



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 1050.1
N52
15 Oct 04

NETC INSTRUCTION 1050.1

Subj: OFFICIAL HOLIDAY TRAINING POLICY

Ref: (a) U.S. Navy Regulations, Article 1157
(b) SECNAVINST 4950.4A

Encl: (1) Authorized Holiday Calendar

1. Purpose. To provide policy and assign responsibilities for the granting of liberty/leave during holiday periods, for staff and student personnel.

2. Cancellation. CNETINST 1050.2

3. Discussion

a. In order to afford the maximum opportunity for staff and student personnel to be granted liberty/leave during holiday periods, holiday leave periods are designated by Commander, Naval Education and Training Command (NETC) for all training sites within the claimancy per enclosure (1). In addition, it is expected that the annual December and January holiday period will permit overhaul and maintenance of training equipment, which is precluded during the training year due to classes in session.

b. Commanders/commanding officers are encouraged to establish a liberal leave policy during the December and January period consistent with mission accomplishment. Every effort should be made to ensure that our newest Sailors don't miss the opportunity to take leave during the holiday period and that those who do not take leave are appropriately led during the holiday season.

c. Commanders/commanding officers are reminded that more Navy and Marine Corps lives are lost in private motor vehicle accidents during holiday periods than at any other time. Establishing a policy to actively ensure proper leave planning for students and staff will change that trend. The last minutes

15 Oct 04

of class every Friday and the last day before a liberty/leave period begins will be devoted to discussing Operational Risk Management (ORM) and safety, making risk management the last thing Sailors and Marines hear as they go on liberty throughout the holiday periods.

4. Policy

a. Holidays commensurate with the planned yearly throughput shall be considered at the time of preparation of the class convening schedules. The following applies:

(1) When developing planned annual class schedules, holidays will not be scheduled as convening dates or as days of training. For example, a 5-day course where a holiday occurs will be extended to reflect 5 full days of instruction in the class schedule. Graduation will always occur on a normal training day.

(2) During the execution of the class schedule where holidays or any other event that impacts the expeditious movement of Sailors through the training pipeline occurs, the training site may extend the number of daily training hours to compensate. Graduations that coincide with the December/January holiday leave period may be accelerated provided there is no degradation of training.

(3) The Friday following Thanksgiving is a normal training day for scheduling purposes.

(4) State and/or local holidays will not be observed unless extensive associated civic functions would seriously hamper execution of the training mission.

(5) The Navy and Marine Corps "birthdays" are normal training days.

b. Contingent upon satisfactory status of the planned yearly throughput and absence of an unacceptable awaiting instruction backlog, personnel may be granted leave per reference (a) and as follows:

(1) Staff personnel, both military and civilian, may be granted leave within the limitations imposed by security requirements and the maintenance of essential services.

(2) Holiday leave for officer and enlisted students, other than recruits, may be granted by the commanding officer of the training site.

(3) Leave for foreign national students shall be administered per reference (b).

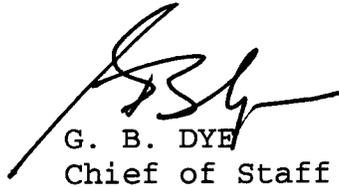
c. The December and January holiday leave period will normally commence at close of business on the Friday immediately preceding the 25th day of December with classes resuming on the Monday following 1 January. For those years that 25 December occurs on Saturday or Sunday, the leave period shall commence at close of business on the second Friday preceding 25 December with classes resuming on the Tuesday following 1 January.

5. Responsibilities

a. Echelon 3 commands are responsible for granting leave/liberty during holiday periods as outlined in this instruction.

b. Commander, Naval Service Training Command (NSTC) will prepare a naval message for NETC to release and provide the Recruit Training Command (RTC) point of contact (POC) for the December and January holiday leave period to all echelon 3 commands by 15 October of that year.

c. Echelon 3 commands anticipating receipt of recent graduates of recruit training during the December/January holiday leave period should contact the POC stated in the annual NETC message as soon as possible and provide sufficient information to allow granting recruits leave en route to the training site.


G. B. DYE
Chief of Staff

Distribution (NETCINST 5218.1):
Lists I through VI

Copy to:
SNDL A3 (CNO)
A5 (BUPERS)
23C (COMNAVRESFOR)

15 Oct 04

AUTHORIZED HOLIDAY CALENDAR

FY05			FY08		
11-Oct-04	COLUMBUS DAY	MONDAY	08-Oct-07	COLUMBUS DAY	MONDAY
11-Nov-04	VETERANS DAY	THURSDAY	12-Nov-07	VETERANS DAY	MONDAY
25-Nov-04	THANKSGIVING	THURSDAY	22-Nov-07	THANKSGIVING	THURSDAY
24-Dec-04	CHRISTMAS	FRIDAY	25-Dec-07	CHRISTMAS	TUESDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 17 DEC 04 TO MONDAY 3 JAN 05			HOLIDAY LEAVE PERIOD COB FRIDAY 21 DEC 07 TO MONDAY 7 JAN 08		
31-Dec-04	NEW YEARS DAY	FRIDAY	01-Jan-08	NEW YEARS DAY	TUESDAY
17-Jan-05	M.L. KING BIRTHDAY	MONDAY	21-Jan-08	M.L. KING BIRTHDAY	MONDAY
21-Feb-05	PRESIDENTS DAY	MONDAY	18-Feb-08	PRESIDENTS DAY	MONDAY
30-May-05	MEMORIAL DAY	MONDAY	26-May-08	MEMORIAL DAY	MONDAY
4-Jul-05	INDEPENDENCE DAY	MONDAY	04-Jul-08	INDEPENDENCE DAY	FRIDAY
5-Sep-05	LABOR DAY	MONDAY	01-Sep-08	LABOR DAY	MONDAY
FY06			FY09		
10-Oct-05	COLUMBUS DAY	MONDAY	13-Oct-08	COLUMBUS DAY	MONDAY
11-Nov-05	VETERANS DAY	FRIDAY	11-Nov-08	VETERANS DAY	TUESDAY
24-Nov-05	THANKSGIVING	THURSDAY	27-Nov-08	THANKSGIVING	THURSDAY
26-Dec-05	CHRISTMAS	MONDAY	25-Dec-08	CHRISTMAS	THURSDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 16 DEC 05 TO TUESDAY 3 JAN 06			HOLIDAY LEAVE PERIOD COB FRIDAY 19 DEC 08 TO MONDAY 5 JAN 09		
2-Jan-06	NEW YEARS DAY	MONDAY	01-Jan-09	NEW YEARS DAY	THURSDAY
16-Jan-06	M.L. KING BIRTHDAY	MONDAY	19-Jan-09	M.L. KING BIRTHDAY	MONDAY
20-Feb-06	PRESIDENTS DAY	MONDAY	16-Feb-09	PRESIDENTS DAY	MONDAY
29-May-06	MEMORIAL DAY	MONDAY	25-May-09	MEMORIAL DAY	MONDAY
4-Jul-06	INDEPENDENCE DAY	TUESDAY	03-Jul-09	INDEPENDENCE DAY	FRIDAY
4-Sep-06	LABOR DAY	MONDAY	07-Sep-09	LABOR DAY	MONDAY
FY07			FY10		
9-Oct-06	COLUMBUS DAY	MONDAY	12-Oct-09	COLUMBUS DAY	MONDAY
10-Nov-06	VETERANS DAY	FRIDAY	11-Nov-09	VETERANS DAY	WEDNESDAY
23-Nov-06	THANKSGIVING	THURSDAY	26-Nov-09	THANKSGIVING	THURSDAY
25-Dec-06	CHRISTMAS	MONDAY	25-Dec-09	CHRISTMAS	FRIDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 22 DEC 06 TO MONDAY 8 JAN 07			HOLIDAY LEAVE PERIOD COB FRIDAY 18 DEC 09 TO MONDAY 4 JAN 10		
1-Jan-07	NEW YEARS DAY	MONDAY	01-Jan-10	NEW YEARS DAY	FRIDAY
15-Jan-07	M.L. KING BIRTHDAY	MONDAY	18-Jan-10	M.L. KING BIRTHDAY	MONDAY
19-Feb-07	PRESIDENTS DAY	MONDAY	15-Feb-10	PRESIDENTS DAY	MONDAY
28-May-07	MEMORIAL DAY	MONDAY	31-May-10	MEMORIAL DAY	MONDAY
4-Jul-07	INDEPENDENCE DAY	WEDNESDAY	05-Jul-10	INDEPENDENCE DAY	MONDAY
3-Sep-07	LABOR DAY	MONDAY	06-Sep-10	LABOR DAY	MONDAY
HOLIDAYS AND HOLIDAY LEAVE PERIODS ARE TO BE USED FOR DEVELOPING CLASS SCHEDULES PER NETCINST 1050.1 AND U.S. NAVY REGS, ARTICLE 1283					