



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
NAVAL LEGAL SERVICE COMMAND  
WASHINGTON DC 20374-5066

JAG/CNLSCNOTE 1050  
OJAG/NLSC/AJAG 06/  
1 NOV 2019

JAG/CNLSC STAFF NOTICE 1050

From: Judge Advocate General  
Commander, Naval Legal Service Command

Subj: ANNUAL HOLIDAY AND FOUR-DAY LIBERTY SCHEDULE (DEC 19 – NOV 20)

Ref: (a) MILPERSMAN 1050-290

Encl: (1) DoN Christmas Day 2019 – New Year's Day January 2020 Holiday Guidance

1. Purpose. To provide notice of upcoming holiday and planned military four-day liberty periods for personnel assigned to the Office of the Judge Advocate General (OJAG) or Naval Legal Service Command (NLSC) headquarters located in the National Capital Region. This notice covers the period of 1 December 2019 through 30 November 2020.

2. Background. Reference (a) is the military leave and liberty policy. This notice is promulgated to supplement reference (a) and facilitate planning for command personnel of recognized federal holidays and authorized liberty periods during the applicable time. This notice creates no entitlements and is subject to change based on mission requirements or higher headquarters direction.

3. Federal holidays. The following federal holidays will be observed as days off for all personnel:

<u>Holiday</u>	<u>Day</u>
Christmas Day	Wednesday, 25 December 2019
New Year's Day	Wednesday, 1 January 2020
Martin Luther King, Jr. Day	Monday, 20 January 2020
Washington's Birthday	Monday, 17 February 2020
Memorial Day	Monday, 25 May 2020
Independence Day	Friday, 3 July 2020
Labor Day	Monday, 7 September 2020
Columbus Day	Monday, 12 October 2020
Veterans Day	Wednesday, 11 November 2020
Thanksgiving Day	Thursday, 26 November 2020

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4. Military Four-Day Liberty Periods. OJAG/NLSC HQ intends to authorize four-day liberty to military personnel over the following holiday periods subject to mission requirements:

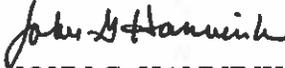
<u>Holiday</u>	<u>Day</u>
Memorial Day 2020	22 – 25 May (Friday – Monday)
Labor Day 2020	4 September – 7 September (Friday – Monday)
Thanksgiving Day 2020	26 November – 29 November (Thursday – Sunday)

5. Civilian Liberal Leave Periods. Within the above holiday periods identified as four-day liberty periods for military members, OJAG/NLSC HQ civilians are to be authorized liberal leave. Liberal leave means that civilian employees will be offered the opportunity and encouraged to take annual leave, leave without pay, accrued compensatory time, or telework (if applicable), where mission requirements allow and subject to supervisory approval. Time off will be in accordance with all applicable rules and regulations (e.g., documented through the Standard Labor Data Collection and Distribution Application (SLDCADA) System). Civilian personnel who do not take time off during the four-day liberty periods maybe excused for early departure on normal work days, subject to supervisor approval.

6. Liberty (early release for military and liberal leave for civilians) associated with other holiday weekends not listed above will be promulgated throughout the year in alignment with higher headquarters policies and consistent with mission requirements. Department of the Navy liberty guidance for Christmas and New Year’s Day is included in enclosure (1). Liberty guidance related to Independence Day weekend will be issued separately.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

  
D. E. CRANDALL  
Commander, Naval Legal Service Command

  
JOHN G. HANNINK  
Judge Advocate General

**Distribution:**

This Notice is cleared for public release and is available electronically via the Office of the Judge Advocate General web site, <http://www.jag.navy.mil>.