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IN REPLY
REFER TO

DSCC-D

**MEMORANDUM FOR DSCC DIRECTORS, STAFF OFFICE CHIEFS AND
SUPERVISORS**

SUBJECT: Hours of Duty, Alternative Work Schedule and Flexitime Provisions

This memorandum has been prepared to respond to questions and concerns regarding hours of duty, flexitime and alternative work schedule (AWS) provisions. The following questions and answers are intended to clarify supervisory and employee responsibilities in these areas:

Q. What regulations govern hours of duty, flexitime and AWS?

A. Hours of duty, flexitime and AWS guidance is contained in DLA Regulation 1422.1, Hours of Duty, and DSCC Supplement and in the DSCC negotiated agreements with AFGE Local 1148 and IFPTE Local 7.

Q. What is the basic work day for employees?

A. The basic work day for employees is 8 1/2 hours, including a mandatory 4 core hours and a minimum 1/2 hour lunch period.

Q. What advantages do flexitime and AWS provisions provide employees?

A. As long as mission requirements are met, employees may use flexitime and AWS provisions to determine the time they will start and end each work day, the number of hours they will work in a day, and their lunch schedule.

Q. What restrictions do employees have in determining their hours of duty?

A. Employees must be present during the core working hours of 9:00 a.m. and 11:00 a.m. and 1:00 p.m. and 3:00 p.m., unless granted leave or AWS time off. Employees must regularly start the work day between the hours of 6:00 a.m. and 9:00 a.m., and end work between the hours of 3:00 p.m. and 7:00 p.m. Also, employees may work no more than 10 hour days and must receive approval for leave or AWS time off to account for time on days when less than 8 hours are worked.

Q. What authority do Directors and Staff Office Chiefs have regarding AWS and flexitime?

A. Directors and Staff Office Chiefs have authority to determine what positions within their organizations will be covered and have the right to exclude or limit flexitime or AWS coverage for individual positions based upon mission requirements.

Q. On what basis can supervisors restrict AWS and flexitime?

A. Supervisors may restrict AWS and flexitime for individual employees based on legitimate mission requirements or abuse of privileges. Supervisors also have the right to temporarily require employees to report for work according to a standard tour of duty or to limit flexitime coverage when work conditions require an employee's presence (e.g., training classes, attendance at special meetings, project assignments, emergency work requirements, and other essential management needs). Supervisors should coordinate restriction of AWS and flexitime privileges resulting from employee abuse with their servicing Employee Relations Specialist in the Office of Civilian Personnel.

Q. The recently negotiated provision with the unions set flexitime hours from 6:00 a.m. to 7:00 p.m. Can employees choose to start the work day at 6:00 a.m.?

A. Employees may begin work at 6:00 a.m. as long as they are present during the core hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. and 3:00 p.m. The standard work day of 8 hours and 1/2 hour for lunch does not permit employees to begin work prior to 6:30 a.m. and be present during core hours.

Q. Can an employee work an 8-hour day from 6:00 a.m. to 2:30 p.m.?

A. No, because such a work schedule is outside core hours. However, a Director or Office Chief may approve a 6:00 a.m. to 2:30 p.m. schedule for a temporary period based on unusual and special circumstances.

Q. Can an employee work from 6:00 a.m. to 3:00 p.m., take 1/2 hour for lunch, and earn 1/2 hour AWS time?

A. Yes, but an employee must receive supervisory approval in advance for leave or AWS time off during the pay period under such a schedule.

Q. Can an employee work from 6:00 a.m. to 3:00 p.m. and take an hour for lunch?

A. Yes.

Q. Are employees required to receive supervisory approval for work schedules such as 8 9-hour days, 1 8-hour day and an AWS day off per pay period or 4 10-hour days a week with an AWS day off each week?

A. For all work schedules, employees must get approval in advance for time off duty. When approving time off, supervisors must ensure that the mission is accomplished.

Under AWS and flexitime, both supervisors and employees have great leeway in determining their hours of duty. However, along with the flexibility we enjoy, we have responsibility as public servants to perform an hour of work, or otherwise properly account for the time, for each hour of pay.

Managers and supervisors have ultimate accountability for leadership in these matters. This not only includes your responsibility to take appropriate action when employees abuse privileges they are accorded, but also your personal obligation to fulfill your supervisory role, to include appropriate supervisory coverage when employees are working. Therefore, I expect each of you to take appropriate action to address problems as they occur to include proper notice to employees and the chain of command.

Our mission to build and sustain the readiness of the military services and federal agencies can only be achieved if we are faithful to our DSCC values: 1) our mission of service; 2) the trust placed in us; and 3) each other and our efforts, ideas, and energies. Underpinning our mission and values is the expectation that we will pull together as a team, not apart as individuals. This collective focus will ensure our success as DOD's most reliable, responsive and innovative provider of logistics support and services.

E. A. ELLIOT
RADM, SC, USN
Commander

cc: AFGE Local 1148
IFPTE Local 7

