



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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Canc frp: Jan 13

NAVSUPPACT NAPLES NOTE 1050
N1

3 FEB 2012

NAVSUPPACT NAPLES NOTICE 1050

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

Subj: OBSERVANCE OF HOLIDAYS FOR U.S. NAVAL SUPPORT ACTIVITY
(NAVSUPPACT), NAPLES, ITALY IN 2012

Ref: (a) COMNAVREG EURAFSWA NOTE 12610 of 28 Dec 11
(b) CNE-CNA-C6F Memo 5000 N02-A of 19 Oct 11
(c) MILPERSMAN 1050 (Leave and Liberty)
(d) 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 in the year 2012 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 (c).

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. Friday, 17 February 2012 to Monday, 20 February 2012 (President's Day) (4 day weekend).
- b. Friday, 25 May 2012 to Monday, 28 May 2012 (Memorial Day) (4 day weekend).
- c. Wednesday, 4 July 2012 (Independence Day).
- d. Friday, 31 August 2012 to Monday, 3 September 2012 (Labor Day) (4 day weekend).
- e. Monday, 8 October 2012 (Columbus Day).
- f. Monday, 12 November 2012 (Veteran's Day).

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g. Thursday, 22 November 2012 (Thanksgiving Day) and Friday, 23 November 2012 (4 day weekend).

h. Saturday, 22 December 2012 to Tuesday, 25 December 2012 (Christmas Day) (4 day weekend).

i. Saturday, 29 December 2012 to Tuesday, 01 January 2013 (New Year's Eve) (4 day weekend).

3. Italian Holidays. In accordance with reference (d), the following Italian holidays will be observed by LN employees in 2012:

- a. Monday, 9 April 2012 (Easter Monday).
- b. Wednesday, 25 April 2012 (Liberation Day).
- c. Tuesday, 1 May 2012 (Labor Day).
- d. Saturday, 2 June 2012 (Republic Day).
- e. Wednesday, 15 August 2012 (Assumption Day).
- f. Thursday, 1 November 2012 (All Saint's Day).
- g. Sunday, 4 November 2012 (National Unity Day).
- h. Saturday, 8 December 2012 (Immaculate Conception Day).
- i. Tuesday, 25 December 2012 (Christmas Day).
- j. Wednesday, 26 December 2012 (St. Stephen's Day).
- k. Sunday, 1 January 2013 (New Year's Day).
- l. Friday, 6 January 2013 (Epiphany).

m. 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 Wednesday, 19 September.

4. Holiday Leave and Stand-down 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.

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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. Department Heads shall submit leave requests to the Commanding Officer via the Executive 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 (NKO) accounts can access TRIPS, at <https://www.nko.navy.mil>, to obtain a risk assessment.

NOTE: While support of ongoing operations must remain our first priority, every effort should be made to maximize NAVSUPPACT NAPLES staff leave opportunities during this period (Operations permitting).

(1) **First Leave Period: 1600, Thursday, 13 December 2012 to 0730, Friday, 28 December 2012.**

(2) **Second Leave Period: 0001, Sunday, 30 December 2012 to 0730, Friday, 18 January 2013.**

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For Security Department:

(3) First Leave Period: 1600, Wednesday, 21 November 2012 to 0730, Friday, 7 December 2012.

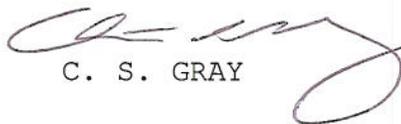
(4) Second Leave Period: 1600, Friday, 4 December 2012 to 0730, Friday, 28 December 2012.

(5) Third Leave Period: 1600, Friday, 28 December 2012 to 0730, Monday, 14 January 2013.

*NOTE: Holiday Stand-down will be in effect from 1600, Monday, 17 December 2012 through 1600, Sunday, 6 January 2013.

**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

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Lists: I through IV

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