



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
THE CITADEL
CHARLESTON, SOUTH CAROLINA 29409-0770

NROTCCITINST 1050
26 Oct 10

NROTC UNIT, THE CITADEL INSTRUCTION 1050

Subj: 2010 THANKSGIVING HOLIDAY STAND-DOWN POLICY FOR ACTIVE DUTY STUDENTS

Ref: (a) OPNAVINST 5100.12H
(b) MILPERSMAN 1050 (Series)
(c) MCO 1050.3G
(d) BUPERSINST 1050.11G
(e) NROTCUCITINST (E-LEAVE)

1. Purpose. To implement a leave and liberty policy for active duty students assigned to NROTC Unit, The Citadel during the 2010, Fall Furlough and Thanksgiving Holiday stand-down period.

2. Cancellation. 29 November 2010

3. Period. Fall Furlough and Thanksgiving Break

Fri, 19 Nov 10 (Fall break begins after last class) — Mon, 29 Nov 10 (classes resume)

4. Requirements.

a. The Thanksgiving Holiday liberty period will begin at 0800 on Wednesday, 24 November and expire at 1800 on Sunday, 28 November. Personnel will be authorized to travel inside a 600 mile radius from Charleston without taking leave. All personnel must return to their home by 1800 on 28 November, unless on a previously approved leave status. A phone muster will be completed by this time with the designated persons reporting to the Command Duty Officer (CDO) (843) 906-4878.

b. Musters: Personnel calling in shall contact their respective phone tree callers. Once muster has been completed, the designated individuals will contact the Command Duty Officer (CDO) with the report. The CDO will inform the SNI and MOI who will then forward the report to the Executive Officer. There are two (2) required phone musters which must be completed by 0800 on the following dates:

Monday, 22 November ————— Wednesday, 24 November


c. Non-Muster days will be considered liberty unless you are going **outside of the weekend liberty limits**. A map depicting the liberty boundaries will be posted in the conference room. Anyone traveling outside of the established boundaries must be in a previously approved leave status and have submitted a Driving Mishap sheet, as applicable.

d. Personnel taking leave must utilize the online leave system respective to their branch of service. E-6 and above are authorized to utilize the online leave system to update their leave status. For Navy members E-5 and below, you will call the Command Duty Officer (CDO), between the hours of 0800-1200, when checking out on leave and when checking in from leave, during the muster day that is closest to your departure and your return. For Marine members E-5 and below, you will call the Assistant Marine Officer when checking out on leave and when checking in from leave.

e. Submit all online leave request through your chain of command no later than Wednesday, 17 November 2010.

f. All hands will ensure the recall roster is up to date with phone numbers and addresses by 15 Nov.

g. The Command Duty Officer (CDO) will be manning the command cell phone (843) 906-4878 from 1600 hrs 19 Nov to 0800 29 Nov. The assigned muster days are Mon, 22 Nov and Wed, 24 Nov, to be completed by 0800.



W. S. SMITH
By direction

Distribution:
All Hands