



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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Canc: Sep 2024

NAVSUPPACTNAPLESNOTE 5000

N1

14 Aug 23

NAVSUPPACT NAPLES NOTICE 5000

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: OBSERVANCE OF HOLIDAYS FOR U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FOR FISCAL YEAR 2024

Ref: (a) COMNAVREGEURAFCENTNOTE 5000 N04 of 31 May 23
(b) CNE/CNA/C6F memo 5000 N02A of 22 Jul 21
(c) 5 U.S.C. §6103
(d) Conditions of Employment Manual for Local National Employees of the U.S. Armed Forces in Italy
(e) NAVSUPPACTNAPLESINST 1050.1S

1. Purpose. To promulgate dates that will be observed as holidays for U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, for fiscal year 2024 by U.S. military, civilian, and local national (LN) employees assigned to NAVSUPPACT Naples per references (a) through (e). NAVSUPPACT Naples personnel assigned to Joint Forces Command (JFC) will follow the JFC-approved holiday periods.

2. Scope. Per reference (b), the following will be observed as holidays and days of no scheduled activity (DONSA), operations permitting. Civilian employees will be on duty during DONSA unless they are on leave or taking compensatory time off. Reference (c) establishes public holidays for all U.S. employees and are designated below:

a. 2023

- (1) 6 October, Friday - DONSA (preceding Columbus Day)
- (2) 9 October, Monday - Columbus Day (four-day weekend)
- (3) 9 November, Thursday – DONSA (preceding Veterans Day)
- (4) 10 November, Friday - Veterans Day (four-day weekend)
- (5) 23 November, Thursday - Thanksgiving Day
- (6) 24 November, Friday - DONSA (four-day weekend)
- (7) 25 December, Monday – Christmas Day

(8) 26 December, Tuesday – DONSA (four-day weekend)

(9) 29 December, Friday - DONSA (New Year's Eve)

b. 2024

(1) 1 January, Monday – New Year's Day (four-day weekend)

(1) 12 January, Friday - DONSA (preceding Martin Luther King Jr.'s Birthday)

(2) 15 January, Monday - Martin Luther King Jr.'s Birthday (four-day weekend)

(3) 16 February, Friday - DONSA (preceding President's Day)

(4) 19 February, Monday - President's Day (four-day weekend)

(5) 29 March, Friday – DONSA

(5) 1 April, Monday – DONSA - Easter Monday (four-day weekend)

(7) 24 May, Friday - DONSA (preceding Memorial Day)

(8) 27 May, Monday - Memorial Day (four-day weekend)

(9) 19 June, Wednesday - Juneteenth

(10) 4 July, Thursday - Independence Day

(11) 5 July, Friday – DONSA (following Independence Day)

(12) August/September, TBD – Carney Park (Family Day – Command Picnic). Authorized alternate work place, those who do not attend will report to their appointed place of duty

(13) 30 August, Friday - DONSA (preceding Labor Day - four-day weekend)

(14) 2 September, Monday - Labor Day (four-day weekend)

3. Italian Holidays. Per reference (d), the following Italian holidays will be observed by LN employees:

a. 2023

(1) 1 November, Wednesday - All Saints' Day

(2) 8 December, Friday - Immaculate Conception Day

- (3) 25 December, Monday - Christmas Day
- (4) 26 December, Tuesday - St. Stephen's Day

b. 2024

- (1) 1 January, Monday - New Year's Day
- (2) 6 January, Saturday - Epiphany Day
- (3) 31 March, Sunday - Easter Day
- (4) 1 April, Monday - Easter Monday
- (5) 25 April, Thursday - Liberation Day
- (6) 1 May, Wednesday - Labor Day
- (7) 2 June, Sunday - Republic Day
- (8) 3 June, Monday - Patron Saint's Day Observed (Gaeta only)
- (9) 15 August, Thursday - Assumption Day
- (10) 19 September, Thursday - Patron Saint's Day (Naples only)

4. In addition to the holidays listed in paragraphs 3a and 3b, LN employees will be granted two rest days in substitution of two abolished Italian holidays per article 20 of reference (d). Per reference (a), firefighters working during rest days will be granted two future rest days determined by their Department Head (DH).

5. Holiday Leave Policy. While support of ongoing operations remains our first priority, every effort should be made to maximize NAVSUPPACT Naples staff leave opportunities during this period. DH's are responsible for managing their own holiday leave periods. Per reference (e), no more than 50 percent of each department will be on leave at the same time.

6. Late Report Days. Military and civilian personnel may report at 1000 on the dates listed below as mission requirements allow and with supervisory approval. Civilian personnel must request and be approved for leave in their respective timekeeping systems. Contractor personnel will comply with their companies' policies and rules.

- a. First Day of School for Military and Civilians who accompany their children to school
- b. Monday, 12 February 2024 – Super Bowl on 12 February

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7. 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>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/notices.html