



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

NETCINST 1050.1F
N3
9 Sep 2021

NETC INSTRUCTION 1050.1F

From: Commander, Naval Education and Training Command

Subj: OFFICIAL HOLIDAY TRAINING POLICY

Ref: (a) U.S. Navy Regulations
(b) MILPERSMAN 1050-290
(c) DoD Instruction 1400.25, Vol.630, of 19 March 2015
(d) SECNAVINST 4950.4B

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. NETCINST 1050.1E.

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 for all training sites within the claimancy. Enclosure (1) annotates the dates that are authorized to be observed as approved federal holidays. Leave periods have also been determined per paragraph 4c of this instruction. 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 (CO) 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 students and staff do not 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. In the event that the student and staff population permits, training may be held to increase the

efficient flow of students to follow-on assignments and/or reduce backlogs.

c. Commanders/COs are reminded that more 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 of class every Friday and the last day before a liberty/leave period begins will be devoted to discussing Operational Risk Management 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 will 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) The Friday following Thanksgiving is a normal training day for scheduling purposes.

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

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

(5) During the execution of the class schedule where holidays or any other events that impact the expeditious movement of students through the training pipeline occur, the learning 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.

b. Personnel may be granted leave provided "awaiting instruction" backlogs are at an acceptable level and as follows:

(1) Staff military personnel 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 CO of the learning site per reference (a), Article 1157.

(3) Any liberty granted to any military member, staff or student, will not exceed 4 days including weekends and holidays as specified in reference (b).

(4) Civilian personnel must be on duty or in an appropriate leave status. Any excused absence or "admin leave" for civilian personnel must be brief and comply with applicable regulations to include Enclosure 3, paragraph (5), of reference (c).

(5) Leave for foreign national students will be administered per reference (d).

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

d. Out-of-Cycle Shipping. In order to support holiday leave periods, there are two out-of-cycle shipping periods each year already aligned to this holiday training policy. These periods can be found in the latest Fiscal Year Enlisted Recruiting Goals, Policies, and Training Guidance letter.

5. Responsibilities

a. Echelon 3 commands will ensure those individuals Under Instruction will be placed in an Interruption of Instruction (II) status and that the appropriate Person Event (PEVT) code is documented within Corporate enterprise Training Activity Resource Systems during the December/January holiday leave

9 Sep 2021

period. Students currently in a Not Under Instruction status (e.g., Awaiting Instruction, Hold Legal, Hold Medical, Awaiting Transfer, etc.) will remain in the currently assigned PEVT code and not put in the II PEVT unless their status otherwise changes.

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

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



K. BECK
Chief of Staff

NETCINST 1050.1F
9 Sep 2021

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.

AUTHORIZED HOLIDAY CALENDAR

FY21		
12-Oct-20	COLUMBUS DAY	MONDAY
11-Nov-20	VETERANS DAY	WEDNESDAY
26-Nov-20	THANKSGIVING	THURSDAY
25-Dec-20	CHRISTMAS	FRIDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 18 DEC 20 TO MONDAY 04 JAN 21		
1-Jan-21	NEW YEARS DAY	FRIDAY
18-Jan-21	M.L. KING BIRTHDAY	MONDAY
15-Feb-21	PRESIDENTS DAY	MONDAY
31-May-21	MEMORIAL DAY	MONDAY
18-Jun-21	JUNETEENTH	FRIDAY
5-Jul-21	INDEPENDENCE DAY	MONDAY
6-Sep-21	LABOR DAY	MONDAY
FY22		
11-Oct-21	COLUMBUS DAY	MONDAY
11-Nov-21	VETERANS DAY	THURSDAY
25-Nov-21	THANKSGIVING	THURSDAY
24-Dec-21	CHRISTMAS	FRIDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 17 DEC 21 TO TUESDAY 04 JAN 22		
31-Dec-21	NEW YEARS DAY	FRIDAY
17-Jan-22	M.L. KING BIRTHDAY	MONDAY
21-Feb-22	PRESIDENTS DAY	MONDAY
30-May-22	MEMORIAL DAY	MONDAY
20-Jun-22	JUNETEENTH	MONDAY
4-Jul-22	INDEPENDENCE DAY	MONDAY
5-Sep-22	LABOR DAY	MONDAY
FY23		
10-Oct-22	COLUMBUS DAY	MONDAY
11-Nov-22	VETERANS DAY	FRIDAY
24-Nov-22	THANKSGIVING	THURSDAY
26-Dec-22	CHRISTMAS	MONDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 16 DEC 22 TO TUESDAY 03 JAN 23		
2-Jan-23	NEW YEARS DAY	MONDAY
16-Jan-23	M.L. KING BIRTHDAY	MONDAY
20-Feb-23	PRESIDENTS DAY	MONDAY
29-May-23	MEMORIAL DAY	MONDAY
19-Jun-23	JUNETEENTH	MONDAY
4-Jul-23	INDEPENDENCE DAY	TUESDAY
4-Sep-23	LABOR DAY	MONDAY

FY24		
9-Oct-23	COLUMBUS DAY	MONDAY
10-Nov-23	VETERANS DAY	FRIDAY
23-Nov-23	THANKSGIVING	THURSDAY
25-Dec-23	CHRISTMAS	MONDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 22 DEC 23 TO MONDAY 08 JAN 24		
1-Jan-24	NEW YEARS DAY	MONDAY
15-Jan-24	M.L. KING BIRTHDAY	MONDAY
19-Feb-24	PRESIDENTS DAY	MONDAY
27-May-24	MEMORIAL DAY	MONDAY
19-Jun-24	JUNETEENTH	WEDNESDAY
4-Jul-24	INDEPENDENCE DAY	THURSDAY
2-Sep-24	LABOR DAY	MONDAY
FY25		
14-Oct-24	COLUMBUS DAY	MONDAY
11-Nov-24	VETERANS DAY	MONDAY
28-Nov-24	THANKSGIVING	THURSDAY
25-Dec-24	CHRISTMAS	WEDNESDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 20 DEC 24 TO MONDAY 06 JAN 25		
1-Jan-25	NEW YEARS DAY	WEDNESDAY
20-Jan-25	M.L. KING BIRTHDAY	MONDAY
17-Feb-25	PRESIDENTS DAY	MONDAY
26-May-25	MEMORIAL DAY	MONDAY
19-Jun-25	JUNETEENTH	THURSDAY
4-Jul-25	INDEPENDENCE DAY	FRIDAY
1-Sep-25	LABOR DAY	MONDAY
FY26		
13-Oct-25	COLUMBUS DAY	MONDAY
11-Nov-25	VETERANS DAY	TUESDAY
27-Nov-25	THANKSGIVING	THURSDAY
25-Dec-25	CHRISTMAS	THURSDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 19 DEC 25 TO MONDAY 05 JAN 26		
1-Jan-26	NEW YEARS DAY	THURSDAY
19-Jan-26	M.L. KING BIRTHDAY	MONDAY
16-Feb-26	PRESIDENTS DAY	MONDAY
25-May-26	MEMORIAL DAY	MONDAY
19-Jun-26	JUNETEENTH	FRIDAY
3-Jul-26	INDEPENDENCE DAY	FRIDAY
7-Sep-26	LABOR DAY	MONDAY