

DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING 250 LEXINGTON BLVD SUITE 102 CORPUS CHRISTI TX 78419-5041

Canc: Sep 17

CNATRASTAFFNOTE 1050

N1

26 Sep 16

CNATRA STAFF NOTICE 1050

Subj: CHIEF OF NAVAL AIR TRAINING FY-17 HOLIDAY WEEKEND

SCHEDULE

Ref: (a) COMNAVAIRPACNOTE 1050 of 13 Sep 16

(b) MILPERSMAN 1050 (Leave and Liberty)

1. <u>Purpose</u>. To announce the Chief of Naval Air Training (CNATRA) observance of Federal holidays as well as 4-day weekend schedule for Fiscal Year 2017 per references (a) and (b).

2. Policy

- a. In alignment with reference (a), extended weekend liberty and holiday periods will be observed as detailed below. As always, leave and liberty beyond designated federal holidays will be consistent with mission accomplishment. For civilian employees, supervisors should apply liberal leave policies to these holiday periods. This policy is based upon Federal Law (5 U.S.C 6103) and regulations. Contractors will follow the policies/procedures of their parent company.
- b. All personnel are encouraged to utilize out-of-office alerts on their email, annotating the beginning/ending period of their leave and an alternate point-of-contact.
- c. Prior to executing distance travel plans, travelers who have registered Navy Knowledge Online(NKO) accounts can access TRIPS, at https://www.nko.navy.mil/portal/home/, to obtain a risk assessment.

3. The following 4-day weekend for Fiscal Year 2017 will be observed. The holiday, its actual date, and the observed 4-day weekend are listed below:

Holiday	Date	4-Day Weekend
Columbus Day	10 Oct 16	7-10 Oct 16
Thanksgiving Day	24 Nov 16	24-27 Nov 16
Christmas Day (observed)	26 Dec 16	23-26 Dec 16
New Year's Day (observed)	2 Jan 17	30 Dec 16-2 Jan 17
Martin Luther King Day	16 Jan 17	13-16 Jan 17
President's Day	20 Feb 17	17-20 Feb 17
Memorial Day	29 May 17	26-29 May 17
Independence Day	4 Jul 17	1- 4 Jul 17
Labor Day	4 Sep 17	1- 4 Sep 17

- 4. Veteran's Day will be observed on Friday, 11 November 2016.
- 5. During the period of Monday, 19 December 2016 through Wednesday, 4 January 2017, CNATRA will observe holiday routine. Liberal leave during this period is encouraged for civilian personnel. ACOS' are responsible for the management and approval of leave during this period. The following leave periods are provided as a guide for consideration:

First Period 1600, Monday 19 December - 0730, Monday 26 December 2016

Turnover Day Tuesday, 27 December 2016

Second Period 1600, Wednesday 28 December 2016 0730, Wednesday 4 January 2017

D. M. EDGECOMB Chief of Staff

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