



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

Canc: Jan 2024

NETCSTAFFNOTE 1050
N04
10 Oct 2023

NETC STAFF NOTICE 1050

From: Commander, Naval Education and Training Command

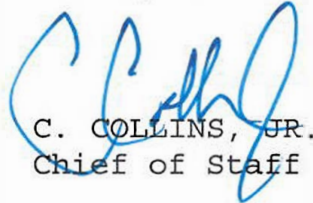
Subj: 2023 and 2024 HOLIDAY LEAVE AND STAND-DOWN PERIOD

1. Purpose. To announce the Naval Education and Training Command (NETC) 2023 and 2024 holiday leave and stand-down period.
2. Holidays. The Christmas and New Year federal holidays will be observed on Monday, 25 December 2023 and Monday, 1 January 2024.
 - a. For military personnel, I have authorized a 1200 early release on Friday, 22 December 2023 and Friday, 29 December 2023.
 - b. Civilian employees may be excused early on Friday, 22 December 2023 and Friday, 29 December 2023, subject to supervisory approval, and in accordance with all applicable rules and regulations.
3. Leave and Stand-down. The holiday leave and stand-down period commences at the start of normal working hours on Monday, 11 December 2023, and concludes at the end of normal working hours on Tuesday, 2 January 2024.
4. N-Code Coverage. Division Directors and Special Assistants will ensure proper manning to meet mission requirements during the holiday leave and stand-down period.
5. Records Management
 - a. Records created as a result of this notice, 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>.

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



C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by email at netc-directives@us.navy.mil.