



DEFENSE LOGISTICS AGENCY
Defense Construction Supply Center
POST OFFICE BOX 3990
COLUMBUS, OH 43216-5000

DCSC Sup 1
to DLAR 1422.1

DCSC Supplement 1
to DLAR 1422.1

23 Nov 1993

HOURS OF DUTY
(Further supplementation is prohibited)

I. DLAR 1422.1, 27 May 87, is supplemented as follows:

A. Page 1, paragraph I: Add subparagraphs "C" and "D:"

C. DCSC Supplement 1 to DLAR 1422.1 is applicable to all DCSC employees and to other serviced activities unless dictated by provisions of an applicable Inter-Service Support Agreement. Application to non-serviced activities located on Center is limited to the establishment or revision of standard tours of duty.

D. This Supplement also establishes guidelines for flexible work hour schedules, i.e., Flexitime and Alternative Work Schedules (AWS).

B. Page 2, after paragraph V B 3 c: Add the following:
Refer to subparagraphs V C through V H on pages 2.1 and 2.2.

C. Insert attached pages 2.1 and 2.2 after page 2.

D. Page 4:

1. After paragraph VI C 8: Add the following:
Refer to subparagraphs 9 through 10 on page 4.1.

2. After paragraph VI D: Add the following:
Refer to subparagraphs 1 through 6 on page 4.1.

3. After paragraph VI E: Add the following:
Refer to subparagraphs E on page 4.2.

4. After paragraph VI F: Add the following:
Refer to subparagraph VI F on page 4.2.

E. Paragraph VI H, line 4, after "hours.": Insert the following sentence:
The employee may also be allowed to work 1 additional hour, as determined and approved by the supervisor, to best meet mission demands.

F. Insert attached pages 4.1 and 4.2 after page 4.

G. Page 5, paragraph VI I 3: Add the following sentence:
Firefighters receiving premium pay on an annual basis will not be paid for holiday duty.

H. Page 7, paragraph VI M 3: Add the following sentence:
Compensatory time may be credited to and utilized by employees in increments of 15 minutes.

I. Page 8, after paragraph VI M 7: Add the following:
Refer to subparagraphs VI N through S on page 8.1.

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J. Insert attached page 8.1 after page 8.

K. Enclosure 1:

1. Page 1:

- a. After paragraph I C: Add the following:
Refer to subparagraphs D through H on page 3.1.
- b. After paragraph II I: Add the following:
Refer to subparagraph J on page 3.1.

2. Page 3, after paragraph IV I: Add the following:
Refer to subparagraphs J through L on pages 3.2 and 3.3.

L. After Enclosure 1, page 3, insert attached pages 3.1 through 3.3.

M. After Enclosure 2, insert DCSC Enclosure 3 (pages 1 through 3), DCSC Enclosure 4 (page 1) and DCSC Enclosure 5 (pages 1 and 2).

II. SIGNIFICANT CHANGES: This supplement has been completely revised and should be read in its entirety.

III. This supplement will be filed in front of DLAR 1422.1

BY ORDER OF THE COMMANDER

FRANK B. GREGORY
COL, USA
Chief of Staff

DISTRIBUTION:

G, Q AND K
DCSC-RPP (3)
DCSC-WXA (Pub) (25)
DCPSO (2)
AFGE #1148
IFPTE #7
DLA-K (2)

COORDINATION:

DCSC Directors/Office Chiefs/Personal Staff
DDCO
DCPSO
DRMS-EFC/DRMS-E
DITSO-CO/IPC-D
DSAC
AFGE
IFPTE

V. RESPONSIBILITIES

C. DCSC Directors/Office Chiefs/Personal Staff and, as applicable, Tenants/Service Activities will:

1. Ensure that personnel under their jurisdiction are informed of the provisions at DLAR 1422.1 and DCSC Supplement 1 thereto, and comply with policies and procedures as outlined.
2. Forward requests to establish/disestablish flexitime or to change standard tours at duty to DCSC-DC prior to effecting such actions. DCSC-DC will forward a copy of approvals to DCSC-K.
3. Coordinate with the Office of Civilian Personnel (DCSC-K) for review of alternative work schedule plans prior to implementation.
4. Provide employees and the Unions 2 weeks advance notice, when changing tours of duty and/or working hours and the reasons for the change, unless precluded by an emergency situation.
5. Consult/negotiate through DCSC-KSE with presidents of applicable local unions concerning proposed changes in tours of duty and furnish comments on areas in conflict for the Commander's consideration as necessary. (Applies only to elements/employees covered by a recognized labor contract).
6. Ensure that rest periods are established in accordance with provisions of this Supplement and privileges are not abused.
7. Observe the provisions of paragraph VI D 3 at this Supplement in the establishment of hours of employment and duties for persons under 18 years of age.
8. Develop internal procedures, or revisions thereto, to implement flexitime within the guidelines of Enclosure 1.
9. Develop internal procedures, or revisions thereto, to implement alternative work schedule within the guidelines of Enclosure 3.
10. Ensure that an adequate number of personnel are on duty to accomplish the mission and to maintain essential services.
11. Ensure that an adequate number of supervisory personnel or a designated lead employee(s) is on duty during duty hours and overtime periods.
12. Ensure that attendance is accurately maintained and reported.

D. The Commander, Office of Command (DCSC-DI) will:

1. Receive and approve requests to establish/disestablish flexitime or to change standard tours of duty developed by DCSC Directors/Office Chiefs/ Personal Staff and Tenants/Service Activities, as applicable.
2. Forward copies of approved requests of changes to flexitime and standard tours of duty to the office of Civilian Personnel (DCSC-K).

E. The Director, Office of Command Security (DCSC-I) will conduct unannounced gate checks directed by command and coordinate with organizations on results.

F. The Director, Office of Civilian Personnel (DCSC-K) will maintain this Supplement in accordance with DCSC Supplement 1 to DLAR 5025.1, Authorized DLA Publications and Authentication Procedures.

G. The Director, Office of Resources Management (DCSC-R) will prepare this Supplement for final authentication and publication in accordance with regulatory requirements.

H. Bulletin Board Custodians will post DLAR 1422.1 and DCSC Supplement 1422.1 number and title on the list of regulations of concern to employees indicating the location at which it is available for review.

C. Establishing Tours of Duty.

9. The establishment of, and adjustments to, standard tours of duty for personnel assigned to DCSC and Tenant Activities are vested in the DCSC Commander by paragraph II A. Use of flexitime or AWS by an organization will not preclude reverting back to the standard tour of duty under certain situations.

10. Those organizations requiring 24-hours coverage will maintain a current, written schedule of individual tours of duty and employees assigned to those tours of duty. The schedule will be communicated to and will be available to employees of the organization. These established tours of duty will be considered the standard tours of duty for that organization and those employees assigned to the individual tours.

D. Changing Tours of Duty.

1. Changes in the approved DCSC standard tours of duty at Enclosure 4 must be approved by the DCSC Commander and continue for a minimum of two pay periods unless initiated in response to emergency situation.

2. Changes to Tenants standard tours of duty at Enclosure 5 must be coordinated, in writing, with the DCSC Commander to ensure that adequate security, health, and safety support are available.

3. The hours of employment and duties of persons under 18 years of age will be consistent with the laws of the State of Ohio as contained in Ohio Revised Code, Chapter 4109. To ensure maximum conformance with the Ohio Revised Code, both the hours to be worked and the duties to be performed must be coordinated with the Office of Civilian Personnel prior to implementation.

4. Employees and the Union(s) will be provided a 2-week notice of any change in duty hours (either standard tour of duty or flexitime/alternative work schedule) unless an emergency situation prevents this advance notice.

5. A Change in Hours action (SF-52, Request for Personnel Action) must be processed for a part-time employee when the total number of hours worked per pay period changes for three or more pay periods.

6. Assignment and selection of individual employees to different tours of duty, or restriction of individual positions from flexitime coverage, do not require command approval and will be made by the concerned DCSC Directors/Office Chiefs/Personal Staff and Tenant Activity Commanders/Administrators. When making appointments to vacant positions, Directors will ensure that consideration is given to the following circumstances:

a. Interference of the new tour with the employee's continuing courses in an accredited college, university, or other educational institution.

b. Reassignment to the new tour causes a true individual hardship for the employee. Until investigation confirms existence of this hardship, the employee must work the new tour.

c. Employee's reassignment will seriously impair completion of a directed project/study, or have an adverse affect on the requirements of the federal service.

Changes will be made in consideration of employee needs/requests to the degree that such does not impede mission accomplishment.

E. Establishing Flexitime Schedules.
See Enclosure 1.

F. Alternative Work Schedules (AWS). Alternative work schedules (other than the flexitime concept defined in Enclosure 1) may be employed within Directorates/Offices at the discretion of the DCSC Directors/Office Chiefs/Personal Staff or a Tenant Activity Commander/Administrator. See Enclosure 3.

N. Rest Periods.

1. Rest periods of 10 minutes each 4-hour period of work, provided they are not a continuation of lunch periods, will be granted according to the following factors:

- a. To protect the employee's health by relieving him/her from hazardous work, sustained and/or extreme physical exertion.
- b. To reduce the accident rate by reducing fatigue factors.
- c. To relieve restricted personal activity resulting from working in confined areas.
- d. To increase quality or quantity of production.

2. Rest periods are not authorized for office workers or other employees not engaged in physical labor-type jobs unless approved for specific areas by DCSC Directors/Office Chiefs/Personal Staff or Tenant Activity Commanders/Administrators.

0. Lunch Breaks. Employees working less than 8 hours and using approved leave or AWS for the balance of the day may, if desired, continue to work through the 1100-1300 hour lunch period. When this is done, all core time must either be worked or covered by approved leave or AWS time off.

P. Internal Control. Checks for compliance with this supplement will be performed by management officials as directed or deemed necessary. The Office of Command Security will perform periodic gate checks of arrival/departure times and inform DCSC Directors/Office Chiefs/Personal Staff or Tenant Activity Commanders/Administrators of the results for their validation and action as necessary.

Q. Jury Duty/Training.

1. An employee participating in flexitime or an alternative work schedule will revert to the standard tour of duty while serving on jury duty or while attending training classes.

2. If an instructor authorizes study time within the 8 hour training day, it will be recognized and accepted by the organization of the student.

R. Summer Hours for Work Areas Not Air Conditioned. During the months of June, July, and August, activities utilizing work areas which are not air conditioned may adjust work hours for employees working in those areas to a starting time of no earlier than 0600 and quitting time no earlier than 1430.

S. Absence and Leave. A request for sick leave or other unscheduled absence from work will be made by an employee to his/her supervisor within two hours after commencement of his/her standard tour of duty as detailed in Enclosures 4 and 5.

FLEXITIME GUIDANCE

I. POLICY.

D. The establishment/disestablishment of the flexitime concept of work management for DCSC or Tenant Activities is vested in, and is the prerogative of, the DCSC Commander and Commanders/Administrators of Serviced Activities.

E. Upon establishment of the flexitime concept, flexitime work schedules may be employed within directorates/offices, if completely useful, at the discretion of a DCSC Director/Office Chief/Personal Staff, or a Tenant Activity Commander/Administrator.

F. DCSC Directors/Office Chiefs/Personal Staff and Tenant Activity Commanders/Administrators maintain the right to exclude or limit flexitime coverage for individual positions based upon mission requirements.

G. Flexitime will apply only to those positions assigned to a standard tour of duty beginning not earlier than 0630 hours and ending not later than 1800 hours.

H. Upon exclusion from flexitime, organizations/employees will revert to the standard tour of duty as defined in Enclosure 4 and 5.

II. DEFINITIONS.

J. Split Core: Employee is in a duty status during the core periods of 0900-1100 and from 1300-1500 hours. Employee must put in a block of at least 8½ hours daily, including a mandatory 4 core hours and a minimum ½ hour lunch period. Employee may choose on a daily basis his/her reporting hours between 0630 and 0900, lunch time between 1100 and 1300, and departing time between 1500 and 1800.

Example:

FLEXIBLE	CORE	FLEXIBLE*	CORE	FLEXIBLE
0630-0900	0900-1100	1100-1300	1300-1500	1500-1800

*Includes a minimum 30-minute lunch period.

IV. PROCEDURES.

J. Lunch Period.

1. Participating employees will observe a minimum of 30 minutes as a lunch period between 1100 and 1300 hours. The lunch period is a "floating" time block and can vary from day to day, unless otherwise restricted to meet operational requirements. Lunch periods will not begin before 1100 and will not end later than 1300.

2. Employees working less than 8 hours and using approved leave or AWS for the balance of the day may, if desired, continue to work through the 1100-1300 hour lunch period. When this is done, all core time must either be worked or covered by approved leave or AWS time off.

3. Employees under age 18 will not be permitted to work more than five consecutive hours without a 30 minute lunch period.

K. Restrictions from Flexitime Coverage

1. Supervisors 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 the employee's presence (e.g., training classes, attendance at special meetings, project assignments, emergency work requirements, and other essential management needs). In addition, flexitime privileges may be restricted when an employee abuses those privileges. Employees will be notified of this requirement 2 weeks in advance, if possible, except in cases of abuse. Employees will be provided, in writing, the reason when they are removed from Flexitime because of abuse.

2. Supervisors must determine if work situations/demands are significant enough to necessitate removal of any position from the flexitime system and assignment to a standard tour of duty. Requests for removal of a position from flexitime coverage must be approved by DCSC Directors/Office Chiefs/Personal Staff or Tenant Activity Commanders/Administrators.

L. Time and Attendance Records.

1. Each participating employee will maintain a daily record of his/her time and attendance on DCSC Form 340. Entries will be posted in blue or black ink and will not be made in advance of their occurrence except as necessary due to accelerated pay processing.

2. In the event that there are more breaks in working hours than spaces provided, the date and times in/out will be recorded on the reverse side of the DCSC Form 340 or on an attachment.

3. Employees are held accountable for the accuracy of their DCSC Form 340. All employees will sign their DCSC Form 340 at the end of the pay period certifying as to the accuracy of their recordings. Any employee who makes a false entry on the daily record or any other false report to the supervisor concerning hours worked will be subject to disciplinary action.

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4. Supervisors will review and sign each DCSC Form 340 prior to certification. Detailed instructions are provided in DCSCM 7330.001, Civilian Time, Attendance, Labor Exception and Workload Reporting.

5. Corrections to inadvertent errors on DCSC Form 340 should be accomplished by drawing a single line through the incorrect entry. The employee should write the correct entry above or beside it and initial the correction. The supervisor authorized to certify the T&A Report should initial the corrected entry.

b . DCSC Form 340, Individual Time/Attendance Record, will be filed each pay period in alphabetical sequence and maintained in a file folder. The folder, which will be labeled with a file number 434.60 Payroll Controls (Gen), will be cutoff at the end of each calendar year, retained for 3 years, then destroyed (except those forms which are pertinent to an outstanding GAO exception). Forms pertinent to an exception will be withdrawn and retained until clearance of the exception, in compliance with DLAM 5015.1, Files Maintenance and Disposition, Number 434.60. Offices creating a large volume of attendance records may retire them to the Records Holding Area (RHA) 1 year after the cutoff date for retention and ultimate disposal.

ALTERNATIVE WORK SCHEDULE (AWS) GUIDANCE

I. PURPOSE AND SCOPE.

DLA Primary Level Field Activities (PLFAs) are delegated the authority to establish Alternative Work Schedules (AWS) under Title 5, United States Code of Federal Regulations (CFR) , Part 620, in accordance with guidance published in Federal Personnel Manual (FPM) Supplement 990-2, Book 620, Alternative Work Schedules. AWS allows for flexible reporting and departing times as well as variations in the number of hours employees may work per day and per week. AWS programs have the potential to enable managers and supervisors to meet their program goals while, at the same time; allowing their employees to be more flexible in scheduling their activities. As employees gain greater control over their time, they can better balance work and non-work related responsibilities and interests. Memorandums of Understanding were signed by DCSC and DSAC Commanders, President of AFGE Local #1148, and President of IFPTE Local #7, instituting participation in Alternative Work Schedule by those organizations and agreement to abide by the established AWS plan.

II. POLICY. Time worked at an employee's option beyond 8 hours in a day is AWS time earned and is credited toward the Basic Work Requirement (BWR). The maximum daily BWR credit an employee may earn is 10 hours. AWS time is not earned on Saturday or Sunday (or an employee's regular day(s) off). In contrast, overtime includes only those hours officially ordered and approved in advance by management and is not credited toward the BWR. Unauthorized time worked in excess of the BWR is noncompensatory for pay and leave purposes. Carryover of AWS time earned from one pay period to the next is not authorized.

III DEFINITIONS.

A. Alternative Work Schedule (AWS). A flexible schedule which allows employees to vary the number of hours worked on a given day or the number of hours each week, within the limits established in the AWS Plan.

B. Basic Work Requirement (BWR). The number of hours, excluding overtime or compensatory hours, which an employee is required to work or account for by leave within a bi-weekly pay period. For full-time employees, the BWR is 80 hours per pay period.

C. Flexible Time. Under the AWS, flexible time bands are established from 0630-0900, 1100-1300, and 1500-1800. Core hours remain at 0900-1100 and 1300-1500.

IV RESPONSIBILITIES.

A. DCSC Directors/Office Chiefs/Personal Staff and, as applicable, Tenant Activities will:

1. Ensure that offices designated to be operational during the standard tour of duty and/or customer service hours are properly staffed. Manning requirements will be satisfied on a voluntary basis, or on an assigned rotating basis using the latest service computation date when volunteers are not available.

2 Designated positions may be excluded from AWS when justified for the performance of essential functions. Directors retain authority for determining what positions within their organizations will be covered as dictated by mission requirements. All employees, as determined by Directors, to be covered by the plan may either participate or not participate in the AWS, within the requirements defined in the plan.

3. Schedule meetings, special activities, recurring, conferences, etc., during core time, to the extent feasible.

B. Supervisors will:

1. Approve/disapprove employee request for AWS time off at any time, but no later than the next workday. This may occur any time during the pay period as long as the employee can fulfill their BWR by the end of the pay period.

2. Review employee records of hours worked on a regular basis to ensure proper recording of attendance.

3. Determine if personnel assigned to shift work are to be excluded from participation in Alternative Work Schedules.

4. Retain authority for restricting AWS coverage for individual employees as required by legitimate mission requirements or abuse of AWS privileges. Counsel and, if necessary, restrict coverage of employees who violate the AWS rules.

5. Ensure that work assignments and responsibilities are accomplished effectively, and that required coordination with other organizations are maintained.

6. Establish procedures for the control of time and attendance and ensure that abuses do not occur.

C. Employees will:

1. Ideally, request AWS time off prior to the pay period in which they wish to use AWS. Employees must notify their supervisor prior to using AWS and ensure their BWR will be met. In making requests, employees are responsible for ensuring that mission demands of their jobs will not be negatively impacted by their absence.

2. Follow local procedures for accounting for time and attendance.

V. PROCEDURES.

General

A. The Basic Work Requirement, excluding overtime or compensatory hours, required by a full-time employee is 80 hours per pay period. Unless the absence has been approved in advance, full-time employees must work at least 8 hours every day, including core time, with a minimum ½ hour lunch break. Any time less than 8 hours worked must be covered by approved AWS time off or approved leave (i.e., annual, sick, LWOP, compensatory time, military, court, or other administrative leave).

B. An employee may be granted no more than 8 hours of leave in a workday.

C. Non-worked holidays earn a maximum of 8 hours credit toward a full-time employee's BWR.

D. Failure to fulfill the BWR by the end of the pay period will result in appropriate leave being charged on the day(s) AWS was taken.

E. AWS time may be earned and used in 15 minutes increments. AWS time may be taken prior to being earned as long as the BWR is fulfilled within that pay period.

F. Regular rules apply for holiday and Sunday pay.

G. Employees may substitute AWS time earned for leave used during the current pay period. However, AWS cannot be earned on a day in which leave is used.

H. Disapproval of requested AWS time off should be based on just cause for factors such as, but not limited to, legitimate mission requirements, inability of the employee to meet the BWR, or abuse of the AWS privilege.

I. Scheduling conflicts that cannot be resolved among employees will be resolved by the supervisor in favor of the employee with the earliest service computation date.

J. Pre-scheduled annual leave will take priority over requested AWS time off.

K. Employees utilizing AWS are expected, when possible, to use AWS time off in lieu of sick leave.

L. AWS will not apply during periods of TDY. If circumstances allow, and the supervisor approves, employees may be allowed to work AWS during periods of training. In these situations, the actual hours spent in training will be counted toward the BWR on an hour-for-hour basis.

M. If emergency mission requirements require that an employee cannot take AWS time earned, those hours in excess of the BWR will be paid at the overtime rate or credited as Compensatory time at the employees option.

N. Time worked at the employee's option beyond eight hours in a day or 40 hours in a week is AWS time earned and is credited toward the BWR. In contrast, overtime includes only those hours officially ordered and approved in advance by management and is not credited toward the BWR. However, at the employee's request, and the consent of management, official overtime hours may be converted to AWS time earned and credited toward the BWR on a one-for-one basis (i.e., one hour of overtime equals one hour AWS time earned). Regular rules apply in computing overtime pay and compensatory time-off for overtime hours worked.

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DCSC STANDARD TOURS OF DUTY

0715-1615

Office of Command Security (DCSC-I) (excluding the following tours):

Police Force (DCSC-IP): Shift 1: 0530-1400
Shift 2: 1330-2200
Shift 3: 2130-0600

0730-1600

Directorate of Contracting & Production (DCSC-P)

Directorate of Quality Assurance (DCSC-Q)

Directorate of Technical Operations (DCSC-S) (excluding the following tour):

Repository Branch -
Automated, Manual and Distribution Section (DCSC-SDR):
Shift 2: 1600-0030

Office of Installation Services (DCSC-W) (excluding the following tours):

Equipment Pool Branch (DCSC-WEP): Shift 1: 0530-1400
Shift 2: 0600-1430
Shift 3: 0630-1500
Shift 4: 0900-1730

Mail Room (DCSC-WXT): 0700-1530

Equipment Maintenance Branch (DCSC-WEM): 0715-1545

Facilities Engineering Division (DCSC-WI): 0715-1545

Central Heating Plant (DCSC-WIMH): 0800-0800 (24-hour coverage Oct-May)
0715-1545 (Jun-Sep)

Fire Prevention & Protection Branch (DCSC-WIF): 24-hour coverage

Mechanized Systems Branch (DCSC-WES): Shift 1: 0630-1500
Shift 2: 1430-2300

0745-1615

Office of Command and Personal Staff (DCSC-D)

Office of Civilian Personnel (DCSC-K)

DLA Office of Counsel for the Columbus Region (DOCCR)

Office of Resources Management (DCSC-R)

Directorate of Supply Operations (DCSC-O) (excluding the following tours):

Status Sections (DCSC-OSEC): 24-hour coverage
Mail Function (DCSC-OP): 0630-1500

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TENANT STANDARD TOURS OF DUTY

0630-1500

Operations Branch Columbus DCMAO Dayton (DCMDM-GYQC)

0700-1530

Directorate for Industrial Security Clearance Review,
Personnel Security Divisions II and III (DISCR-PSD)

Defense Reutilization and Marketing Office. Columbus (DRMO-EFC)

Defense Printing Service (DPS)

0730-1600

Defense Distribution Depot Columbus (DDCO) (excluding the following tours):

Receiving Division (DDCO-TRD, -TRO and -TRI): 0630-1500

Warehousing Division I (DDCO-TBA and -TBS): 0600-1430

Warehousing Division I (DDCO-TBP): 0800-1630

Warehousing Division II (DDCO-TWA): 0630-1500

Warehousing Division II (DDCO-TWP): 0700 - 1530

Industrial Plant Equipment (IPE) Storage Division (DDCO-TI): 0630-1500

Transportation and Shipping Division (DDCO-TTO):

Shift A: 0700-1530

Shift B: 0800-1630

Shift C: 0900-1730

Transportation and Shipping Division (DDCO-TTS):

0730-1600 (Monday-Friday)

0700-1530 (Tuesday-Saturday)

Distribution Management Division (DDCO-TMP): 2400-0830

USAF Occupational Medicine Clinic, Columbus (USAFOC)

83rd US Army Reserve Command (ARCOM)

Navy Personnel Support Detachment (NPSD)

Defense Reutilization & Marketing Service Operations East, Columbus (DRMS-DE)

DIS Defense Industrial Security Clearance Office (DISCO)

Small Business Administration (SBA)

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0730-1630

USA 1st Brigade 2nd ROTC Region

Columbus Branch Office, Ft. Knox RA (CIRCC-BCB)

0745-1615

DLA Civilian Personnel Service Support Office (DCPSO)

Defense Finance and Accounting Systems - Columbus (DFAS)

DLA Systems Automation Center (DSAC) (excluding the following tours):

Test Lab (DSAC-ZOS):

Shift 1: 0800-1600

Shift 2: 1600-2400

Shift 3: 0000-0800

Network Control Center (DSAC-RO):

Shift 1: 0730-1600

Shift 2: 0800-1630

Shift 3: 1600-2400

Shift 4: 0000-0800

Defense Information Technology Services Organization - Columbus/Information
Processing Center (DITSO-CO-GT, CO-B, and CO/IPC-D)

0800-1630

DoD Inspector General-Audit, Columbus Office (DOD-IG and AIG)

Defense Criminal Investigation Service, Columbus (DCIS)