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CIVILIAN INTELLIGENCE PERSONNEL OFFICE
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CIPOINST 12610.1
N275C
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CIPO INSTRUCTION 12610.1

From: Director, Civilian Intelligence Personnel Office

Subj: REGULAR AND ALTERNATIVE CIVILIAN WORK SCHEDULES

Ref: (a) 5 U.S.C., Chapter 61
(b) 5 Code of Federal Regulations Part 610
(c) DOD Financial Management Regulation Volume 8, Chapter 2
(d) OPM Handbook on Alternative Work Schedules

Encl: (1) Work Schedule Request
(2) Overtime/Compensatory Time/Credit Hours Request and Authorization Form
(3) Definitions
(4) Types of Flexible Work Schedules (FWS)

1. Purpose. This instruction sets forth policy regarding full-time civilian work schedules. This program will be administered in accordance with references (a), (b), (c), and (d) and the guidelines set forth below.

2. Cancellation. NAVINSTCOMINST 5300.1

3. Scope. This instruction applies to all commands/activities covered under the Defense Civilian Intelligence Personnel System (DCIPS) and receiving service by the Civilian Intelligence Personnel Office (CIPO).

4. Background. Reference (a) established hours of work under the normal 8-hours per day, 40 hours per week schedule, and the Alternate Work Schedule (AWS). The AWS is any Compressed Work Schedule (CWS) or Flexible Work Schedule (FWS). The CWS provides the opportunity to work 80-hours in a bi-weekly period compressed into nine scheduled working days with one regularly scheduled day off from work. The CWS uses two acronyms, "CWS" and "RDO" (Regular Day Off), to describe the scheduled day(s) off from work. The FWS provides further scheduling flexibility by allowing day-to-day work hour adjustments around a required period of presence at the command.

5. Policy. The AWS is to support mission accomplishment while improving the efficiency and productivity of operations, enhancing personnel retention, and improving morale. AWS is a privilege and not an entitlement and is subject to the discretion of the Activity Head or delegated authority.

a. Civilian employees who choose not to participate in an AWS will remain on a regular scheduled workweek of five days, 8 ½ hours, with 30-minutes for lunch.

b. Participation in the AWS is strictly voluntary. Employees may elect to request participation provided it does not interfere with effective mission accomplishment or performance of assigned duties. However, because of the nature of the work, certain employees may be required to remain on the basic workweek schedule. Activity Heads and their designees will have the approval authority on their employees' work schedules. Every effort will be made to accommodate employees' work schedule requests.

c. Employees who are approved to work CWS hours will work an 80-hour, bi-weekly period compressed into 9 scheduled working days. The range of hours an employee may be authorized to work are between 0600 and 1800, Monday through Friday. All employees are expected to work during the core hours of 0900-1430 unless otherwise not scheduled to work. Each day will include a 30-minute lunch break. The biweekly work period will consist of eight 9 1/2 hour days (includes a 30- minute lunch break), one 8 ½ hour day (includes a 30-minute lunch break) and the CWS day off/RDO, to complete the basic work requirement of 80-hours for a bi-weekly work period. Senior service members may also participate in CWS.

d. The Activity Head and designees will determine when the CWS day off/RDO will be for their respective activities. The CWS day off/RDO is a day that the employee and supervisor have mutually agreed to be the fixed scheduled day off. In those instances where a mutual agreement cannot be reached as to the CWS day off/RDO, the supervisor will have the final decision. The CWS day off/RDO cannot be changed from pay period to pay period, unless the supervisor/branch head approves the request, in unusual circumstances, within at least one pay period in advance.

e. FWS are hours in which an employee may deviate from a specified arrival and departure time on a daily basis, and may vary the number of hours worked each day as long as the employee works 80-hours within a bi-weekly period. The flexible work schedule hours are a schedule on which the employee and supervisor/branch head have agreed upon. In instances where an agreement cannot be reached as to the flexible work schedule, the branch head will have the final decision. The schedule can be changed within a pay period with supervisor/branch head concurrence to meet unanticipated work demands. See Enclosure (4) for types of FWS.

f. Employees who are approved to work FWS hours will work 80-hours within a bi-weekly period. Bi-weekly pay periods are a total of 10 work days. Department/Division Heads may adjust starting times (between 0600 and 0900) for their employees as necessary. Commencement of a normal work day before 0600 may only be authorized by the Activity Heads and their designees, and requires specific justification. Each work day will include a 30-minute lunch break. Senior service members may participate in FWS.

g. A FWS employee, with the supervisor's concurrence, may elect to work in excess of his/her approved work schedule in order to meet unanticipated work demands. Credit hours are earned when work is performed at the option of the employee, but with the approval of the supervisor. Credit hours are distinguished from overtime or

compensatory time hours in that they are not officially ordered in advance by management. Senior service members may not earn credit hours.

h. Establishing hybrid work schedules--e.g. schedules that borrow selectively from the CWS and/or FWS authority in an effort to create a work schedule program providing unauthorized benefits for employees or agencies--is not authorized.

i. First-level supervisors maintain responsibility for monitoring time and attendance for all their employees. This will include those whose schedules fall entirely, or in part, outside the supervisor's work schedule.

j. Supervisors/Branch Heads retain the authority to set or change any work schedule to avoid adverse impact on daily operations. Enclosure (1) will be used by supervisors to record an employee's work schedule. A copy will be maintained by the supervisor/Department Head.

k. Employees who wish to make work schedule changes will complete and submit a new enclosure (1) to his/her first level supervisor for approval. A copy will be maintained and forwarded by the first line supervisor to the Department Head prior to the beginning of the next pay period.

6. Administrative Procedures. The following are the work schedules available to employees under this instruction:

	M	T	W	T	F	M	T	W	T	F
Schedule A	8	8	8	8	8	8	8	8	8	8
Schedule B	80 hours [Flexible Work Schedule/FWS]									
Schedule C	9	9	9	9	8	9	9	9	9	CWS
Schedule D	9	9	9	9	CWS	9	9	9	9	8
Schedule E	8	9	9	9	9	CWS	9	9	9	9
Schedule F	CWS	9	9	9	9	8	9	9	9	9
Schedule G	9	CWS	9	9	9	9	8	9	9	9
Schedule H	9	8	9	9	9	9	CWS	9	9	9
Schedule I	9	9	CWS	9	9	9	9	8	9	9
Schedule J	9	9	8	9	9	9	9	CWS	9	9
Schedule K	9	9	9	CWS	9	9	9	9	8	9
Schedule L	9	9	9	8	9	9	9	9	CWS	9

a. Schedule Adjustments. Activities may require employees to follow a traditional fixed schedule (8 hours a day, 40 hours a week) during periods he or she is out of the office. The following adjustments to the CWS will be considered mandatory for all employees. However, activities may establish their own mandatory guidelines pertaining to scheduled adjustments but must first contact the Civilian Intelligence Personnel Office's Employee and Management Relations Division.

(1). Employees scheduled to attend training in excess of 5 or more continuous days.

(2). Employees scheduled to serve on jury duty in excess of 5 or more continuous days.

(3). Employees scheduled to participate in military reserve duty in excess of 5 or more continuous days.

(4). Employees scheduled for TDY or travel in excess of 5 or more continuous days.

(5). Employee in receipt of Continuation of Pay (COP) or receiving Worker's Compensation for lost time in excess of 5 or more continuous days.

The above situations requires that employees be scheduled for a regular tour of duty to consist of 5- 8 ½ hour workdays. This adjusted tour of duty will be for the entire pay period (s) in which the absence took place (Schedule A).

b. Annual and Sick Leave. The policies and procedures for requesting leave approval will remain the same. The amount of leave will be taken in 30-minute increments.

c. Holidays. When a holiday occurs on an employee's CWS day off, the employee will observe the holiday on the preceding scheduled workday. The only exception to this is when one of the fixed holidays (e.g., Christmas, New Years Day, Veteran's Day and Independence Day) occurs on a Sunday and is therefore observed on Monday. In this case any employee whose CWS day off is that Monday will observe the holiday on the next scheduled workday and be credited with 9 hours towards the 80-hour biweekly period. All other employee will be credited with 8 hours for the holiday to be credited towards the employee's 80 hour biweekly period.

d. Excused Absence. An excused absence from work may be administratively authorized, without loss of pay and without charge to leave if authorized by the Activity Head's designee for unusual circumstances. If authorized during an employee's scheduled day off the employee will not be given equivalent time off at a later date. FWS participants will revert to a regular eight hour workday when the base is closed or early dismissal or a delay in reporting is authorized due to inclement weather or force protection.

e. Overtime/Compensatory Time. Employees may receive overtime or compensatory time with prior approval. Overtime and compensatory time will be authorized on a case-by-case basis. Credit hours are not authorized in those instances where overtime or compensatory time is already being earned.

f. Credit Hours. Credit hours earned (hour-for-hour) is time granted to an employee in lieu of pay. Credit hours are within the FWS that an employee works in excess of the basic work week requirement (8 hours in a day, 40 hours in a week, or 80 hours in the biweekly pay period) in order to meet management and mission requirements. Credit hours are not permitted under the CWS program. Employees may receive credit hours by obtaining approval from their supervisor who is authorized to approve their time and attendance sheet. Credit hours must be earned before they are used.

(1) A full-time employee may accumulate a maximum of 24 credit hours. All credit hours in excess of 24 hours will be forfeited. Only 10 hours may be earned in any one pay period. Credit hours shall be earned and used in the same increments as other leave. The symbol "CD" shall be used for credit hours earned and "CN" for credit hours taken must be annotated on time and attendance records.

(2) A part-time employee is limited to the credit hours to be carried forward on a pro-rate basis. Part-time employees may carry over credit hours from one-biweekly pay period to a subsequent biweekly pay period, in an amount equal to 25 percent of the biweekly scheduled hours of work.

g. Night Differential. If the supervisors permits employees to regularly schedule their tours of duty so that the tours overlap into hours for which night pay differential would be paid (between 6:00 p.m. – 6:00 a.m.), employees will be entitled to be paid for all periods of time that fall within the night differential pay hours. Wage grade employees who are permitted to work an AWS will receive night pay only when the majority of their regular work schedule occurs at night.

h. Sunday Pay. Employees who are regularly scheduled by their supervisor to work on Sunday are entitled to Sunday premium pay up to 8 hours. Sunday pay may not be paid for overtime.

i. Rotational Assignments/Details. The work schedule of an individual on AWS will revert to the basic workweek for each biweekly pay period during rotational assignments and details, unless otherwise permitted by the host organization. Upon completion of the assignment, the employee may request reinstatement to the AWS.

j. CWS Day Off/RDO. Day(s) off can not be accumulated. The earned day off must be taken within the 80-hour bi-weekly pay period.

7. Responsibilities:

a. CIPO is responsible for:

- (1) Coordinating, monitoring, and evaluating the AWS Program.
- (2) Providing policy and procedural guidance to managerial, supervisory, and timekeeping personnel responsible for executing the AWS Program.
- (3) Providing training to directorate timekeepers.
- (4) Providing AWS information to servicing personnel.

b. Activity Head and their designees are responsible for:

- (1) Holding supervisors accountable for proper leave administration and for accurate recording and reporting of time and attendance for the employees under their supervision.
- (2) Conduct periodic internal reviews of the AWS to ensure the program is serving the needs of management as well as the employee.
- (3) Ensure mission accomplishment by establishing efficient and equitably managed work schedules within their department.
- (4) Ensure sufficient coverage of their respective offices.

c. Immediate Supervisors are responsible for:

- (1) Ensuring mission coverage by establishing work schedules that provide for the efficient accomplishment of activity business.
- (2) Ensuring they and their employees are aware of and comply with the Provisions of this instruction.
- (3) Ensuring that attendance and leave are approved, recorded, and reported per the provisions of this instruction.

d. Command Timekeeper is responsible for maintaining a current file of personnel time and attendance documentation.

e. All staff personnel participating in the AWS Program will comply with the policies and procedures contained in this instruction.

Katherine M. Miller
KATHERINE M. MILLER

WORK SCHEDULE REQUEST

From: _____

To: Supervisor

Subj: WORK SCHEDULE REQUEST

1. _____ I request to work a basic workweek:

a. Start time _____ Stop time _____ (8 hour days)

2. _____ I request to participate in the CWS Plan.

a. Start time _____ Stop time _____ (9 hour days)

b. Start time _____ Stop time _____ (8 hour day)

c. CWS day off/RDO: _____ First week of the pay period
_____ Second week of the pay period

Employee's Signature

From:

To:

Via:

Subj: WORK SCHEDULE REQUEST

1. _____ Your work schedule request is approved.

2. _____ Your work schedule request is modified and approved as follows:

a. Start time _____ Stop time _____ (9 hour day)

b. Start time _____ Stop time _____ (8 hour day)

c. _____ CWS day off/RDO

d. _____ Week of each pay period

e. _____ Your participation in the CWS Program is denied for operational reasons.

Department/Division Head's Signature

ENCLOSURE (1)

OVERTIME/COMPENSATORY TIME/CREDIT HOURS REQUEST AND AUTHORIZATION

Date: _____

From: _____

To : _____

Subj: OVERTIME/COMPENSATORY TIME/CREDIT HOURS REQUEST AND AUTHORIZATION

Request authorization for the following employee (s) to perform overtime/comp-time/ credit hours for the pay period ending: _____

Week 1: _____

Overtime (OS)

Comp Time (CE)

Credit Hours (CD)

Travel Comp (CB) Sun Mon Tue Wed Thu Fri Sat

Name (s): _____

Week 2: _____

Overtime (OS)

Comp Time (CE)

Credit Hours (CD)

Travel Comp (CB) Sun Mon Tue Wed Thu Fri Sat

Name (s): _____

TOTAL HOURS: Overtime ____ Comp- time ____ Credit Hours ____ Travel Comp ____

Justification: _____

Requested by: _____

Date: _____

Approved by: _____

Date: _____

NOTE: Overtime and Compensatory Time must be authorized and approved in advance. Department Heads and Deputy Department Heads are the only approving officials. Supervisors are authorized to sign time sheets and can approve Credit Hours.

ENCLOSURE (2)

DEFINITIONS

1. Alternative Work Schedule – consist of any flexible work schedule (FWS) that can include Flexitour, Maxiflex, or a Compressed Work Schedule (CWS).
2. Basic Workday. Consists of 8 hours and a 30-minute lunch break.
3. Basic Workweek. An approved 40-hour workweek consisting of five 8-hour workdays (includes 30 minute lunch break).
4. Compressed Work Schedule (CWS). A fixed work schedule that completes the 80-hour biweekly work requirement in less than 10 workdays. The number of hours in a week can vary. Approved CWS schedule for employees are listed in paragraph 5(c). Senior service members may participate in the CWS.
5. Core Hours. The designated portion of each day when all personnel must either be on duty or on leave. Core hours are 0900- 1430. Exceptions will be made for watch standers.
6. Credit Hours. Those hours within a FWS that an employee works in excess of his/her set work schedule. Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management. These are applicable to FWS employees only. Senior service members are excluded from earning credit hours.
7. Flexible Time Band. That portion of the workday before and after core hours. Flexible Time Bands are 0600-0900 and 1430-1800.
8. Flexible Work Schedule (FWS). An approved work schedule consisting of 80 hours in a biweekly pay period. Employees may work fewer than 10 days in a biweekly pay period and earn credit hours on this schedule. Senior service members may participate in the FWS but are not allowed to earn credit hours.
9. Full-Time Employee. An employee who has a set 80-hour work schedule per biweekly pay period.
10. Lunch Break. A 30-minute break during the workday. The lunch break will not be taken at the end of the workday to allow an employee to leave early without charging leave.
11. Overtime Hours. Overtime is work performed for all hours in excess of 80 hours in a biweekly pay period and is officially approved by management in advance. All overtime, regardless of work schedule, should be authorized and approved in advance for hours worked outside or in addition to an employees normal work hours.
12. Regular Work Schedule. An approved work schedule consisting of 80-hours in a biweekly pay period, which consists of ten 8 -hour (includes a 30-minute lunch break) work days.

ENCLOSURE (3)

**Types of Flexible Work Schedules (FWS)
Types and Definitions**

1. Flexitour - A flexible schedule which consists of 8 hour days, 40 hours weeks and 80 hours biweekly. Credit hours may be authorized for this schedule.
2. Gliding schedule – The employee has a basic work requirement of 8 hour days, 40 hour weeks and 80 hours biweekly. Credit hours may be authorized for this schedule.
3. Variable day schedule - The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day may vary. Credit hours may be authorized for this schedule.
4. Variable week schedule - The employee has a basic work requirement of 80 hours biweekly. The number of hours in a day or week may vary. Credit hours may be authorized for this schedule.
5. Maxiflex work schedule - The employee has a basic work requirement of 80 hours biweekly. The number of hours in a day or week may vary. Credit hours may be authorized for this schedule.

ENCLOSURE (4)