



WARRIOR MEDIC NOTAM – 59MDW-19-01  
Holiday, Family Day, and Down Day Scheduling  
15 February 2019



**PURPOSE:** To implement 59th Medical Wing (MDW) holiday, family and down day scheduling policy.

**COMMANDER'S INTENT:** The 59 MDW Commander's intent is to balance continuous, quality patient care with scheduled holidays, family days, and down days to the greatest extent possible.

**BACKGROUND:** Per Federal law, higher headquarters direction, and local guidance, certain days throughout the year are designated holidays, family days, and/or down days. Leaders at every level will ensure our people take advantage of this much-deserved time off to the greatest extent possible, balancing the down time with our charge as medics to care for our patients, regardless of the time or day.

**IMPLEMENTATION:**

1. Effective upon signature of this NOTAM, Group and Squadron commanders will track whenever holidays, family days, and down days are announced and/or scheduled. Group and Squadron leadership will coordinate coverage both within their respective organizations and across the Wing to ensure our team appropriately staffs ongoing emergency, inpatient, primary care, and appropriate support operations during those periods.
2. To the greatest extent possible, sections will leverage civilian and contract personnel to maintain and support medical operations during identified holidays, family days, and down days. Group and Squadron leadership will, whenever practical, release active duty personnel for the scheduled holiday, family day, and/or down day.

**NOTE:** Those sections operating on an alternate duty schedule (i.e. Panama schedule) will work as scheduled, regardless of the holiday, family day, or down day, unless otherwise directed by the Wing Commander or delegated authority.

3. Group and Squadron leadership will make every effort to provide those members who must work on a holiday, down day, or family day time off commensurate with the original holiday, family day, down day (or combination) worked. Leaders must do so within regular and special pass rules identified in AFI 36-3003, *Military Leave Program*, AFI 36-815, *Absence and Leave*, and other relevant civilian and contract personnel leave/pass guidance, as applicable and within legal authority.

**POC:** Direct questions regarding this NOTAM to the 59 MDW Director of Staff at DSN 554-5999.

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