



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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Canc frp: Sep 15

NAVSUPPACT NAPLES NOTE 1050
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8 OCT 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 FOR FISCAL YEAR 2015

Ref: (a) COMNAVREG EURAFSWA NOTE 12610 of 1 Oct 14
(b) CNE-CNA-C6F Memo 5000 Ser N02/139 of 7 Sep 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 for Fiscal Year 2015 by U.S. Military, 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 Holiday and Days of No Scheduled Activity (DONSA), operations permitting. Civilian employees will be on duty during DONSA 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. Friday, 10 October 2014 to Monday, 13 October 2014 (Columbus Day) (four day weekend).

b. Monday, 10 November 2014 to Tuesday, 11 November 2014 (Veteran's Day) (four day weekend).

c. Thursday, 27 November 2014 and Friday, 28 November 2014 (Thanksgiving Day) (four day weekend).

d. Thursday, 25 December 2014 (Christmas Day) and Friday, 26 December 2014 (four day weekend).

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e. Thursday, 1 January 2015 (New Year's Day) and Friday, 2 January 2015 (four day weekend).

f. Friday, 16 January 2015 to Monday, 19 January 2015 (Martin Luther King, Jr.) (four day weekend).

g. Friday, 13 February 2015 to Monday, 16 February 2015 (President's Day) (four day weekend).

h. Friday, 3 April 2015 (Spring Break) (three day weekend).

i. Friday, 22 May 2015 to Monday, 25 May 2015 (Memorial Day) (four day weekend).

j. Friday, 12 June 2015 (Summer Break) (three day weekend).

k. Friday, 3 July 2015 and Saturday, 4 July 2015 (Independence Day) to Monday, 6 July 2015 (four day weekend).

l. Friday, 7 August 2015 (Family Day) (three day weekend).

m. Friday, 4 September 2015 to Monday, 7 September 2015 (Labor Day) (four day weekend).

3. Italian Holidays. Per reference (e), the following Italian holidays will be observed by LN employees in 2015:

a. Monday, 8 December 2014 (Immaculate Conception Day).

b. Thursday, 25 December 2014 (Christmas Day).

c. Friday, 26 December 2014 (St. Stephen's Day).

d. Thursday, 1 January 2015 (New Year's Day).

e. Tuesday, 6 January 2015 (Epiphany Day).

f. Monday, 6 April 2015 (Easter Monday).

g. Friday, 1 May 2015 (Labor Day).

h. Tuesday, 2 June 2015 (Republic Day).

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i. 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 Saturday, 19 September 2015 and for Gaeta it is Tuesday, 2 June 2015.

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.

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.

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(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 20

For Security Department:

(3) First Leave Period: 1600, Thursday, 20 November 2014 to 0700, Wednesday, 3 December 2014.

(4) Second Leave Period: 1600, Friday, 12 December 2014 to 0700, Sunday, 28 December 2014.

(5) Third Leave Period: 0700, Sunday, 28 December 2014 to 0700, Sunday, 11 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.



D. W. CARPENTER

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

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