



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205

Canc frp: Jan 17

IN REPLY REFER TO:

COMTRAWINGFIVENOTE 1050
8 Nov 16

COMTRAWINGFIVE NOTICE 1050

Subj: REVISED HOLIDAY LEAVE AND LIBERTY PERIODS 2016/2017

1. **Purpose.** To announce Commander, Training Air Wing (TRAWING) FIVE guidelines for the 2016/2017 holiday leave and liberty periods for the Wing Staff, Training Squadrons TWO, THREE, and SIX, and Helicopter Training Squadrons EIGHT, EIGHTEEN, and TWENTY-EIGHT.

2. **Action.**

a. **Thanksgiving Day (Thursday, 24 November 2016).**

(1) TRAWING FIVE will be secured for all regular business on 24 and 25 November 2016.

(2) Military Personnel: Liberty will commence at the end of the established workday on 23 November 2016 and expire on the morning of 28 November 2016.

(3) Civilian Staff Members: In the absence of a Presidential Order declaring 25 November 2016 a holiday, civilian staff members are encouraged to take annual leave. Department Heads/Squadrons should make arrangements for any civilian personnel who prefer to work.

(4) Contractors: Consult with your Program Manager.

b. **Holiday leave.** The Holiday leave period is 1600, Friday, 16 December 2016 through 0730, Tuesday, 3 January 2017.

(1) COs, XOs, and Department Heads have discretion to grant officer and enlisted leave beyond the leave period boundary.

(2) Departments are not required to maintain a specific manning percentage during the holiday period, but sufficient numbers of personnel with appropriate skills shall be onboard to accomplish the command's anticipated business during the holiday period. Duty section manning will not be reduced.

c. **Christmas Day (Sunday, 25 December 2016).**

(1) All Personnel: Christmas is on Sunday, 25 December 2016 and is a Federal Observed Holiday on 26 December 2016. TRAWING FIVE will be secured for business.

(2) Military Personnel: Liberty will commence at the end of the established workday on Thursday, 22 December 2016 and expire on the morning of Tuesday, 27 December 2016.

(3) Civilian Staff Members: Liberty will commence at the end of the established workday on Friday, 23 December 2016 and expire on the morning of Tuesday, 27 December 2016.

d. New Year's Day (Sunday, 1 January 2017).

(1) All Personnel: New Year's Day is on Sunday, 1 January 2017 and is a Federal Observed Holiday on Monday, 2 January 2017. TRAWING FIVE will be secured for business.

(2) Military Personnel: Liberty will commence at the end of the established workday on Thursday, 29 December 2016 and expire on the morning of Tuesday, 3 January 2017.

(3) Civilian Staff Members: Liberty will commence at the end of the established workday on Friday, 30 December 2016 and expire on the morning of Tuesday, 3 January 2017.

3. Wing-wide Safety Standdowns will occur during the morning of Tuesday, 3 January 2017.

4. Personnel who are considering commercial air transportation during this holiday period are urged to make early reservations. Apply Operational Risk Management to all your travel and recreational activities during the Holiday Season. If you drink, then drink/ behave responsibly. Do not drive while impaired due to alcohol or fatigue. Everyone in TRAWING FIVE is a precious national asset and I want to see everyone safely back at work in 2017!



M. T. MURRAY

Distribution:
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