



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

REPLY TO
ATTENTION OF

IMPM-ZA

DEC 28 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #18, Tour of Duty and Alternate Work Schedule (AWS) Program

1. References:

a. Negotiated Agreement between Defense Language Institute, Presidio of Monterey, CA and American Federation of Government Employees Local 1263, 18 January 1991.

b. Title 5, United States Code, Chapter 61, Subchapter II, Flexible and Compressed Work Schedules, 20 January 2004.

c. Code of Federal Regulations, 5 CFR, Chapter I, Part 610, Subpart D, Flexible and Compressed Work Schedules, 1 January 2006.

d. U.S. Policy of Personnel Management, Handbook on Alternative Work Schedules, available on line at <http://www.opm.gov/oca/aws/>.

e. IMCOM Regulation 690-16, Civilian Personnel Alternate Work Schedule (AWS) Program and Telework Policy, 22 July 2009.

2. Purpose: To provide United States Army Garrison, Presidio of Monterey (USAG, POM), policy concerning AWS for Civilian employees. The purpose of AWS is to better balance work, personal and Family responsibilities.

3. Applicability: This policy memorandum applies to all full-time USAG, POM Civilian bargaining and non-bargaining unit employees who volunteer to participate in an AWS Program. Supervisors at all levels may identify those areas and employees where an AWS is not implemented because of the work situation; e.g. security guards, shift operations, etc. Participating bargaining unit employees shall do so under the terms provided in reference 1.a.

4. Proponent: USAG, POM Human Resources Division (DHR) is the proponent for this policy memorandum. The point of contact is Ms. Susan Kastner, 831.242.7099.

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5. Definitions:

a. **Alternate Work Schedule.** An umbrella term used to describe any schedule other than the traditional (8 hours per day, 5 days per week) work schedule. There are two categories of AWS: Flexible Work Schedule (FWS) and Compressed Work Schedule (CWS). Shift work is also considered an AWS.

b. **Flexible Work Schedule.** Fixed times of arrival and departure are replaced by a workday composed of two different types of time: Core hours and flexible hours.

(1) **Core hours.** For the purpose of this policy, core hours are defined From 0900 to 1500 with an unpaid lunch period taken between 1100 and 1300 hours. All non-shift employees are required to be present for work during the core hours except for authorized leave, scheduled/authorized breaks and lunch periods.

(2) **Flexible hours.** That portion of the work day within which an employee may arrive or depart with supervisor approval and written documentation.

Flexible hours	Core hours plus Lunch period	Flexible hours
0600-0900	0900-1500	1500-1800

c. **Compressed Work Schedule.** A fixed work schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays.

d. **Normal time.** An 8-hour duty day from 0745-1645 with a one hour lunch period.

e. **Lunch Period.** Lunch will normally be scheduled between 1100 and 1300 hours with supervisor approval. Employees will be allowed a 60 minute non-paid lunch break. Employees who wish to take a 30 minute non-paid lunch break may do so. A variable workday schedule may be granted to extend the lunch periods of up to two and one half hours to allow for wellness activities. The lunch period will be at least 30 minutes. Employees may not shorten their duty day by working during or skipping the lunch period.

f. **Timekeeping Record.** A document used to record all arrival and departure times.

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6. Policy:

a. The USAG, POM policy is to balance work schedule, personal and Family responsibilities while ensuring the mission is accomplished at or above standards. Therefore, USAG, POM will consider requests for AWS on an individual basis.

b. Employees must have the approval of their immediate supervisor based on assigned duties and mission requirements.

c. Eligible USAG, POM Civilian personnel are authorized to work a CWS or FWS with supervisor's approval. Should the performance of an employee on AWS fall below the satisfactory level, that employee may be removed from the AWS and returned to a "normal" schedule.

d. When considering approval of requests for FWS or CWS, supervisors must still ensure that all offices maintain at least minimal staffing for the entire normal duty day, 0745-1645.

e. Supervisors may approve an AWS on a trial basis (e.g., 90 days) to determine whether AWS can be supported without having an adverse impact on mission accomplishment. In small offices where AWS cannot be implemented for every employee at the same time, rotating AWS participation may be authorized for employees so that all have the opportunity to benefit from AWS without an adverse impact on mission accomplishment. Each rotation period shall not be less than three months duration.

f. Supervisors should cross train appropriately qualified employees within small offices to lessen the impact on mission support requirement when employees are on a regular day off (RDO).

g. The AWS approval authority for Directors and Office Chiefs is the Deputy Garrison Commander (DGC). For all other garrison employees, the approval authority is the Director or Office Chief. Requests for AWS are submitted in writing thru the employee's immediate supervisor.

h. An individual employee's participation in the AWS Program may be terminated at any time to meet mission requirements, failure to maintain eligibility or if it is determined that an employee is abusing the privilege. Should the AWS be terminated, the employee will be given notice of at least one pay period, if circumstances permit. In order to meet mission requirements, a supervisor has the authority to direct an employee's presence for duty at a precise time with sufficient notice.

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7. Responsibilities:

a. Directors and Office Chiefs will:

(1) Ensure that AWS are offered to their employees to the fullest extent possible to meet employee desires while meeting mission requirements.

(2) Provide guidance to their supervisors and employees regarding AWS policies and ensure their understanding of established procedures.

(3) Maintain special awareness of any difficulties or advantages experienced.

(4) Establish work schedules consistent with stated policies.

(5) Ensure full compliance with established requirements, especially for time and attendance procedures.

(6) Act as the approval authority on all AWS requests.

b. Supervisors will:

(1) Ensure their organizations are properly and sufficiently staffed to meet mission needs at all times.

(2) Ensure employees are treated fairly and equitably with respect to scheduling requests.

(3) Ensure employees are present for duty during core hours unless in an approved leave status.

(4) Adjust employee's work schedule as required to accomplish the mission.

(5) Ensure timekeepers are kept updated in a timely manner of all work schedule changes.

(6) Allow temporary deviations from an approved work schedule to the extent possible.

(7) Maintain documentation regarding the establishment, revision, or termination of an employee's AWS.

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c. Employees will:

(1) Have a full understanding that participation in the AWS program is a privilege and not an entitlement and follow the procedures established by their supervisors.

(2) Arrange a work schedule that meets both mission requirements and personal needs.

(3) Be flexible in adjusting work schedules to meet mission requirements as needed.

(4) Complete the Employee - Management AWS agreement and submit it to their immediate supervisor.

(5) Advise supervisors of any difficulties or advantages in operations and work relations as a result of flextime.

8. Procedures:

a. Duty Hours. USAG, POM business hours are 0745-1645. Employees may request a start time between 0600 and 0900 hours. Employees' daily tour will end no earlier than 1500 and no later than 1800. Determination of the work hours for employees assigned shift work is based on the nature of the work and the security requirements. Emergency Services shift work personnel schedules will be determined by coverage requirements. Approving officials will ensure adequate coverage when approving AWS requests.

b. Compressed Work Schedule (CWS).

(1) A CWS is a fixed schedule that provides a bi-weekly basic work requirement of less than 10 workdays. A full-time employee has a basic-work requirement of 80 hours in a bi-weekly pay period, which may be scheduled for less than 10 workdays.

(2) There are two CWS options available to the USAG, POM Civilian employees: a 5-4/9 schedule which allows an employee to work eight 9-hour days and one 8-hour day in a bi-weekly pay period with a fixed RDO each pay period; or a 4-10 schedule that allows the employee to work four 10-hour days each week in a bi-weekly pay period with two scheduled RDOs. Subject to approval, the employee may choose any day, Monday through Friday, in week one and/or week two of the pay period as the RDO(s) but once established the RDO will be the same day each week.

(3) Once established, employees will not change their RDO without providing justification and gaining supervisor approval. Frequent requests to modify a CWS may result in the termination of the privilege to participate in the CWS. When an employee working a CWS is on a Temporary

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Duty Assignment (TDY) schedule, the employee will revert to a traditional 8 hour work schedule for that entire pay period. Employees will also revert to a regular work schedule while on National Guard or Reserve duty, court leave, short-term or extended training.

c. Flexible Work Schedule (FWS).

(1) A FWS is an AWS composed of two different types of time: Core time and flexible time. Employees are expected to be at work during core hours unless they have authorized leave. Employees may arrive or depart during flexible hours. A FWS full-time employee has a basic-work requirement of 80 hours in a bi-weekly pay period in 10 workdays.

(2) Employees will sign in and out with their supervisor during flexible hours using the Flexitime Sign In Sheet (Encl 1). The supervisor will sign the Attendance Record (Encl 2) and give it to the timekeeper at the end of each pay period as a permanent record of time and attendance.

d. Participation. Employees will submit POM Form 155 (Encl 3) for approval for AWS. Requests for FWS will be coordinated with the supervisor and must be documented via the Flexitour Work schedule Template (Encl 4). This paperwork becomes part of the employee's official time and attendance records, and will be maintained by the employee's timekeeper. Supervisors are responsible for ensuring that the employee complies with the terms of the AWS.

9. Leave. Approved time off must be charged to the appropriate leave category and in the appropriate amount. Employees working a CWS shall be charged leave in accordance with their basic work schedule. For example, if an employee takes leave on a scheduled 9 hour work day, then 9 hours leave will be charged. Employees on a FWS will be charged leave for all absences during core hours and less than 80 hours in a bi-weekly pay period. Authorized Wellness Program time will be charged as Administrative Leave, Automated Time and Attendance System (ATAAPS) code "LN."

10. Holiday. When a holiday falls on a day that an employee is regularly scheduled to work, the employee is entitled to basic pay for the number of hours of scheduled under CWS for that day. If two holidays are in the same period, 5-4/9 CWS employees will record the first holiday as an 8 hour day and the second as a nine hour day. If the holiday falls on the RDO the employee's preceding workday will be designated as an "in lieu of" holiday. Employees on an FWS will record a holiday as 8 hours.

11. Program Management. The DGC has overall responsibility for this program. Directors and Office Chiefs are responsible for ensuring compliance with the guidelines and intent outlined in this policy. Copies of approved AWS will be submitted to DHR.

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12. The USAG, POM leadership and staff are dedicated and committed to the successful execution of the IMCOM mission to provide equitable, effective and efficient services to enable the well-being of Service Members, Civilians and Family members, to sustain and improve the Army infrastructure and preserve the environment. IMCOM employees must provide adequate coverage of functions 5 days a week from 0745-1645 Pacific Time and any after-hours coverage as required on an on-call basis.

13. This policy memorandum will be distributed to all USAG, POM employees and will be provided to all incoming employees.

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as



JOEL J. CLARK
COL, SF
Commanding

FLEXITIME SIGN IN SHEET EXAMPLE

EMPLOYEE NAME	DATE	TIME IN	TIME OUT										
Employee A	8-Oct-2012												
Employee B	8-Oct-2012												
Employee C	8-Oct-2012												
Employee D	8-Oct-2012												
Employee A	9-Oct-2012												
Employee B	9-Oct-2012												
Employee C	9-Oct-2012												
Employee D	9-Oct-2012												
Employee A	10-Oct-2012												
Employee B	10-Oct-2012												
Employee C	10-Oct-2012												
Employee D	10-Oct-2012												
Employee A	11-Oct-2012												
Employee B	11-Oct-2012												
Employee C	11-Oct-2012												
Employee D	11-Oct-2012												
Employee A	12-Oct-2012												
Employee B	12-Oct-2012												
Employee C	12-Oct-2012												
Employee D	12-Oct-2012												
Employee A	15-Oct-2012												
Employee B	15-Oct-2012												
Employee C	15-Oct-2012												
Employee D	15-Oct-2012												
Employee A	16-Oct-2012												
Employee B	16-Oct-2012												
Employee C	16-Oct-2012												
Employee D	16-Oct-2012												
Employee A	17-Oct-2012												
Employee B	17-Oct-2012												
Employee C	17-Oct-2012												
Employee D	17-Oct-2012												
Employee A	18-Oct-2012												
Employee B	18-Oct-2012												
Employee C	18-Oct-2012												
Employee D	18-Oct-2012												
Employee A	19-Oct-2012												
Employee B	19-Oct-2012												
Employee C	19-Oct-2012												
Employee D	19-Oct-2012												

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Record of Time and Attendance

EMPLOYEE NAME

Pay Period

7-20 OCT 2012

	Duty Day				Authorized Absence				Premium Time		
	Time In	Lunch		Time out	Leave		Sick Leave		Wellness	Overtime/Comp Time	
		Out	In		Start	End	Start	End		Start	End
10/7/2012 Sunday											
10/8/2012 Monday	LH 0800	LH 1130	LH 1230	LH 1700							
10/9/2012 Tuesday	0715	1100	1300	1745							
10/10/2012 Wednesday	0730	1145	1245	1800							
10/11/2012 Thursday	0730	1230	1330	1715							
10/12/2012 Friday											
10/13/2012 Saturday											
10/14/2012 Sunday											
10/15/2012 Monday											
10/16/2012 Tuesday											
10/17/2012 Wednesday	0700	1215			1300	1700					
10/18/2012 Thursday					0700	1700					
10/19/2012 Friday					0700	1700					
10/20/2012 Saturday											

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**ALTERNATE WORK SCHEDULE
EMPLOYEE - MANAGEMENT AGREEMENT**

Refer to USAG POM Policy # 18

BETWEEN
U.S. ARMY GARRISON, PRESIDIO OF MONTEREY (USAG POM)
AND

(Employee Name and Division)

NOTE: Employee must initial each item in the space provided below.

Employee
[]

ALTERNATE WORK SCHEDULE (AWS). Please select one.

5/4-9 4-10 OTHER BY AGREEMENT

WEEK 1 (indicate the regularly scheduled day off as RDO)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

WEEK 2 (indicate the regularly scheduled day off as RDO)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

GRAND TOTAL (Two week total must equal to 80 hours) _____

[]

LEAVE: Employee agrees to follow established procedures for requesting and obtaining approval of leave. Leave will be taken in accordance with the established leave policies.

[]

OVERTIME: Employee is aware of the provision delineated in the USAG, POM Policy # 18, Tour of Duty and Alternate Work Schedule (AWS) Program.

[]

WORK ASSIGNMENT OR PERFORMANCE: The employee understands that a decline in job performance and/or documented misconduct may be ground for cancelling the AWS agreement.

[]

TERMINATION OF AGREEMENT: The responsible official may terminate an employee's participation in the AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege. Employee participation may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.

SIGNATURES

EMPLOYEE SIGNATURE

DATE

APPROVAL RECOMMENDATION

- Recommend Approval
 Recommend Disapproval

SUPERVISOR SIGNATURE

DATE

APPROVAL

- Approved
 Disapproved

RESPONSIBLE OFFICIAL SIGNATURE

DATE



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**FWS APPROVAL
TEMPLATE**

IMPM-XX

Date

MEMORANDUM THRU Supervisor

FOR Employee

SUBJECT: Work Schedule Request (Flexible Work Schedule)

1. Per your request, the following work hours have been approved for you:
 - a. Five day work week with (5 each) 8 hour workdays with a 0.5 hour lunch break.
 - b. Core hours plus lunch period will be from 0900 hrs – 1500 hrs.
 - c. Flexible Hours will be from 0600 hrs – 0900 hrs and 1500 hrs – 1800 hrs.
 - d. Employee must keep precise time and attendance records to ensure compliance with 5 U.S.C. 6122(a)(2).
2. This plan will be effective with the pay period beginning on DATE and continue until a change request is approved or directed.

Supervisor
Title

Director/Office Chief
Title

EWCL 4