

***** UNCLASSIFIED/ *****

Subject: CY 2013 ROUTINE HOLIDAY OBSERVANCES FOR MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE SUBORDINATE COMMANDS
Originator: CG MCIEAST-MCB CAMLEJ(UC)
DTG: 041315Z Dec 12
Precedence: ROUTINE
To: ALL MCIEAST-MCB CAMLEJ SUBORDINATE COMMANDS, TENANT COMMANDS, AND
GENERAL AND SPECIAL STAFF DEPARTMENTS/

UNCLASSIFIED/
MSGID/GENADMIN/CG MCIEAST-MCB CAMLEJ/DEC 12//
REF/A/DOC/CMC MPO/19 MAY 09//
REF/B/DOC/CG MCIEAST-MCB CAMLEJ/11 AUG 12//
AMPN/REF A IS MCO 1050.3J, REGULATIONS FOR LEAVE, LIBERTY, AND
ADMINISTRATIVE ABSENCE. REF B IS MCIEAST-MCB CAMLEJO 1050.6, LEAVE
AND LIBERTY.//
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GENTEXT/REMARKS/1. THE CALENDAR YEAR 2013 HOLIDAY PERIODS FOR MARINE
CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE SUBORDINATE
COMMANDS FOLLOW:

HOLIDAY	DATE	LIBERTY STARTS	LIBERTY ENDS	TYPE
DR M.L. KING DAY	21 JAN 13	1630 18 JAN 13	0730 22 JAN 13	72
PRESIDENT'S DAY	18 FEB 13	1630 15 FEB 13	0730 19 FEB 13	72
EASTER	31 MAR 13	1630 28 MAR 13	0730 1 APR 13	72
MEMORIAL DAY	27 MAY 13	1630 23 MAY 13	0730 28 MAY 13	96
INDEPENDENCE DAY	4 JUL 13	1630 3 JUL 13	0730 8 JUL 13	96
LABOR DAY	2 SEP 13	1630 29 AUG 13	0730 3 SEP 13	96
COLUMBUS DAY	14 OCT 13	1630 11 OCT 13	0730 15 OCT 13	72
VETERANS' DAY	11 NOV 13	1630 7 NOV 13	0730 12 NOV 13	96
THANKSGIVING	28 NOV 13	1630 27 NOV 13	0730 2 DEC 13	96
CHRISTMAS	25 DEC 13	1630 23 DEC 13	0730 27 DEC 13	72
NEW YEAR'S DAY	1 JAN 14	1630 30 DEC 13	0730 3 JAN 14	72

2. IAW REF A AND B, LIBERTY WILL NOT EXCEED THE LIMITATIONS ABOVE. PAY PARTICULAR ATTENTION TO THE LIBERTY DRIVING MILEAGE, PER REF B.
3. MCIEAST-MCB CAMLEJ SUBORDINATE COMMANDERS ARE AUTHORIZED TO MODIFY THE HOLIDAY PERIOD FOR OPERATIONAL COMMITMENTS, BUT ARE NOT TO EXCEED THE SPECIFIED TIME. NOTIFY THIS HEADQUARTERS OF ANY MODIFICATIONS.
4. All HANDS ARE REMINDED THAT THE JUDICIOUS AND EFFECTIVE USE OF ANNUAL LEAVE IS A GOOD RISK MITIGATION TOOL FOR THOSE DESIRING TO TRAVEL OUTSIDE ESTABLISHED LIBERTY BOUNDARIES OR WHO DESIRE TO EXTEND THEIR STAY OVER SPECIFIC HOLIDAYS.
5. LIBERAL LEAVE POLICY WILL BE IN EFFECT FOR CIVILIAN EMPLOYEES DURING THESE PERIODS. SUPERVISORS ARE ENCOURAGED TO APPROVE ANNUAL LEAVE REQUESTS FOR CIVILIAN PERSONNEL IN OTHER THAN ESSENTIAL POSITIONS.
6. SAFETY, TO INCLUDE ANTI-TERRORISM/FORCE PROTECTION (AT/FP), OF ALL PERSONNEL IS PARAMOUNT. ENSURE THAT ALL HANDS ARE BRIEFED ABOUT SAFETY AND AT/FP PRECAUTIONS BEFORE TRAVEL AND RECREATION BEGINS.//