DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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Canc frp: Sep 17

NAVSUPPACT NAPLES NOTE 1050
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30 SEP 2016

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 2017

Ref: (a) COMNAVREG EURAFSWA NOTE 12610 N04C of 22 Sep 2016
(b) COMUSNAVEUR/COMUSNAVAF Memo 5000 N02/064 of 19 Aug 16
(c) COMNAVREGEURINST 12610.1 of 17 Feb 2003
(d) Conditions of Employment Manual for Local National 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 2017 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 (d). NAVSUPPACT Naples personnel assigned to Joint Forces Command (JFC) will follow the JFC holiday leave periods.

2. Scope. Per reference (b), the following will be observed as Holidays 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:

a. 2016

(1) 7 October, Friday - DONSA (preceding Columbus Day - four day weekend)

(2) 10 October, Monday - Columbus Day

(3) 11 November, Friday - Veteran's Day

(4) 14 November, Monday - DONSA (following Veteran's Day - four day weekend)

(5) 24 November, Thursday - Thanksgiving Day

(6) 25 November, Friday - DONSA (following Thanksgiving Day - four day weekend)

(7) 23 December, Friday - DONSA (preceding Christmas Day - four day weekend)

(8) 26 December, Monday - Observed Christmas Day

(9) 30 December, Friday - DONSA (preceding New Year's Day- four day weekend)

b. 2017

(1) 2 January, Monday - Observed New Year's Day

(2) 13 January, Friday - DONSA (preceding Martin Luther King, Jr.'s Birthday - four day weekend)

(3) 16 January, Monday - Martin Luther King, Jr.'s Birthday

(4) 17 February, Friday - DONSA (preceding President's Day - four day weekend)

(5) 20 February, Monday - President's Day

(6) 31 March, Friday - DONSA (Defense Education Activity (DoDEA) first day of Spring Break)

(7) 14 April, Friday - DONSA (Good Friday - three day weekend. 16 April, Sunday Easter Day observed)

(8) 26 May, Friday - DONSA (preceding Memorial Day - four day weekend)

(9) 29 May, Monday - Memorial Day

(10) 16 June, Friday - DONSA (preceding DoDEA Summer Break - three day weekend)

(11) 3 July, Monday - DONSA (preceding Independence Day - four day weekend)

(12) 4 July, Tuesday - Independence Day

(13) 11 August, Friday - DONSA (designated family day - three day weekend)

(14) 1 September, Friday - DONSA (preceding Labor Day - four day weekend)

(15) 4 September, Monday - Labor Day

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

a. 2016

(1) 1 November, Tuesday - All Saint's Day

(2) 6 November, Sunday - National Unity Day

(3) 8 December, Thursday - Immaculate Conception Day

(4) 25 December, Sunday - Christmas Day

(5) 26 December, Monday - St. Stephen's Day

b. 2017

(1) 1 January, Sunday - New Year's Day

(2) 6 January, Friday - Epiphany Day

(3) 17 April, Monday - Easter Monday

(4) 25 April, Tuesday - Liberation Day

(5) 1 May, Monday - Labor Day

(6) 2 June, Friday - Republic Day

(7) 5 June, Monday - Patron Saint's Day (Gaeta only)

(8) 15 August, Tuesday - Assumption Day

(9) 19 September, Tuesday - Patron Saint's Day (Naples only)

4. In addition to the holidays listed in paragraph b and 3c, LN employees will be granted two rest days in substitution of two abolished Italian holidays per article 20 of reference (d). Per reference (a), Firefighters working during rest days will be granted two future rest days determined by their Department Head.

5. 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.

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 shall ensure leave is granted such that standing watch and other duty requirements are 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, Monday, 12 December 2016 to 0700, Tuesday, 27 December 2016.

(2) Second Leave Period: 1600, Thursday, 27 December 2016 to 0700, Wednesday, 11 January 2017.

For Security Department:

(3) First Leave Period: 1630, Friday, 18 November 2016 to 0730, Friday, 2 December 2016.

(4) Second Leave Period: 1630, Monday, 12 December 2016 to 0730, Wednesday, 28 December 2016.

(5) Third Leave Period: 1630, Saturday, 29 December 2016 to 0730, Thursday, 12 January 2016.

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

6. 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 5216.4BB
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