



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MD 20670-1154

Canc Frc: Feb 2022

NASPAXRIVNOTE 1050
N1
29 Sep 21

NAS PATUXENT RIVER NOTICE 1050

From: Commanding Officer, Naval Air Station Patuxent River

Subj: 2021-2022 HOLIDAY LEAVE SCHEDULE

Ref: (a) MILPERSMAN Article 1050-290
(b) NASPAXRIVINST 1050.4

1. Holiday leave will be conducted in a manner that balances opportunity for personal time, as well as sustaining mission readiness. Leave will be divided into four separate periods to support flexible return to work schedules, balance the number of personnel on leave, and mitigate risk in case of Restriction of Movement (ROM)/Quarantine requirements. **Where our missions could be negatively impacted, minimum required manning shall be sustained.** Leave that precedes the Thanksgiving holiday shall also be closely reviewed for risk-based travel conditions to ensure our missions are sustained.

2. Leave periods listed afford Department Heads the options to manage mission readiness. Department Heads who approve or recommend leave shall take into consideration mission impacts when permitting the number of personnel to be absent during each leave period. Leave requests that fall outside of the published leave period shall be managed for consistency and balance of the mission requirements.

<u>Period</u>	<u>Start</u>	<u>End</u>
1	1600, Friday, 10 December 2021	0700, Tuesday, 21 December 2021
2	1600, Tuesday, 21 December 2021	0700, Thursday, 30 December 2021
3	1600, Thursday, 30 December 2021	0700, Tuesday, 11 January 2022
4	1600, Tuesday, 11 January 2022	0700, Wednesday, 19 January 2022

a. ROM/Quarantine periods shall be established for personnel cases when a travel risk assessment determines that the risk of travel activities or travel destination risk is higher than our mission can accept.

b. Anyone requesting leave outside of the continental United States (OCONUS) is required to complete all applicable training and briefs prior to submitting a leave request. The Executive Officer will be the final approval for all OCONUS leave request.

c. For planning purposes, per NDW policy, military 96 hour special liberty is 24 – 27 December 2021 and 31 December 2021 – 3 January 2022. Additionally, refer to references (a) and (b) when approving leave that is combined with liberty.

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3. We would like to wish all Naval Air Station Patuxent River personnel and their families a joyous and safe holiday season. All leadership must discuss the importance of Operational Risk Management and COVID-19 safety, both at home and on travel, with their personnel. We need every member of Team PAX ready to serve with distinction in the new year.

4. 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 Directorate for Administration, Logistics, and Operations, 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 Department of the Navy Directorate for Administration, Logistics, and Operations, Directives, and Records Management Division program office.

5. Cancellation Contingency. This notice is cancelled when superseded.



J. J. BRABAZON

Releasability and distribution:

This notice is cleared for public release and is available electronically only via, <https://g2.cnrc.navy.mil/NASPATUXENTRIVERMD/SitePages/home.aspx>