



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

Canc: Sep 2019

CNATRASTAFFNOTE 1050

NI

4 OCT 2018

CNATRA STAFF NOTICE 1050

Subj: CHIEF OF NAVAL AIR TRAINING FY-19 HOLIDAY WEEKEND  
SCHEDULE

Ref: (a) COMNAVAIRPACNOTE 1050 of 24 Sep 18  
(b) MILPERSMAN 1050 (Leave and Liberty)

1. Purpose. To announce the Chief of Naval Air Training (CNATRA) observance of Federal holidays as well as the 3-day and 4-day weekend schedule for Fiscal Year 2019 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 3-day weekends will be observed:

<u>Holiday</u>	<u>Date</u>	<u>3-Day Weekend</u>
Columbus Day	8 Oct 2018	6-8 Oct 2018
Veteran's Day	12 Nov 2018	10-12 Nov 2018
Martin Luther King Day	21 Jan 2019	19-21 Jan 2019
President's Day	18 Feb 2019	16-18 Feb 2019

4. The following 4-day weekend for Fiscal Year 2019 will be observed. The holiday, its actual date, and the observed 4-day weekend are listed below:

<u>Holiday</u>	<u>Date</u>	<u>4-Day Weekend</u>
Thanksgiving Day	22 Nov 2018	22-25 Nov 2018
Christmas Day	25 Dec 2018	22-25 Dec 2018
New Year's Day	1 Jan 2019	29 Dec 18 - 1 Jan 2019
Memorial Day	27 May 2019	24-27 May 2019
Independence Day	4 Jul 2019	4-7 Jul 2019
Labor Day	2 Sep 2019	30 Aug – 2 Sep 2019

5. From 14 December 2018 through 11 January 2019, CNATRA will observe the holiday period. Liberal leave during this period is encouraged for civilian personnel. ACOS are responsible for the management and approval of leave during this period. A variation of more than 10 percent in each department outside or across two prescribed periods or if more than 50 percent of each department personnel will be on leave at the same time requires approval from the Chief of Staff.

The following leave periods are provided as a guide for consideration:

First Period	1600, 14 December – 0730, 28 December 2018
Turnover Day	Friday, 28 December 2018
Second Period	1600, 28 December 2018 – 0730, 11 January 2019

6. For all holiday and liberal leave/liberty periods described above, ACOS and Special Assistants will ensure that all staff functions and responsibilities can be carried out.



S. B. STARKEY  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint