



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

Canc frp: Feb 13

IN REPLY REFER TO
COMTRAWINGFIVENOTE 1050
N1
2 Oct 12

COMTRAWINGFIVE NOTICE 1050

Subj: HOLIDAY LEAVE AND LIBERTY PERIODS 2012/2013

1. Purpose. To announce Commander, Training Air Wing (TRAWING) FIVE guidelines for the 2012/2013 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 (22 November 2012)

(1) TRAWING FIVE will be secured for all regular business on 22 and 23 November 2012.

(2) Military Personnel: Liberty will commence at the end of the established workday on 21 November 2012 and expire on the morning of 26 November 2012.

(3) Civilian Staff Members: In the absence of a Presidential Order declaring 23 November 2012 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, Thursday, 20 December 2012 through 0730, Monday, 7 January 2013.

(1) CSO, 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 (Tuesday, 25 December 2012)

(1) All Personnel: Christmas is on Tuesday, 25 December 2012 and is a Federal Holiday. Normal workday schedule will resume on

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Wednesday, 26 December 2012.

(2) Military Personnel: Liberty will commence at the end of the established workday on 21 December 2012 and expire on the morning of 26 December 2012.

(3) Civilian Staff Members: In the absence of a Presidential Order declaring Monday, 24 December 2012 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.

d. **New Year's Day (Tuesday, 1 January 2013)**

(1) All Personnel: New Year's Day is on Tuesday, 1 January 2013 and is a Federal Holiday and TRAWING FIVE will be secured for business. Normal workday schedules will resume on Wednesday, 2 January 2013.

(2) Military Personnel: Liberty will commence at the end of the established workday on Friday, 28 December 2012 and expire on the morning of Wednesday, 2 January 2013.

(3) Civilian Staff Members: In the absence of a Presidential Order declaring Monday, 31 December 2012 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.

3. During the morning of Monday, 7 January 2013, there will be wing-wide Safety Stand downs.

4. Ten hour flight windows will occur on 21, 26, 27, and 28 December 2012 and 2, 3, and 4 January 2013.

5. During the afternoon of Tuesday, 8 January 2013, flight operations will resume.

6. Personnel who are considering commercial air transportation during this holiday period are urged to make early reservations. Apply ORM 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 2013!


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S (List II, III(a-j))