



# Base Services Directory

## 2025 Holiday Hours



**PARKING:** A weekend/after-hours parking policy will be in effect from December 19, 2025, to January 5, 2026, for general parking spots only. Parking Enforcement will enforce parking complaints, reserved/accessible parking spaces, and no parking areas.

### BASE ADMINISTRATION

The BOR (Stadacona and Shearwater), NRCC, Releases and F&E will be closed from 20 December 2025 to 5 January 2026. In case of an emergency please call 902-476-5528 (Duty HRA), 902-943-2342 (NRCC Duty HRA), or 902-943-0519 (Shearwater Duty HRA).

### BASE PERSONNEL SELECTION OFFICE (BPSO)/ULO/BTL

Open 22 Dec 0800–1600  
Closed 23 Dec 25–4 Jan 26

### BASE DINING FACILITIES

As of 20 Dec 25, Tribute Tower Dining Hall and Warrior Block Dining Hall will be closed for the holiday season and will reopen for regular hours at lunch on 6 Jan 26.

Juno Tower will remain open to live-in members and Duty Watch personnel only for the holiday season from 20 Dec 25 to 5 Jan 26 (ration card payment only).

### Holiday Hours

#### Monday to Friday:

Breakfast 0630–0800 hrs  
Lunch 1130–1300 hrs  
Supper 1630–1800 hrs

#### Weekends and Statutory Holidays:

Breakfast 0700–0900 hrs  
Brunch 1130–1300 hrs  
Supper 1630–1800 hrs

### MESSES

#### Wardroom

Closed 20 Dec 25–6 Jan 26  
**31 Dec:** 1800–0100 (NYE)

#### RA Park

Closed 20 Dec 25–5 Jan 26  
**1 Jan:** 1130–1600 (NY Levee)

#### Chiefs & POs Mess

Closed 20 Dec 2025–4 Jan 2026  
**31 Dec:** 1800–0100 (NYE)

#### Fleet Club, Jr. Ranks

Closed 20 Dec 25–4 Jan 26

#### Shearwater All Ranks Mess

Closed 20 Dec 25–4 Jan 26

### BASE ACCOMMODATIONS

Juno Tower Front Desk and Booking Cell will be open during the Holidays with Commissionaires covering evenings, weekends and stat holidays.

### PSP HALIFAX

#### Shearwater Gym

**22-23 Dec:** 0600–2100  
**24 Dec:** 0900–1300  
**25-26 Dec:** **CLOSED**  
**27-30 Dec:** 0900–1700  
**31 Dec:** 0900–1300  
**1 Jan:** **CLOSED**  
**2-4 Jan:** 0900–1700

### **Shearwater Arena Public Skating**

**21 Dec:** 1530–1700

**22 Dec:** 1000–1200

**23 Dec:** 1300–1500

**24–26 Dec:** **CLOSED**

**27 Dec:** 1400–1530

**28 Dec:** 0930–1100 & 1530–1700

**29–30 Dec:** 1400–1600

**31 Dec – 1 Jan:** **CLOSED**

**2 Jan:** 1000–1200 & 1500–1700

**3 Jan:** 1230–1430

### **Shearwater Arena CAF Open Shinny (CAF mbrs only)**

**22 Dec:** 0800–1000

**29 Dec:** 0900–1100

### **Stadacona Gym**

**22–23 Dec:** 0600–2000

**24 Dec:** 0600–1300

**25–26 Dec:** **CLOSED**

**27–28 Dec:** 0900–1400

**29 Dec:** 0600–2000

**30 Dec:** 0600–2000

**31 Dec:** 0600–1300

**1 Jan:** **CLOSED**

**2 Jan:** 0600–2000

**3–4 Jan:** 0900–1600

### **Fleet Gym**

**22–23 Dec:** 0600–1800

**24 Dec:** 0600–1300

**25 Dec–4 Jan:** **CLOSED**

**5 Jan:** Regular Hours Resume

### **PSP Reconditioning Center (for program participants only)**

**22–23 Dec:** 0730–1530

**24 Dec:** 0730–1300

**25–28 Dec:** **CLOSED**

**29–30 Dec:** 0730–1530

**31 Dec:** 0730–1300

**1 Jan:** **CLOSED**

**2 Jan:** 0730–1530

**3–4 Jan:** **CLOSED**

### **CHAPLAIN SERVICES**

Weekday, daytime support: 902-721-8660.

During silent hours, holiday periods (20 Dec–4 Jan), or on weekends, the Duty Chaplain can be

reached via the MFRC Admin Support Team (AST) at 902-427-7788.

### **BASE COMPTROLLER**

All Base Comptroller service counters will be closed beginning 22 Dec 25. The Parking, Cash Cage & Claims counters will reopen on 6 Jan 26.

In case of **emergencies only** during the closures:

**Claims - Duty phone:** 782-640-0507

**Cash Cage - Duty phone:** 902-223-9820

**Account Services (including parking & credit cards):** Lisa Christie: 902-880-1596

#### **Accounts Payable:**

Duane Murphy: 902-220-7077

**BCompt/Budget:** Katherine Chaput: 902-240

### **BASE INFORMATION SERVICES**

Please submit IT support requests through one of these methods:

**Voice:** Dial 1-833-928-1577. Your call will be answered by a service desk agent.

**Online:** Clients who have access to a DWAN system can log a ticket through the EITSM Gateway <https://eitsm-gstie.forces.mil.ca/web/hfx/> by selecting the link for the Self-Service Portal <http://assyst.forces.mil.ca/assystnet/>.

Personnel who need to recover their password over the holiday period can refer to the below Self-Serve Password Reset links.

- A. [Self-Serve Password Reset \(SSPR\) FAQ](#)
- B. [Self-Serve Password Reset \(SSPR\) User Guide](#)

There will be no audio-visual (A/V) support provided by BIS from 25 Dec 25 – 2 Jan 26 inclusive.

## PORT OPERATIONS & EMERGENCY SERVICES

### CFB HALIFAX/12 WING GATE HOURS

Gates that do not operate 24/7/365 will be closed on Christmas Day, Boxing Day and New Year's Day.

|                              |                 |
|------------------------------|-----------------|
| <b>Stad Main Gate</b>        | 24/7 365        |
| <b>Lorne Terrace Gate</b>    | 0600–1800 M – F |
| <b>Rainbow Gate</b>          | 24/7 365        |
| <b>Centre Gate</b>           | 0600–1700 M – F |
| <b>Admiral's Gate</b>        | 0600–1800 M – F |
| <b>Niobe Gate</b>            | 0600–1700 M – F |
| <b>South Gate (Scotian)</b>  | 0600–1800 M – F |
| <b>Willow Park Main Gate</b> | 24/7 365        |
| <b>12 Wing MHOSC</b>         | 24/7/365        |
| <b>Boundary Road Gate</b>    | 0600–2000 M – F |
| <b>12 Wing Main Gate</b>     | 24/7 365        |
| <b>12 Wing Lower Gate</b>    | 24/7 365        |
| <b>12 Wing North Access</b>  | 24/7/365        |
| <b>CFAD Main</b>             | 24/7 365        |
| <b>NAD Main</b>              | 0600–1800 M – F |

### DOCKYARD IDENTIFICATION SECTION

**23 Dec:** 0700–1130; 1230–1400

**24 Dec:** 0700–1200

**25–26 Dec:** **CLOSED**

**27 Dec:** 0700–1130; 1230–1400

**30 Dec:** 0700–1130; 1230–1400

**1 Jan:** **CLOSED**

### SHEARWATER IDENTIFICATION SECTION

**24 Dec:** 0700–1200

**31 Dec:** 0700–1200

### DOCKYARD SECURITY OFFICE

**23 Dec:** 0630–1530

**24 Dec:** 0630–1200

**25–26 Dec:** **CLOSED**

**27 Dec:** 0630–1530

**30 Dec:** 0630–1530

**31 Dec:** 0630–1200

**1 Jan:** **CLOSED**

### EMERGENCY SERVICES

**Base Fire Department Emergency:**

902-427-3333

**Dockyard Fire Hall Non-Emergency:**

902-427-3500

**Shearwater Fire Hall General:**

902-720-1544

**Shearwater Fire Hall Emergency:**

911 or 902-720-1544

**CFAD Fire Hall Non-Emergency:**

902-427-0646

**CFAD Fire Hall Emergency:**

902-427-3333

Military Police Unit Halifax

General Contact: 902-722-4445

Emergency: 902-722-4444/911

## BASE LOGISTICS

### BASE SHUTTLE AND TAXI

Base Taxi will remain operational throughout the holiday period. Hours of operation 0700–1400 hrs Monday to Friday. Base taxi number: 902-722-4045.

Base Shuttle Service stops 20 Dec 25. Start-up 6 Jan 26.

### ROAD AND VEHICLE SAFETY

Road and Vehicle Safety Section will remain on duty throughout the holiday period.

Road and Vehicle Safety Section duty number: 902-489-3409

### MAINTENANCE SERVICES

While maintenance services will be provided throughout the holiday period, priority will be focused on operational support of Snow and Ice Control (SNIC) equipment and Emergency Services.

Normal Business Hours (0700-1530)

Halifax: 902-722-4012 or 902-722-4613

12 Wing Shearwater: 902-720-1800

After Hours Breakdown (Recovery)

Halifax/Shearwater: 902-499-7442

### CLOTHING STORES/TAILOR SHOP

Dockyard Clothing Stores will be open during normal working hours.

The tailor shop and special size section will be closed from 22 Dec 25 to 4 Jan 26.

For emergency services, please call 902-427-3217 and if there is no answer, the Duty MMT(DST) at: 902-880-5974.

Shearwater Clothing Stores will remain open.

## 1 DENTAL UNIT DETACHMENT HALIFAX

**ALL PATIENTS ARE ASKED TO PLEASE PHONE THE DUTY DENTAL OFFICER/DENTAL TECHNICIAN DURING THE HOLIDAY LEAVE PERIOD.**

**Hours of operation – Stadacona Bldg. S-80**

**16–20 and 23 Dec:** Open

**24–27 Dec:** **CLOSED**

**29 & 30 Dec:** Open (NO PATIENT ACCESS)

**31 Dec and 1 Jan:** **CLOSED**

**5 Jan:** Resume normal working hours

**Hours of operation – Shearwater Bldg. 100**

**24 Dec–5 Jan:** **CLOSED**

**6 Jan:** Resume normal working hours

Stadacona/Shearwater Dental Clinics will provide a 24hr, 7 days a week emergency. If you have a dental emergency after normal working hours, please contact the Duty Dental Team at the numbers below:

Duty Dental Officer: 902-499-4133

Duty Dental Technician: 902-499-6346

## CF HEALTH SERVICES CENTRE (A)

From 22 Dec 25 to 4 Jan 26, Canadian Forces Health Services Centre Atlantic (CF H Svcs C (A)) will be **CLOSED** to patients. Reopening on 5 Jan 26.

Defence Team members requiring urgent medical attention should visit the nearest medical facility for treatment and follow up with CF H Svcs C (A) on 5 Jan 26.

## STADACONA MEDICAL CLINIC HOLIDAY HOURS

**22 Dec 25 – 4 Jan 26:** Closed to patients

**5 Jan 26:** Return to regular hours and sick parade process

## PHARMACY SERVICES

Canadian Armed Forces members currently taking prescription medication should ensure they have a sufficient amount for the entire holiday period. Due to reduced staffing during the Holidays, **please ensure refills are requested and picked up by 19 December 2025.** Please allow a minimum of 48 hours for processing of refills before coming to the clinic.

Stadacona Pharmacy refill line: 902- 721- 8755

To speak to a pharmacist: 902-721-8757

## MARLANT SAFETY AND ENVIRONMENT

MARLANT Safety and Environment is the point of contact for all safety and environmental issues.

Emergency Contact: **902-483-9757**

Alternate emergency contact for hazardous occurrences or safety issues: **902-483-8735**

Alternate emergency contact for HazMat spills and halocarbon releases: **902-499-3189**

Positional mailbox: [MARLSE@forces.gc.ca](mailto:MARLSE@forces.gc.ca) (monitored 0730-1600 Mon – Fri other than statutory holidays).

Safety and Environmental Direction and Guidance: <https://marlse.mil.ca/>

Spills and releases must be reported to [MARLSE@forces.gc.ca](mailto:MARLSE@forces.gc.ca) and **902-483-9757 (or alternate contact)**, and IAW the MARLANT and Fleet Class Safety and Environmental Management Systems (SEMSs).

Hazardous occurrences or safety issues must be reported to [MARLSE@forces.gc.ca](mailto:MARLSE@forces.gc.ca) and **902-483-9757 (or alternate contact)**, and IAW MARLANT SEMS Directive S4 - Hazardous Occurrence Investigation or Fleet Class SEMS

SOP-S01/S1 Hazardous Occurrence  
Investigation and Reporting.

### COUNSELLING SERVICES 1-800 #s

#### Homewood Health:

1-800-663-1142

TTY: 1-888-384-1152

International (call collect): 604-689-1717

Numero sans frais – en français : 1-866-389-9505

Homeweb.ca: log in with DND 743

#### Canadian Forces Member Assistance Program

1-800-268-7708 or 1-800-567-5803 (hearing imp.)

#### Employee Assistance program

English: 1-800-663-1142 or 1-888-384-1152 (hearing imp.)

French: 1-866-398-9505 or 1-866-433-3305 (hearing imp.)

### CAF TRANSITION CENTRE HALIFAX

CAF Transition Centre Halifax is closed to walk-in services from 20 Dec 25 to 5 Jan 26; however, members can receive assistance by appointment for emergencies.

General inquiries: 902-722-1908

OC Maj Ben Isenor: 902-209-9577

### RELEASES

The Release Center is closed for walk-ins from 20 Dec 25 to 5 Jan 26. Any questions can be sent to ++ReleaseCenter@MILPERSCOM CAF Transition Unit NS/NL@Halifax@Halifax or your appropriate Release Administrator.

### NAVAL MUSEUM OF HALIFAX

Open weekdays from 0800–1500 other than statutory holidays (Christmas Day, Boxing Day and New Year's Day).

### HALIFAX & REGION MILITARY FAMILY RESOURCE CENTRE

The offices at our Halifax and Shearwater sites are open Monday to Friday.

- Halifax site regular hours (6393 Homefire Crescent, Windsor Park): 0700–1700 hrs.
- Shearwater site regular hours (30 Provider Road, Shearwater): 0800–1600 hrs (closed between 1130–1230 hrs)
- Our in-person services will be closed for the holidays from December 22 to December 29.
- Our 24/7 Information line is always available at 902-427-7788 for after-hours support and on holidays for urgent matters.
- Our offices will reopen on 29 Dec 25 under holiday hours of 0900 - 1500 hrs, then are closed 1 Jan 26 for New Year's Day. Regular hours resume on Jan 2.

Please note, the Shearwater Pantry will be closed from 18 Dec 25 until 5 Jan 26. Families may call 211 to find a local food bank or plan to use our Halifax site pantry, which will remain open to 19 Dec 25, and reopen on 29 Dec 25 under holiday hours.

#### H&R MFRC Child Care Centres

Shearwater Children's Centre will have special hours over the holiday period.

- **22 & 23 Dec:** 0630 - 1730 hrs
- **24 Dec:** 0700 - 1200 hrs (Subject to change based on attendance)
- **25 & 26 Dec:** **CLOSED**
- **29 & 30 Dec:** 0700 - 1700 hrs (Subject to change based on attendance)
- **31 Dec:** 0700 - 1200 hrs (Subject to change based on attendance)
- **1 Jan:** **CLOSED**
- **2 Jan:** 0700 - 1700 hrs (Subject to change based on attendance)

### SISIP HALIFAX

Open for pre-booked business meetings (virtual and in-person) 22 Dec 2025 – 02 Jan 2026 inclusive. Appointments must be booked in



advance by calling 902-425-6926. Office closing at noon on both 24 Dec and 31 Dec 25.

SISIP Financial Customer Support line:  
1-800-267-6881 | [www.sisip.com](http://www.sisip.com)

### FORMATION IMAGING SERVICES

Duty Photo Technician: 902-497-8271 (for emergencies over holidays and critical work 1<sup>st</sup> week Jan).

### FLEET MAIL OFFICE

**15–24 Dec:** 0700–1200  
**25 & 26 Dec:** **CLOSED**  
**27 & 28 Dec:** 0700–1200  
**29 Dec:** 0700–1200  
**1 Jan:** **CLOSED**  
**2 & 5 Jan:** 0700–1200

Tribute Tower mail room closed for the holidays.

