



DEPARTMENT OF THE ARMY  
DUNHAM U.S. ARMY HEALTH CLINIC  
450 GIBNER ROAD, SUITE #1  
CARLISLE BARRACKS, PENNSYLVANIA 17013-5086

MCXR-CBK-Z

15 December 2015

MEMORANDUM FOR All Dunham U.S. Army Health Clinic (DUSAHC) Personnel

SUBJECT: Updated FY16 DUSAHC Holiday and Training Holiday Schedule/Guidance

1. This memorandum provides updated FY16 Federal and Training Holiday guidance. I have reviewed the guidance from Carlisle Barracks, Fort George G. Meade Medical Department Activity Command (MEDDAC), and the Regional Health Command-Atlantic.
2. DUSAHC will be closed on the following Federal holidays:
  - a. Monday, 12 Oct 15 – Columbus Day
  - b. Wednesday, 11 Nov 15 – Veterans Day
  - c. Thursday, 26 Nov 15 – Thanksgiving Day
  - d. Friday, 25 Dec 15 – Christmas Day
  - e. Friday, 1 Jan 16 – New Year's Day
  - f. Monday, 18 Jan 16 – Dr. Martin Luther King, Jr. Birthday
  - g. Monday, 15 Feb 16 – Presidents Day
  - h. Monday, 30 May 16 – Memorial Day
  - i. Monday, 4 Jul 16 – Independence Day Observed
  - j. Monday, 5 Sep 16 – Labor Day
3. In addition, DUSAHC will also be closed on the following days for training holidays:
  - a. 27 Nov 15 – The Friday after Thanksgiving
  - b. 24 Dec 15 – The Thursday before Christmas
  - c. 05 Jul 16 – The Tuesday after 4<sup>th</sup> of July
4. There will also be a one hour reduction in clinical templates on the following dates:
  - a. 31 Dec 15 – The Thursday before New Year's Weekend
  - b. 15 Jan 16 – The Friday before MLK Weekend
  - c. 12 Feb 16 – The Friday before President's Day Weekend
  - d. 27 May 16 – The Friday before Memorial Day Weekend
  - e. 02 Sep 16 – The Friday before Labor Day Weekend
5. Supervisors must ensure appropriate staffing levels within their section to maintain services during the timeframes surrounding these Federal holidays/training holidays.
6. Further guidance will be forthcoming authorizing customary holiday scheduling during the Christmas/New Year period.

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7. Outlying clinics should coordinate their closures with the appropriate installation leadership and the Dunham Command group.

8. Announcement of the Federal and training holidays as well as the one hour reductions will be published on the clinic website, community calendar, in the post bulletin, and the clinic newsletter at a minimum. Publication will occur at least 6 weeks in advance. It will also be on the clinic appointment lines and pharmacy refill lines at least 2 weeks in advance.

9. The POC for this memorandum is MAJ Albert Kinkead, DCA, 245-4018.

  
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Fillmore Army Health Clinic

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