



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

Canc: Sep 17

CNATRASTAFFNOTE 1050

N1

26 Sep 16

CNATRA STAFF NOTICE 1050

Subj: CHIEF OF NAVAL AIR TRAINING FY-17 HOLIDAY WEEKEND
SCHEDULE

Ref: (a) COMNAVAIRPACNOTE 1050 of 13 Sep 16
(b) MILPERSMAN 1050 (Leave and Liberty)

1. Purpose. To announce the Chief of Naval Air Training (CNATRA) observance of Federal holidays as well as 4-day weekend schedule for Fiscal Year 2017 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.

