

Defense Logistics Agency Instruction



DLAI 7205
Effective September 30, 2004
Certified Current May 20, 2011
J1

Hours of Duty

References: Refer to [Enclosure 1](#).

1. PURPOSE:

- a. This DLA Instruction implements DLA policy for hours of duty and describes the process therein.
- b. The output of this policy and process is to establish DLA-wide administration of hours of duty.
- c. The focus of this process is the strategic management of human capital, thereby facilitating the agency's ability to provide the Right Item, Right Service, Right Place, Right Price, Right Time...Every Time.

2. APPLICABILITY: This DLA Instructions applies to all HQ DLA, DLA Primary Level Field Activities (PLFA), and other DLA serviced activities.

3. POLICY:

- a. It is DLA's policy that hours of duty are administered in a way that balances the needs of the agency to accomplish its mission with the personal needs of employees.
- b. DLA Instructions apply to employees covered by Subpart A of Part 550 of Title 5, Code of Federal Regulations, and prevailing rate employees.
- c. The basic work requirements for employees are established by the Head of each activity. This includes the basic work week requirement, tour of duty, arrival and departure times, breaks in working hours, variations in daily or weekly work schedules and tours of duty, alternative work schedules including core and credit hours, and compensatory time off, as appropriate.
- d. Managers and supervisors must maintain effective hours of duty policies and procedures in accordance with applicable Federal laws/regulations, Office of Personnel Management (OPM) guidance, DoD guidance, and negotiated labor agreements, if applicable.

e. Managers and supervisors are responsible for explaining and implementing hours of duty policies and procedures. They are responsible for ensuring that employee job presence supports DLA mission requirements.

f. Hours of duty and scheduling of work may be subject to collective bargaining. Any change in current practice that affects employees covered by collective bargaining must be negotiated according to the parameters of the collective bargaining agreement, as appropriate.

g. Employees approved to telework are to work their regular schedule at their telework site unless they obtain the prior approval of their supervisor to work a different schedule or different site.

h. Employees on a training assignment who are scheduled to train outside of their normal work schedule will temporarily work the schedule of the training activity until the training is completed and they return to their work assignment of record.

4. RESPONSIBILITIES:

a. HQ DLA and PLFAs shall provide the DLA Human Resources Policy Office (J-14) with a copy of its current work schedule plan(s) available to employees.

b. J-14 may request data related to work schedules available to employees at HQ DLA and PLFAs, as well as other information related to hours of duty.

c. For HQ DLA and activities in the Washington, DC, metropolitan area, the Vice Director, acting for the Director, has authority to determine daily and weekly work schedules. For PLFAs outside of the Washington, DC, metropolitan area, Heads of PLFAs are delegated such authority. (As a general rule, employees of operationalized organizations follow the work schedules of the customer organizations with which they are co-located.)

d. HQ DLA and each PLFA establishes and administers hours of duty for their employees in accordance with law, regulations and guidance provided by OPM and DoD, and negotiated labor agreements, if applicable.

5. PROCEDURES:

a. Written requests to change hours of duty must be signed by the employee and contain the date of the request, the effective date of the requested change, the specific daily and weekly work schedule change, and an "Approval" line or box to be signed and dated by the approving official. Follow procedures as outlined in negotiated labor agreements, if applicable.

b. Requests from employees to change their hours of duty, must be in writing and made through the supervisory chain of command subject to negotiated labor agreements, if applicable. The authority to approve or disapprove a request may be delegated to the immediate supervisor of the employee.

c. Additional Information: Refer to [Enclosure 2](#).

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Enterprise Support
September 30, 2004

Deputy Director, Human Resources
May 20, 2011

2 Enclosures

Enclosure 1 - References

Enclosure 2 - Additional Information

Enclosure 1
References

1. Title 5, United States Code, Chapter 61, Hours of Work.

http://www4.law.cornell.edu/uscode/5/usc_sup_01_5_10_III_20_E_30_61.html

2. Title 5, Code of Federal Regulations, Part 610.

http://www.access.gpo.gov/nara/cfr/waisidx_06/5cfr610_06.html

3. The Office of Personnel Management Guidance on Work Schedules.

<http://www.opm.gov/oca/worksch/index.asp>

4. Department of Defense Civilian Personnel Manual, 1400.25M, Subchapter 610, December 1996.

<http://www.cpms.osd.mil/ASSETS/05977EE185A34F1BBAB106708E87B469/m1400610.pdf>

5. Department of Defense Financial Management Regulations, Volume 8, Civilian Pay Policy and Procedures, February 2002.

<http://www.dod.mil/comptroller/fmr/08/index.html>

6. Civilian Personnel Management Service Field Advisory Service Reference Guide 821-PT-21, Scheduling of Work, December 2007.

http://www.cpms.osd.mil/ASSETS/80AF6E9237F94B409FA37D1930743D4A/821_rg.pdf

7. Civilian Personnel Management Service Field Advisory Service Reference Guide PT-806. Hours of Work (Title 5, United States Code and the Fair Labor Standards Act).

http://www.cpms.osd.mil/ASSETS/F31599AD1A964F40A84D3DFDA9720E13/806_rg.pdf

8. DLA HR Webpage on Telework Program

<http://www.hr.dla.mil/resources/employment/current/telework.asp>

Enclosure 2
Additional Information
Definitions

- a. Administrative workweek is the period of 7 consecutive calendar days designated in advance.
- b. Basic workweek is a 40-hour workweek for full-time employees that specifies the officially prescribed days and hours during which full-time employees are entitled to basic pay (e.g., Monday through Friday, 7:30 AM to 4:00 PM, with one-half hour for lunch). Non-paid lunch periods of up to one hour may be mandated.
- c. A full-time work schedule requires employees to work a prearranged schedule that is usually 40 hours per week.
- d. A part-time work schedule requires employees to work a prearranged schedule for a specific number of hours that is usually between 16 and 32 hours per week.
- e. An intermittent employee works on an irregular basis for which there is no prearranged schedule.
- f. Alternative work schedules (AWS) are non-traditional schedules available to employees instead of traditional fixed work schedules (e.g., Monday through Friday, 8 hours per day, 40 hours per week). There are of two types of AWS: (1) flexible work schedules (FWS), and (2) compressed work schedules (CWS). Each type schedule is treated differently for holidays and overtime purposes. Individual work schedules that combine the unique attributes of flexible and compressed work schedules are not authorized.
- g. HQ DLA and each field activity establishes and administers hours of duty for their employees in accordance with law, regulations and guidance provided by OPM and DoD, and negotiated labor agreements, if applicable. DLA HQ Activities or PLFAs with a particular need to have employees work a schedule other than those described in paragraph f. above, shall submit a package to J-14 detailing the type of schedule needed (e.g., a first 40 schedule) and the reasons why it is necessary. The package should also include an updated copy of the Activity's internal Hours of Duty policies and procedures document that incorporates the new work schedule. J-14 will review these for technical sufficiency and refer them to J-13 to fulfill collective bargaining obligations.
- h. Written requests to change hours of duty must be signed by the employee and contain the date of the request, the effective date of the requested change, the specific daily and weekly work schedule change, and an "Approval" line or box to be signed and dated by the approving official. Follow procedures as outlined in negotiated labor agreements, if applicable.
- i. Requests from employees to change their hours of duty, must be in writing and made through the supervisory chain of command subject to negotiated labor agreements, if applicable. The authority to approve or disapprove a request may be delegated to the immediate supervisor of the employee.