



Office of the  
Brigade Commander

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
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USUBDENOTE 1327.6  
January 9, 2012

MEMORANDUM FOR ALL UNIFORMED PERSONNEL ASSIGNED TO UNIFORMED  
SERVICES UNIVERSITY (USU) BRIGADE

SUBJECT: 2012 USU Brigade Federal Holiday Liberty Schedule

1. PURPOSE. This notice is to establish the USU Brigade's 2012 Federal holiday liberty schedule.
2. APPLICABILITY. Applies to all uniformed personnel assigned or attached to the USU Brigade.
3. PROCEDURES
  - (a) All sections supported by military staff are to adhere to the 2012 Federal holiday liberty schedule (Enclosure (1)).
  - (b) Directors, Department Chairs, Deans, and Commandants are authorized to adjust liberty as required to support the overall mission in keeping with the following guidance.
    - (1) For purposes of this notice, a three-day holiday liberty period will be limited to one weekday combined with a weekend (i.e. Friday through Sunday or Saturday through Monday).
    - (2) For purposes of this notice, a four-day holiday liberty period will be limited to two weekdays combined with a weekend (i.e. Thursday through Sunday or Saturday through Tuesday).
  - (c) The following work and liberty schedules will be in effect during the 2012 USU Brigade holiday periods:
    - (1) Three-day holiday liberty periods: New Year's, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, and Columbus Day.
    - (2) Four-day holiday liberty period: Thanksgiving, Christmas

(d) Liberty and/or pass cannot exceed four days off. Additional time off will require the submission of a leave request form. If requiring leave, those on liberty must remain in the local geographic area until leave commences.

(e) Personnel on leave, liberty, or in a duty status must adhere to all safety and risk reduction regulations. Your safe return is a Brigade priority.

4. EFFECTIVE DATE. This Notice is effective immediately.

A handwritten signature in black ink, appearing to read 'TANIS M. BATSEL STEWART', with a long horizontal line extending to the left.

TANIS M. BATSEL STEWART  
CAPT, MC, USN  
Brigade Commander

Enclosure:  
As stated

ENCLOSURE 12012 USU BRIGADE FEDERAL HOLIDAY LIBERTY SCHEDULE

<u>Date</u>	<u>Holiday</u>	<u>Liberty Status</u>
16 January 2012 (14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> )	M. L. K. Jr. Birthday (Monday)	3 – Day
20 February 2012 (18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> )	Washington's Birthday (Monday)	3 – Day
28 May 2012 (26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> )	Memorial Day (Monday)	3 – Day
4 July 2012 (3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> )	Independence Day (Wednesday)	3 – Day
3 September 2012 (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Labor Day (Monday)	3 – Day
8 October 2012 (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Columbus Day (Monday)	3 – Day
12 November 2012 (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> )	Veteran's Day (Monday Observed)	3 – Day
22 November 2012 (22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> )	Thanksgiving Day (Thursday)	4 – Day
25 December 2012 (22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> )	Christmas Day (Tuesday)	4 – Day
1 January 2013 (29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> , 1 <sup>st</sup> )	New Year's Day (Tuesday)	4 – Day