are on, occupants should remove all appliances possible from the same circuit or use a different circuit for decorative lighting.

(12) Always turn the tree lights off before retiring or whenever the family is out. Never leave children alone in the house while the holiday decorations are on. Keep the area around the Christmas tree free of gift-wrap paper. Keep electric toys away from the tree. Never operate toy steam engines or other fuel-activated toys near the tree. Do not dispose of gift-wrap paper in fireplaces. If the tree or decoration should catch fire, first remove everyone from the building, and then call the Fire Department at 911.

(13) If you plan to buy a fresh tree please note that, for safety reasons, they are not allowed to remain in homes longer than ten (10) calendar days. When buying natural trees, you are encouraged to check for freshness as a fresh tree is less of a fire hazard. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. Cut a few inches off the trunk to expose fresh wood and set the tree in water. Place it in a stable container that will hold at least one, and preferable two, gallons of water. Keep the trunk base covered with water and check the water level each day. Keep the tree away from heat sources such as hot air ducts and television sets. Remember, heat will dry your tree out.

e. Holiday Parties, Gift Exchange, and Greeting Cards.

(1) The use of government property or appropriated or non-appropriated funds to extend Christmas and other public holiday greetings of a personal or organization nature is prohibited. The solicitation and giving of gifts to superiors should not be considered except upon consultation with the Installation Ethics Counselor, 442-1099.

(2) Personnel may schedule office parties for staff elements or commands on any single afternoon beginning 1 December 2015 at the discretion of the activity director or unit commander. Such events must end by 1700 hours.

(3) Comply with the provisions of USAFCOEFS Regulation 600-85 when alcohol is consumed at office parties. The current drinking age for military and civilian personnel on this installation is 21. Commanders may request exception to the drinking age policy (for military personnel only) by submitting a memorandum through their chain of command, through the Drug and Alcohol Abuse Control Division, through the USAFCOEFS Chief of Staff (CofS), for the Commanding General, NLT 10 working days before the social event.

(4) Each of us should be sensitive to the fact that not all of us celebrate the same holidays. What we call the celebration, how we refer to the season, and our greetings to one another should take this fact into account. Celebrations and the planning and preparation thereof should use minimal government time and resources. If there is a gift exchange involved, establish a reasonable value for the individual gifts, if the givers will remain anonymous. If the gifts are not anonymously given, the value of the gifts should not exceed \$10.00.

5. Reynolds Army Community Hospital (RACH), Dental Command (DENTAC), and Veterinary Clinic.

a. During the holiday season, MEDDAC will operate with the following schedule.

(1) Outpatient Clinics. Outpatient primary care clinics will be staffed and operational 0745-1630 on 21-23 December 2015 and 28-30 December 2015. The outpatient clinics will be closed 24-25 December 2015 and 31 December 2015 - 1 January 2016.

(2) Active Duty sick call will be conducted at the normal locations and times on 21-23 December 2015 and 28-30 December 2015. On 24-25 December 2015 and 31 December 2015 -1 January 2016 Service Members needing emergent or urgent care should report to the Urgent Care Center.

(3) Inpatient Areas. Inpatient areas will be open and staffed consistent with the requirement to maintain appropriate levels of care.

(4) Pharmacies

(a) The Outpatient Pharmacy will be open 0815-1645, 20-23 December 2015 and 28-30 December 2015. The Outpatient Pharmacy will be closed 24-25 December 2015 and 31 December 2015 - 1 January 2016.

(b) The Pharmissary will be opened 0900 - 1645 from 20-23 December 2015 and 28-30 December 2015. The Pharmissary will be closed 24-25 December 2015 and 31 December 2015 -1 January 2016.

b. During the holiday season, DENTAC will operate with the following schedule.

(1) All dental clinics will be closed 25 December 2015, Christmas Day Observance and 1 January 2016, New Years Day Observance.

(2) All dental clinics will follow normal duty hours during the holiday period with the exception of 25 December and 1 January closing.

(a) Normal duty hours for Cowan Dental Clinic are as follows: 0730-0930 for sick call, and 0730-1630 for appointments.

(b) Normal duty hours for Allen Dental Clinic are as follows: 0630-0830 for sick call, and 0730-1530 for appointments.

(c) Normal duty hours for Dental Clinic #2 (RACH) are as follows: 0730-0930 for sick call and 0730-1630 for appointments.

(d) Normal duty hours for Weeks Clinic are as follows: 0730-0930 for sick call and 0730-1630 for appointments.

(3) A dentist will be on call for emergencies after duty hours and when clinics are closed. Report to RACH Urgent Care Department for emergency dental services.

c. The Veterinary Treatment Facility will operate 0800-1600, by appointment throughout the holiday season. The Veterinary Treatment Facility will be closed both 25 December 2015 and 1 January 2016.

6. Religious Support.

a. The Installation Chaplain's Office announces the following schedule of all on-post major faith groups' celebrations for the Christmas – New Year holiday season:

TABLE 6-1. Schedule of Faith Group Celebrations

	Event	Date	Time	Location
Catholic	All Saints	1 Nov	0830	Frontier Chapel
			1030	Grierson Hill Chapel
	Thanksgiving	26 Nov	1000	Grierson Hill Chapel
	Greening of the Chapel	28 Nov	1000	Grierson Hill Chapel
	Immaculate Conception	8 Dec	1200	RACH
			1800	Grierson Hill Chapel
	Our Lady of Guadalupe	13 Dec	0830	Frontier Chapel
			1030	Grierson Hill Chapel
	Family Mass	24 Dec	1700	Grierson Hill Chapel
	Christmas Concert	24 Dec	2230	Grierson Hill Chapel
	Midnight Mass	24 Dec	2300	Grierson Hill Chapel
	Christmas Day	25 Dec	1000	Grierson Hill Chapel
	Vigil	31 Dec	1900	Grierson Hill Chapel
	Midnight Mass (followed by brunch)	31 Dec	2300	Grierson Hill Chapel
Mary, Mother of God	1 Jan	1000	Grierson Hill Chapel	
Epiphany Celebration during RE-connect	6 Jan		Frontier Chapel	
Christian (Protestant & Catholic)	First Sunday of Advent	2 Dec		
	Second Sunday of Advent	9 Dec		
	Gospel Service Christmas Program & Dinner	13 Dec		
	Third Sunday of Advent	16 Dec		
	Fourth Sunday of Advent	23 Dec		
	Watch Night Service	31 Dec		
	Epiphany / Three Kings Day	6 Jan		
Protestant	Gospel Service Christmas Program & Dinner	13 Dec		
	Candle Light Service	24 Dec	1900	New Post Chapel
	St Barbara Liturgical Candle Light Service	24 Dec	1900	Old Post Chapel
	Watch Night Service	31 Dec		
Jewish	First Night of Chanukah (First Candle to be Lit)	8 Dec		
	Last Night of Hanukkah	16 Dec		

b. Actual services corresponding with above mentioned religious holidays will be published separately through *The Cannoneer* and other channels as they approach.

c. On-call Duty Chaplain will be the point of contact for chaplain needs after duty hours (from 1130 during half day schedule), weekends, and holidays. Personnel can reach a Duty Chaplain for emergency situations by calling the Emergency Operations Center at 442-3241.

7. Installation Legal Assistance Office.

a. OSJA will close the Legal Assistance Office and the Claims Office on 25 and 28 December and 1 January and 4 January 2016.

b. During the remainder of the holiday period, Legal Assistance and Claims will be open until 1200.

8. Defense Military Pay Office.

a. End-of-month December payday for all Soldiers at Fort Sill is 31 December 2015.

b. The DMPO will close on 25 December 2015 and 1 January 2016. The DMPO will be open for customers during normal hours 0830-1600, Monday-Friday during the Christmas-New Year holiday period except on the closure dates above.

c. Partial Pay.

(1) Fort Sill will not authorize Soldiers permanently assigned to Fort Sill a partial payment in connection with the holiday program. Commanders will encourage permanent party Soldiers to make appropriate financial arrangements through savings.

(2) Fort Sill will not authorize enlisted Soldiers arriving at Fort Sill for training prior to 1 November 2015 a partial payment in connection with the holiday program. Commanders will encourage these Soldiers to make appropriate financial arrangements through savings.

(3) Enlisted Soldiers who in-process 1 November 2015 through 1 December 2015 for basic training will receive the cost of a ticket Not to Exceed \$750 through ITR/Adventure Travel. This one time holiday partial payment will be made as an exception to the established trainee pay plan and will be collected from mid-month January 2016 pay.

9. Civilian Personnel Instructions.

a. When mission permits during the holiday period, management will allow civilian employees to take annual leave.

b. Do not use temporarily discontinuing an activity or closing an office as the basis for excusing civilian employees without charging leave for any part of their basic workweek.

c. On days when the observance of this holiday period would result in curtailment or elimination of functions, organizations will detail or utilized employees who do not desire leave in the following manner:

(1) To other positions within their activity in which they may be productively used.

(2) To other major activities in which they may be productively used.

(3) In their assigned positions if no other satisfactory arrangements can be made.

10. Lodging Operations – IHG Army Hotels.

a. Students residing in IHG Army Hotels during the holiday leave period will be provided the following options:

(1) Students may check out of the hotel and settle all previous charges, and get a reservation to check back into the hotel when holiday leave period ends. This option does not guarantee they will be placed in the same room.

(2) Another option is for students to keep their belongings in their room for an addition storage fee of \$15.00. Students wanting to keep their belongings in the guest room during their absences will be required to settle all previous charges to including pre-payment of the service charge prior to going on leave. The holiday period service charge is a non-reimbursable fee.

b. Request each addressee provide a consolidated list of students residing in IHG Army Hotels who will be exercising the Holiday Period Leave Options no later than 16 December 2015 The list needs to include the actual departure date and an estimated return date. Once students have returned from leave, send a completed copy of their DA Form 31, with completed departure/return dates, and approving signature. Submit forms to IHG Army Hotels – Front Desk, Building 5676, Aultman Hall prior to 11 January 2016.

11. Installation Safety.

a. Commander will ensure pre-holiday safety briefing and vehicle safety inspections are conducted IAW Fort Sill Regulation 385-10. All Soldiers must complete the Travel Risk Planning System (TRiPS) prior to leave, pass, or PCS as required by Army Regulation 385-10. TRiPs can be located at <https://safety.army.mil/>.

b. Commanders will include the material outlined in Fort Sill Regulation 385-10, paragraphs 15-6 through 15-8 in their Command Information Briefing prior to personnel departing for the holiday.

12. Directorate of Emergency Services.

a. Visitor Control Center (VCC).

(1) During the holiday season, 18 December 2015 to 4 January 2016, the VCC will operate under reduced hours. The holiday hours are from 0500 to 1700 hours Monday through Sunday. Additionally, the VCC will be closed on 24-25 December 2015 and 31 December 2015 - 1 January 2016.

(2) For visitation procedures please visit <http://sill-www.army.mil/vcc.html>.

(3) When the VCC is closed, passes to gain entry to Fort Sill can be obtained at Sheridan Gate.

b. Access Control Points (ACP)

(1) Key Gate East will be closed from 18 December 2015 to 3 January 2016.

(2) 52nd Street Gate will operate reduced hours from 18 December 2015 to 3 January 2016. Operating hours will be 0500-1300 Monday through Friday. The gate will be closed on weekends, holidays, and training holidays.

(3) Apache Gate will operate reduced hours from 18 December 2015 to 3 January 2016. Operating hours will be 0500-1800 Monday through Friday. The gate will be closed on weekends, holidays, and training holidays.

(4) All ACPs will return to normal operating hours on 4 January 2016.

Appendix A References

Section I Required Publications

AR 600-8-10
Leaves and Passes

Fort Sill Regulation 420-90
Fort Sill Fire and Emergency Services Fire Prevention Regulation

Fort Sill Regulation 600-85
Alcoholic Beverages

Fort Sill Regulation 385-10
Safety Regulation

Fort Sill Regulation 385-1
Post Range Regulation

USAFCOEFS Memorandum
FY 16 Holiday Observances

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AIT

Advanced Individual Training

ASD

Administrative Services Division

BCT

Basic Combat Training

DA

Department of the Army

DAACD

Drug and Alcohol Abuse Control Division

DENTAC

Dental Activity

DHR

Directorate of Human Resources

DPS

Directorate of Public Safety

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DPW

Directorate of Public Works

GC

Garrison Commander

IET

Initial Entry Training

MEDDAC

Medical Activity

PLO

Plans and Operations

RACH

Reynolds Army Community Hospital

SJA

Staff Judge Advocate

TRiPS

Travel Risk Planning System

USAFAS

United States Army Field Artillery School

USAADAS

United States Army Air Defense Artillery School

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

Section II

Terms

This section contains no entries.

Section III

Special Abbreviation and Terms

TBD

To be determined

IMSI-PLO



GLEN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

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