



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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Canc frp: Feb 15

NAVSUPPACT NAPLES NOTE 1050
N1

10 FEB 2014

NAVSUPPACT NAPLES NOTICE 1050

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OBSERVANCE OF HOLIDAYS FOR U.S. NAVAL SUPPORT ACTIVITY
NAPLES, ITALY IN 2014

Ref: (a) COMNAVREG EURAFSWA NOTE 12610 of 24 Oct 13
(b) CNE-CNA-C6F Memo 5000 Ser N02/055 of 24 Jan 14
(c) NAVSUPPACT NAPLES INST 1050.1Q
(d) MILPERSMAN 1050 (Leave and Liberty)
(e) Conditions of Employment Manual for LN Employees of the U.S. Armed Forces in Italy

1. Purpose. To promulgate dates which will be observed as holidays for U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy 2014 by Military, U.S. Civilian and Local National (LN) employees assigned to NAVSUPPACT Naples and to provide guidance on the military holiday leave stand-down periods as per references (a) through (e).

2. Scope. Per reference (b), the following will be observed as Command Training Holidays (operations permitting). Civilian employees will be on duty during training holidays unless they are on leave or taking compensatory time off. Federal law (5 U.S.C.6103) establishes public holidays for all U.S. employees and are designated below by an underline:

- a. Monday, 20 January 2014 (Martin Luther King, Jr.).
- b. Monday, 17 February 2014 (President's Day).
- c. Friday, 23 May 2014 to Monday, 26 May 2014 (Memorial Day) (4 day weekend).
- d. Friday, 4 July 2014 (Independence Day).
- e. Friday, 29 August 2014 to Monday, 1 September 2014 (Labor Day) (4 day weekend).

10 FEB 2014

- f. Monday, 13 October 2014 (Columbus Day).
- g. Tuesday, 11 November 2014 (Veteran's Day).
- h. Thursday, 27 November 2014 and Friday, 28 November 2014 (Thanksgiving Day) (4 day weekend).
- i. Thursday, 25 December 2014 (Christmas Day) and Friday, 26 December 2014 (4 day weekend).
- j. Thursday, 1 January 2015 and Friday, 2 January 2015 (New Year's Day) (4 day weekend).

3. Italian Holidays. Per reference (e), the following Italian holidays will be observed by LN employees in 2014:

- a. Monday, 21 April 2014 (Easter Monday).
- b. Friday, 25 April 2014 (Liberation Day).
- c. Thursday, 1 May 2014 (Labor Day).
- d. Monday, 2 June 2014 (Republic Day).
- e. Friday, 15 August 2014 (Assumption Day).
- f. Saturday, 1 November 2014 (All Saint's Day).
- g. Sunday, 2 November 2014 (National Unity Day).
- h. Monday, 8 December 2014 (Immaculate Conception Day).
- i. Thursday, 25 December 2014 (Christmas Day).
- j. Friday, 26 December 2014 (St. Stephen's Day).
- k. In addition to the above-listed dates, the Patron Saint's Day of each activity's location will be observed as a holiday by LN employees. The Patron Saint's Day for the Naples area is Friday, 19 September 2014 and for Gaeta it is Monday, 2 June 2014.

4. Holiday Leave Policy. While support of ongoing operations remains our first priority, every effort should be made to maximize NAVSUPPACT Naples staff leave opportunities during this period.

10 FEB 2014

a. Any leave requests outside the approved holiday leave periods should be routed following standard procedures. Additionally, no more than 50 percent of each divisional program will be on leave at the same time.

b. Leave request submitted by Department Heads, Officers and Special Assistants will be subject to approval by the Executive Officer with concurrence of the Commanding Officer.

c. Department Heads shall ensure that all leave requests for military personnel are routed via the NAVSUPPACT, Naples Watchbill Coordinator.

d. Each Department Head shall manage leave plans to ensure an adequate work force is available during the holiday period, to include continuity and turnover of operations. Each shall also maintain an accurate recall bill and a roster of available personnel. Department Heads need to ensure leave is granted such that watchstanding and other duty requirements can be covered by qualified personnel throughout the leave period.

e. **Operational commitment supersedes any requested, approved leave or special liberty granted.** Department Heads are responsible for ensuring adequate coverage in their department at all times.

f. All personnel on leave shall activate out-of-office alerts on their e-mail accounts with a comment stating the beginning/ending period of their leave and an alternate point-of-contact with e-mail and phone number.

g. Prior to executing distance travel plans, travelers who have registered Navy Knowledge Online accounts can access TRIPS, at <https://www.nko.navy.mil>, to obtain a risk assessment.

(1) First Leave Period: 1600, Friday, 12 December 2014 to 0730, Friday, 26 December 2014.

(2) Second Leave Period: 0001, Saturday, 27 December 2014 to 0730, Saturday, 10 January 2015.

10 FEB 2014

For Security Department:

(3) First Leave Period: 1600, Wednesday, 26 November 2014 to 0730, Friday, 12 December 2014.

(4) Second Leave Period: 1600, Friday, 12 December 2014 to 0730, Friday, 26 December 2014.

(5) Third Leave Period: 1600, Friday, 26 December 2014 to 0730, Monday, 12 January 2015.

NOTE: This expanded leave period will provide flexibility for personal travel to and from the United States. For requested leave outside this period, N-codes must ensure there is a face-to-face turnover between those returning from leave and those departing on leave.

5. Any changes to the schedule promulgated in this notice will be reflected in the Plan of the Week and sent via e-mail for Department Head dissemination.



C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/notices.html