



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESNOTE 1050  
N00  
21 Aug 24

NAVSUPPACT NAPLES NOTICE 1050

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

Subj: LEAVE AND LIBERTY POLICY

- Ref: (a) COMNAVREGEURAFCENTINST 1050.3, Liberty Policy for the Navy Region Europe, Africa, Central Area of Responsibility  
(b) NAVPERS 15560D, Military Personnel Manual  
(c) DoD Foreign Clearance Guide  
(d) OPNAVINST 4630.25E, Government Air Transportation Eligibility  
(e) HQ USEUCOM Directive 35-2  
(f) DoDI 1327.06 Leave and Liberty Policy and Procedures  
(g) CNREURAFCENT Anti-Terrorism Plan 11-14  
(h) Conditions of Employment Manual for Local National Employees of the U.S. Armed Forces in Italy  
(i) COMNAVREGEURAFCENTNOTE 5000 N04 of 31 May 23  
(j) Joint Travel Regulations

- Encl: (1) NAVSUPPACT Naples Local National (LN) Employee Staffing Guidelines  
(2) Observance of Holidays for U.S. Naval Support Activity, Naples, Italy for Fiscal Year 2025

1. Purpose. To establish command military and LN leave and liberty policy per reference (a).
2. Cancellation: NAVSUPPACTSINST 1050.1S

2. Policy and Procedures

- a. Submission of Leave. All military personnel are required to route leave using the Navy Standard Integrated Personnel Systems (NSIPS) E-Leave. If applicable, ensure the request is routed to the appropriate watchbill coordinator prior to the 15th of each month, before the watchbill is published. Watchstanders who fail to do so will bear the responsibility of locating and arranging for necessary watch relief.

- b. Granting Leave. Leave may be granted for up to 10 percent of the personnel in each department, except during the winter holidays when the limit is increased to 50 percent. Leave periods for the winter holidays are established in enclosure (2).

c. Managing Leave. Department heads should encourage a work life balance which includes affording the opportunity to take leave. Department heads need to encourage planning leave well in advance. It is expected that personnel have the opportunity to execute earned leave without having to lose it at the end of the Fiscal Year. The Admin department will provide a monthly leave report to the Department Heads, Special Assistants and CPO leadership to assist managing those with a high leave balance.

**Note: EUCOM has a very liberal liberty policy which can lead to high leave balances if not managed correctly and ensuring leave is granted IAW REF (b).**

(1) Enlisted Personnel. Leave of 19 days or less will be approved by the service member's Department Head (DH). Leave for 20-29 days will be approved by the Executive Officer (XO). Leave for 30 or more days will be approved by the Commanding Officer (CO).

(2) Officers. Leave requests from DHs, officers, and Special Assistants (SA) are approved by the XO and the CO must be informed.

(3) Local Nationals (LN). The Conditions of Employment (COE) - REF(h) and the Local National (LN) Employee Staffing Guidelines - enclosure (1), recommend that LN employees be afforded two-weeks of leave during the summer vacation period from 1 June to 30 September. Supervisors should manage staffing levels to balance mission requirements, while being mindful of the cultural sensitivities associated with LN employees wanting to take summer leave, which may include the month of August.

(a) Supervisors and managers do not have unilateral authority for denying leave, as the COE designates the CO as the employer for LN employees.

(b) Departments/Supervisors may require LN employees to submit requests for annual leave during the peak holiday periods at least 60 days in advance. Early submission allows time for work schedule planning and de-confliction. Managers should require early submission of leave requests for the following peak holiday periods:

(i) 15 July thru 31 August

(ii) 1 December thru 15 January

c. Extensions. Service members should inform their chain of command immediately if a situation arises in which they will not be able to return from leave at the approved time. DHs will approve extensions for enlisted personnel and the XO will approve extensions for officers, SAs, and DHs. Once an extension is approved, the department is required to use their Command Pay and Personnel Administrator or contact the Administrative Department to update the individual's leave request in NSIPS.

d. Foreign Travel

(1) All leave and liberty foreign travel require compliance with references (a) and (c).

(2) Reference (h) requires the submission of an Individual Anti-Terrorism Plan (IATP) for all foreign travel.

(3) Service members must inform the Command Security Manager of all foreign travel.

3. Types of Leave

a. Emergency Leave. Emergency leave may be granted when circumstances warrant, based on the judgment of the CO, Defense Travel System Approving Officer, and the desires of the member. The XO will approve all emergency leave. Services members should coordinate with N8 to understand all allowances available for emergency travel from OCONUS Duty sections. In all cases only the CO has authority to deny leave. Reference (b), article 1050-130, provides additional guidance.

b. Unfunded Environmental Morale Leave (UEML). References (d) and (j) provide specific guidelines regarding the use of UEML. Eligible personnel may take no more than (2) two UEML trips per year and which may not be accumulated from one year to the next.

c. Overseas Tour Extension Incentive Program (OTEIP) Leave. This type of leave may only be used if the service member has received OTEIP option 'B' from Commander, Navy Personnel Command. Reference (b), article 1306-300 provides additional information on OTEIP.

d. Consecutive Overseas Tour (COT) Travel. Leave associated with approved COT travel will only be taken during a tour of duty if the service member received a Commander, Navy Personnel Command (PERS 40CC) approved COT deferral prior to departing their previous duty station per reference (b), article 1050-410. It is important to note that COT is not a type of leave, rather a travel entitlement.

4. Liberty Policy. Reference (b), articles 1050-280 and 1050-290, provide Navy policy guidance on liberty. Chief Petty Officers and civilian supervisors of service members may grant 24 hours of special liberty, Division Officers may grant 48 hours of special liberty, and DHs and the XO may grant 72 hours of special liberty. Only the CO may grant 96 hours of special liberty. Liberty limits are as follows.

a. Per reference (h), liberty is limited to countries within the European Command (EUCOM) area of responsibility (AOR) that do not have travel warnings or restrictions in place, are not in FPCON levels CHARLIE or DELTA, or have any other conditions that warrant a decision to limit travel to certain location. All foreign travel requirements must be complete as per applicable references.

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b. If a service member intends to travel outside the EUCOM AOR, they must route a leave request and complete all foreign travel requirements as applicable.

5. 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 instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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LOCAL NATIONAL (LN) EMPLOYEE STAFFING GUIDELINES  
(Manager's guide for managing LN leave during peak holiday periods)

Purpose: This guidance is intended to assist NSA Naples programs in the development of staffing standards to facilitate the management of LN leave during the peak leave periods of both summer and winter holidays.

1. Department Heads and Managers are responsible for the proper management of assigned personnel to ensure their programs are appropriately staffed to meet mission requirements of their respective programs. One of the most common challenges faced by DHs, managers, and supervisors is ensuring that programs are adequately staffed during peak holiday periods.
2. Managers and supervisors should familiarize themselves with articles 20, 21 and 22 of the Conditions of Employment (COE). These articles cover Italian Holidays; Annual Leave; and Absence & Leave respectively. Since the COE designates the NSA Naples Commanding Officer as the employer for LN employees, supervisors and managers don't have unilateral authority for denying leave. It's imperative that managers clearly communicate their program mission objectives and plans to LN employees.
3. For programs with large numbers of LN employees, Department Heads and Program Managers will proactively engage with supervisors and employees to ensure that all programs are appropriately staffed, especially during the peak holiday periods highlighted above. Programs with smaller numbers of LN staff may not have much latitude in ensuring coverage with LN employees, but in general the smaller numbers should be easier to manage. With the exception of one-of-one positions, no office or program should go below 50% staffing solely due to leave. In the case of a one-of-one position, leave periods must be clearly communicated to the Department Head, the XO and the N5/IPI. Additionally, a mitigation plan must be provided to execute duties while on leave.
4. Although the summer months (June thru September) represent the time when the majority of our LN employees take annual leave, managers should be mindful that the traditional Italian summer vacation period is in the month of August; either before or after Assumption Day (15 August). There is a common misconception that management is required to grant LN employees leave during the month of August. Management's consideration for granting leave should be the same at any time during the year because there is no differentiation for peak holiday periods in the COE. Managers should also note that, even though there is no specific provision in the COE that affords special consideration for the month of August, the COE does recommend that LN employees be afforded two-weeks of leave during the summer vacation period from 1 June to 30 September. Managers should manage staffing levels to balance mission requirements, while being mindful of the cultural sensitivities associated with LN employees wanting to take summer leave, which may include the month of August.
5. Acknowledging that every program has different mission and staffing requirements, the following guidelines can be used as a general rule-of-thumb to ensure that proper staffing levels are maintained during peak holiday periods:
  - (a) Use these guidelines and the COE to establish departmental procedures geared to the unique mission and staffing requirements of your program. Socialize departmental procedures with your LN staff.

(b) Managers should further encourage LN employees to be proactive with early leave submissions by approving leave requests on a first come - first serve basis.

(c) Managers should also use this guidance to address program specific staffing requirements for peak customer service periods (i.e.; PCS season, etc.). Based on the staffing needed to meet your program specific mission requirements, establish and communicate the percentage of your LN workforce that will be allowed to take leave at the same time. This percentage will vary based on the number of LN employees you have and the skillsets of those individuals.

(d) If possible, de-conflict and resolve scheduling issues at the lowest level of supervision. When necessary, elevate scheduling issues to the next appropriate level of supervision.

(e) To ensure equity, managers should keep historical records to ensure that the same employee(s) aren't consistently being granted leave ahead of their peers during the most desirable holiday leave periods.

(f) Managers should familiarize themselves with all the resources at their disposal to address and resolve labor/staffing issues unique to NSA Naples. All actions taken by management related to LN leave must be in compliance with the COE.

(g) For the rare occasion when an LN leave issue can't be resolved at the department level, remember that the Commanding Officer (as the recognized employer) is the final authority to address/resolve disputes related to LN employees.

6. The Conditions of employment (COE) does not provide specific guidance for every potential scenario related to the management of LN leave during peak holiday periods. This guidance should be used to inform your management decisions...not to make decisions for managers. Therefore, managers should become familiar with the following articles in the COE:

(a) Article 20: Holidays

(b) Article 21: Annual Leave

(c) Article 22: Absence and Leave

7. After reviewing this document, each program should define their minimal staffing requirements for peak holiday periods and route those recommendations to the CO/XO for review and approval.

Additional references and guidance can be obtained from OCHR Naples/Labor Relations, the Region N1 Foreign Labor Program (FLP) Office and in the U.S. Forces in Italy COE dated 1 April 2024.

OBSERVANCE OF HOLIDAYS FOR FISCAL YEAR 2025

1. 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) 2024

- (1) 11 October, Friday - DONSA (preceding Columbus Day)
- (2) 14 October, Monday - Columbus Day (four-day weekend)
- (3) 8 November, Friday – DONSA (preceding Veterans Day)
- (4) 11 November, Monday - Veterans Day (four-day weekend)
- (5) 28 November, Thursday - Thanksgiving Day
- (6) 29 November, Friday - DONSA (four-day weekend)
- (7) 24 December, Tuesday – DONSA (Christmas Eve)
- (7) 25 December, Wednesday – Christmas Day
- (8) 26 December, Thursday – DONSA
- (9) 31 December, Tuesday - DONSA (New Year’s Eve)

(b) 2025

- (1) 1 January, Wednesday – New Year’s Day
- (2) 17 January, Friday - DONSA (preceding Martin Luther King Jr.’s Birthday)
- (3) 20 January, Monday - Martin Luther King Jr.’s Birthday (four-day weekend)
- (4) 10 February, Monday – Super Bowl Late Start (1100)
- (5) 14 February, Friday - DONSA (preceding President’s Day)
- (6) 17 February, Monday - President’s Day (four-day weekend)

- (7) 18 April, Friday – DONSA
- (8) 21 April, Monday – DONSA - Easter Monday (four-day weekend)
- (8) 23 May, Friday - DONSA (preceding Memorial Day)
- (9) 26 May, Monday - Memorial Day (four-day weekend)
- (10) 19 June, Thursday - Juneteenth
- (11) 20 June, Friday - DONSA (following Juneteenth, four-day weekend)
- (11) 4 July, Friday - Independence Day
- (12) 7 July, Monday – DONSA (following Independence Day)

(13) 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

- (14) August, TBD – First Day of School Late Start (1000)
- (15) 29 August, Friday - DONSA (preceding Labor Day - four-day weekend)
- (16) 1 September, Monday - Labor Day (four-day weekend)

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

(a) 2024

- (1) 1 November, Friday - All Saints' Day
- (2) 8 December, Sunday - Immaculate Conception Day
- (3) 25 December, Wednesday - Christmas Day
- (4) 26 December, Thursday - St. Stephen's Day

(b) 2025

- (1) 1 January, Wednesday - New Year's Day



- (2) 6 January, Monday - Epiphany Day
- (3) 20 April, Sunday - Easter Day
- (4) 21 April, Monday - Easter Monday
- (5) 25 April, Friday - Liberation Day
- (6) 1 May, Thursday - Labor Day
- (7) 2 June, Monday - Republic Day
- (8) 3 June, Tuesday - Patron Saint's Day Observed (Gaeta only)
- (9) 15 August, Friday - Assumption Day (Ferragosto)
- (10) 19 September, Friday - Patron Saint's Day (Naples only)

3. In addition to the holidays listed in paragraphs 2(a) and 2(b), LN employees will be granted two rest days in substitution of two abolished Italian holidays per article 20 of reference (h). Per reference (i), firefighters working during rest dates will be granted two future rest days determined by their Department Head (DH).

4. 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 the Winter and Summer Holiday periods. **No more than 50 percent of each department** will be on leave at the same time. If Sailors wish to take leave that deviates from the three (3) Winter Holiday periods below, approval must be obtained by the Executive Officer (XO) via their Department Head (DH).

- a. First Winter Holiday Leave Period: 25 November – 8 December 2024
- b. Second Winter Holiday Leave Period: 14 – 27 December 2024
- c. Third Winter Holiday Leave Period: 28 December 2024 – 14 January 2025
- d. Summer Holiday Leave: No defined periods, however Department Heads are expected to manage their personnel to support the mission and afford the opportunity for leave in accordance with these instructions.

5. Late Report Days. Military and civilian personnel may report on the dates and times listed below as mission requirements allow and with DH 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 parents who accompany their child(ren) to school, report by 1000.
- b. The day after the annual Super Bowl, report by 1000.