



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON HUMPHREYS  
APO AP 96271-5228

IMHM-IR

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #59, Implementation of Alternate Work Schedule (AWS) Program

1. References.

- a. Collective Bargaining Agreement (CBA) between USFK/EUSA and NFFE, Local 1363, 23 Jan 03.
  - b. Title 5, United States Code, Chapter 61, Subchapter II, Flexible and Compressed Work Schedules.
  - c. Title 5, Code of Federal Regulations, Part 610, Subpart D.
  - d. US Office of Personnel Management, Handbook on Alternative Work Schedules, available on line at <http://www.opm.gov/oca/aws/>.
  - e. US Army Regulation 215-3, Morale, Welfare, and Recreation, Nonappropriated Funds Personnel Policy, 29 Aug 03.
  - f. IMCOM Regulation 690-16, Civilian Personnel Alternate Work Schedule (AWS) Program and Telework Policy, 22 Jul 09.
  - g. DOD 7000.14-R, Financial Management Regulation, Volume 8, Chapters 2 and 3, Jun 10.
2. The proponent of this policy is the Internal Review and Audit Compliance Office.
3. This policy is effective immediately. It remains in effect until rescinded or superseded.
4. Applicability. This policy memorandum applies to United States Army Garrison Humphreys (USAG-H) bargaining and non-bargaining unit employees who volunteer to participate in the AWS Program. Bargaining unit employees may participate in an AWS Program only under the terms provided in the CBA between USFK/EUSA and NFFE, Local 1363, referenced above.

IMHM-IR

SUBJECT: United States Army Garrison Humphreys Policy Letter #59, Implementation of Alternate Work Schedule (AWS) Program

5. Purpose. This memorandum establishes policy and procedures for the USAG-H AWS Program.

6. Overview.

a. The AWS Program offers management advantages, such as reduction of short-term absences and tardiness, improved service to customers due to longer office hours, increased productivity and efficiency, and higher employee morale.

b. To be eligible to participate in the AWS Program, a USAG-H employee's most recent performance rating must be at or above a level 3 under the National Security Personnel System (NSPS) or at an equivalent level under the Total Army Personnel Evaluation System. The employee must maintain performance at level 3 or above once approved to participate in the AWS Program.

c. Eligible USAG-H civilian personnel are authorized to work a compressed work schedule (CWS) within the AWS Program.

7. Compressed Work Schedule (CWS).

a. A CWS schedule represents a bi-weekly basic work requirement of less than 10 workdays. A full-time employee has a basic-work requirement of 80 hours in bi-weekly pay periods, which may be scheduled for less than 10 workdays after the Designated Approval Authority's (DAA's) approval. For USAG-H the DAA is the Deputy to the Garrison Commander for Directors and Chiefs for each staff office. For all other garrison employees the DAA is the Director of that Directorate or the Chief of that staff office.

b. Employees who wish to change their basic work week requirement by working a CWS schedule must submit IMCOM Form 1-A to their supervisor for endorsement and to their respective DAA for approval or disapproval. If approved, the work schedule change is effective at the beginning of the next pay period. The approved IMCOM Form 1-A is a part of the employee's official time and attendance records. The form is maintained by the employee's timekeeper. The supervisor and DAA are responsible for ensuring the employee complies with the terms of the contract.

c. There is only one CWS option available to USAG-H 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 to comprise 80 hours with a fixed regular day off (RDO). RDO means that the employee obtains one day off every 2 weeks by completing the 80-hour bi-weekly work requirement in 9 days instead of the standard 10 days. Subject to DAA

IMHM-IR

SUBJECT: United States Army Garrison Humphreys Policy Letter #59, Implementation of Alternate Work Schedule (AWS) Program

approval, the employee may choose any day, Monday through Friday, in week one or week two of the pay period as the RDO.

d. Only the DAA will approve modifications to the CWS schedule, whether mission related or for another valid reason. CWS changes will be accurately identified on the employee's timesheet and submitted to the timekeeper for filing with the employee's IMCOM Form 1-A. Frequent modifications to an employee's CWS may result in the termination of that employee's privilege to participate in the CWS Program.

e. Holiday premium pay for non-overtime work is limited to the number of hours normally scheduled for that day (8 or 9 hours). The following rules apply when the holiday falls on an employee's RDO:

(1) When the holiday occurs on a Sunday and the holiday is observed on the following Monday, the first regularly scheduled workday following the Sunday holiday is the employee's "in lieu of" holiday.

(2) When the holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

f. Employees on a CWS that are detailed to a special project or assignment may be required to convert to a regular work schedule during the detail. When possible, employees will be given 1-pay period advance notice of this requirement.

g. Employees will revert to a regular work schedule while on National Guard or Reserve duty, tour of duty, court leave, short-term or extended training, if the CWS is not feasible. The DAA will make this determination on a case-by-case basis.

h. Excused absence from duty is administratively authorized without loss of pay or charge to leave. If such an absence falls on an employee's RDO, the employee will not receive equivalent time off at a later date.

i. Employees on a CWS schedule will work a standard schedule while in training, on travel, or using home leave (ten 8-hour workdays in a bi-weekly pay period).

j. USAG-H core work hours are 0900-1500. Employees on a CWS schedule shall start work no earlier than 0630, but not later than 0900. CWS schedules must end no earlier than 1500, but not later than 1830. Determination of the core hours for employees assigned shift work is based on the nature of the work and the security requirements.

IMHM-IR

SUBJECT: United States Army Garrison Humphreys Policy Letter #59, Implementation of Alternate Work Schedule (AWS) Program

k. The procedures for requesting annual and sick leave, compensatory time, and time off as an award are not affected or changed by this policy. Time off during an employee's basic work schedule is charged to the appropriate leave category unless the employee is authorized compensatory time off, excused absence, or is using a time-off award. Overtime and compensatory time are approved in advance in accordance with applicable laws and regulations.

l. The amount of leave or compensatory time charged to an employee working a CWS schedule will equal the number of hours that the employee was scheduled to work that day (8 or 9 hours).

m. Subject to the notice requirements for bargaining unit employees in Article XX, Section 2, paragraph b, of the CBA, the DAA may terminate an individual employee's participation in the AWS Program at any time based on mission requirements or if it is determined that an employee is abusing the CWS privilege.

n. Employees, their supervisors, or upper management may request termination of an individual employee's participation in the AWS program.

o. Individual terminations require IMCOM Form 1-G, Notice of Termination of Participation. The supervisor completes the form. Both the employee and the supervisor sign the form to acknowledge the effective date and reasons of termination. A copy is sent to the unit timekeeper to maintain on file.

p. Termination of this AWS program is subject to the requirements of 5 USC Sections 6130 and 6131 and Article XX and Appendix A of the CBA.

8. Point of contact is the US Army Garrison Humphreys Internal Review Office at 754-0012.



DARIN S. CONKRIGHT  
COL, SF  
Commanding

DISTRIBUTION:  
A&B