BUMED NOTICE 1050

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

Subj: BUREAU OF MEDICINE AND SURGERY HEADQUARTERS 2014 HOLIDAY STAND-DOWN SCHEDULE

Ref: (a) BUMEDINST 1050.3D

1. **Purpose.** To announce the Bureau of Medicine and Surgery (BUMED) Headquarters 2014 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 12 December 2014 until open of business on 12 January 2015. Maximum leave will be granted during this period consistent with mission accomplishment as determined by each BUMED Code.

      (1) All leave requests must be routed and approved at the Code level.

      (2) All codes are responsible to appropriately staff all offices during the stand-down period.

   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 Plan of the Week when it becomes available.

   d. All BUMED staff holiday parties will take place 5-12 December 2014 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 2014.

   
   [Signature]
   P. B. COE
   Chief of Staff
   Acting

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