



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

NETCINST 1050.1H  
N3  
8 Mar 2024

NETC INSTRUCTION 1050.1H

From: Commander, Naval Education and Training Command

Subj: OFFICIAL HOLIDAY TRAINING POLICY

Ref: (a) Navy Regulations, 1990  
(b) MILPERSMAN 1050-290  
(c) DoD Instruction 1400.25 of 19 March 2015  
(d) SECNAVINST 4950.4B  
(e) NETC ltr 1133 Ser N00/190 of 30 Jun 23

Encl: (1) Authorized Holiday Calendar

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

2. Cancellation. NETCINST 1050.1G.

3. Discussion

a. In order to afford the maximum opportunity for staff and student personnel to be granted liberty and leave during holiday periods, holiday leave periods are designated by Commander, Naval Education and Training Command (NETC) 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 or 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 reduce backlogs.

c. Commanders or 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 and 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 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 (LS) may extend the number of daily training hours to compensate. Graduations that coincide with the December and 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. Essential services would include receiving recruits graduating from Recruit Training Command and providing required student management functions such as gain processing, dormitory assignment, etc.

(2) Holiday leave for officer and enlisted students, other than recruits, may be granted by the CO of the LS 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, volume 630 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 (COB) 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 COB 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 paragraph 2d of reference (e).

## 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 the Corporate enterprise Training Activity Resource System during the December and January holiday leave 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 and 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/%20Forms/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

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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.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

AUTHORIZED HOLIDAY CALENDAR

<b>FY24</b>			<b>FY27</b>		
9-Oct-23	COLUMBUS DAY	MONDAY	12-Oct-26	COLUMBUS DAY	MONDAY
10-Nov-23	VETERANS DAY	FRIDAY	11-Nov-26	VETERANS DAY	WEDNESDAY
23-Nov-23	THANKSGIVING	THURSDAY	26-Nov-26	THANKSGIVING	THURSDAY
25-Dec-23	CHRISTMAS	MONDAY	25-Dec-26	CHRISTMAS	FRIDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 22 DEC 23 TO MONDAY 8 JAN 24			HOLIDAY LEAVE PERIOD COB FRIDAY 18 DEC 26 TO MONDAY 4 JAN 27		
1-Jan-24	NEW YEARS DAY	MONDAY	1-Jan-27	NEW YEARS DAY	FRIDAY
15-Jan-24	M.L. KING BIRTHDAY	MONDAY	18-Jan-27	M.L. KING BIRTHDAY	MONDAY
19-Feb-24	PRESIDENTS DAY	MONDAY	15-Feb-27	PRESIDENTS DAY	MONDAY
27-May-24	MEMORIAL DAY	MONDAY	31-May-27	MEMORIAL DAY	MONDAY
19-Jun-24	JUNETEENTH	WEDNESDAY	18-Jun-27	JUNETEENTH	FRIDAY
4-Jul-24	INDEPENDENCE DAY	THURSDAY	5-Jul-27	INDEPENDENCE DAY	MONDAY
2-Sep-24	LABOR DAY	MONDAY	6-Sep-27	LABOR DAY	MONDAY
<b>FY25</b>			<b>FY28</b>		
14-Oct-24	COLUMBUS DAY	MONDAY	11-Oct-27	COLUMBUS DAY	MONDAY
11-Nov-24	VETERANS DAY	MONDAY	11-Nov-27	VETERANS DAY	THURSDAY
28-Nov-24	THANKSGIVING	THURSDAY	25-Nov-27	THANKSGIVING	THURSDAY
25-Dec-24	CHRISTMAS	WEDNESDAY	24-Dec-27	CHRISTMAS	FRIDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 20 DEC 24 TO MONDAY 6 JAN 25			HOLIDAY LEAVE PERIOD COB FRIDAY 17 DEC 27 TO MONDAY 3 JAN 28		
1-Jan-25	NEW YEARS DAY	WEDNESDAY	31-Dec-27	NEW YEARS DAY	FRIDAY
20-Jan-25	M.L. KING BIRTHDAY	MONDAY	17-Jan-28	M.L. KING BIRTHDAY	MONDAY
17-Feb-25	PRESIDENTS DAY	MONDAY	21-Feb-28	PRESIDENTS DAY	MONDAY
26-May-25	MEMORIAL DAY	MONDAY	29-May-28	MEMORIAL DAY	MONDAY
19-Jun-25	JUNETEENTH	THURSDAY	19-Jun-28	JUNETEENTH	MONDAY
4-Jul-25	INDEPENDENCE DAY	FRIDAY	4-Jul-28	INDEPENDENCE DAY	TUESDAY
1-Sep-25	LABOR DAY	MONDAY	4-Sep-28	LABOR DAY	MONDAY
<b>FY26</b>			<b>FY29</b>		
13-Oct-25	COLUMBUS DAY	MONDAY	9-Oct-28	COLUMBUS DAY	MONDAY
11-Nov-25	VETERANS DAY	TUESDAY	10-Nov-28	VETERANS DAY	FRIDAY
27-Nov-25	THANKSGIVING	THURSDAY	23-Nov-28	THANKSGIVING	THURSDAY
25-Dec-25	CHRISTMAS	THURSDAY	25-Dec-28	CHRISTMAS	MONDAY
HOLIDAY LEAVE PERIOD COB FRIDAY 19 DEC 25 TO MONDAY 5 JAN 26			HOLIDAY LEAVE PERIOD COB FRIDAY 22 DEC 28 TO MONDAY 8 JAN 29		
1-Jan-26	NEW YEARS DAY	THURSDAY	1-Jan-29	NEW YEARS DAY	MONDAY
19-Jan-26	M.L. KING BIRTHDAY	MONDAY	15-Jan-29	M.L. KING BIRTHDAY	MONDAY
16-Feb-26	PRESIDENTS DAY	MONDAY	19-Feb-29	PRESIDENTS DAY	MONDAY
25-May-26	MEMORIAL DAY	MONDAY	28-May-29	MEMORIAL DAY	MONDAY
19-Jun-26	JUNETEENTH	FRIDAY	19-Jun-29	JUNETEENTH	TUESDAY
3-Jul-26	INDEPENDENCE DAY	FRIDAY	4-Jul-29	INDEPENDENCE DAY	WEDNESDAY
7-Sep-26	LABOR DAY	MONDAY	3-Sep-29	LABOR DAY	MONDAY
HOLIDAYS AND HOLIDAY LEAVE PERIODS ARE TO BE USED FOR DEVELOPING CLASS SCHEDULES PER NETCINST 1050.1H AND U.S. NAVY REGS, ARTICLE 1157					