



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12620.1F
N12
17 Dec 2010

COMNAVCRUITCOM INSTRUCTION 12620.1F

From: Commander, Navy Recruiting Command

Subj: WORK SCHEDULES FOR NAVCRUITCOM HEADQUARTERS AND FIELD
CIVILIAN PERSONNEL

Ref: (a) DoD 1400.25, Chapter 600
(b) COMNAVCRUITCOMINST 12550.1
(c) COMNAVCRUITCOMINST 12630.2

Encl: (1) Sample NAVCRUIT 12620/2 (Rev. 7-09) Work Schedule
Request

1. Purpose. To publish working hours policy and the
Alternative Work Schedules program within Navy Recruiting
Command (NAVCRUITCOM), per references (a) through (c).

2. Cancellation. COMNAVCRUITCOMINST 12620.1E

3. Applicability. This instruction pertains to all civilian
personnel assigned to NAVCRUITCOM.

4. Definitions

a. Basic Workweek. A 40-hour workweek consisting of five
eight-hour workdays with an established tour of duty.

b. Alternative Work Schedule (AWS). Any flexible or
compressed workweek variation to the Basic Workweek schedule.

c. Compressed Work Schedule (CWS). A schedule that enables
a full-time employee to work 80 hours per pay period in less
than 10 workdays and a part-time employee to work less than 80
hours in less than 10 workdays. NAVCRUITCOM allows employees to
participate in the following plans with authorized supervisory
approval:

(1) 5 - 4/9 Plan: Within a two-week pay period, an
employee's CWS consists of eight nine-hour workdays and one
eight-hour workday to fulfill the basic 80-hour bi-weekly work
requirement. This schedule provides for one day off in each bi-
weekly pay period. The employee may request a specific day to

identify as his/her Regular Day Off (RDO); however, the request is subject to supervisory approval as the requested day may have to be changed to accommodate mission requirements.

(2) 4/10 Plan: Within a two-week pay period, an employee's CWS consists of eight ten-hour workdays. This schedule provides for one RDO each week of the bi-weekly pay period. The employee may request a specific day to identify as his/her RDO each week which is subject to supervisory approval as with the 5 -4/9 Plan. The RDO does not have to fall on the same day of the week for each of the two weeks of the pay period.

d. Flexible Time Band. That portion of the workday during which an individual has the option to select starting and ending times as designated by the activity. The earliest start time for NAVCRUITCOM Commands is 0600 and the latest ending time is 1800.

e. Flexitour. A flexible schedule where one selects starting and stopping times within the flexible time bands provided and continues to adhere to these times.

f. Core Time. The hours during which all personnel must be present for work. Core hours for civilian personnel in all NAVCRUITCOM UICs are from 0900 to 1500.

5. Policy. NAVCRUITCOM civilian personnel work schedules will consist of a basic 40 hour workweek or a CWS. Chief of Staff, Headquarters Department Directors, Navy Orientation Recruiting Unit Officer-in-Charge, Navy Recruiting Region (NAVCRUITREG) Commanders and Navy Recruiting District (NAVCRUITDIST) Commanding Officers will determine if use of the AWS/CWS is appropriate for their commands/organizations.

a. Participation in the AWS/CWS program is at the discretion of management. Management has the right to terminate an employee's participation in the AWS/CWS program with at least one full pay period's advance notice prior to the effective date.

b. A sufficient work force must be present to conduct command business at all times. As a guide, at least 75 percent of the work force should be present at all times except during holiday stand down periods when management may permit a lesser percentage of personnel to be present.

c. Work schedule changes will be kept to a minimum. Changes may not be made for a period of less than one full pay period.

d. All full-time schedules must include a minimum one-half hour unpaid lunch break. Personnel on a basic workweek schedule will have a tour of duty of eight hours plus a one-half hour unpaid lunch break. Personnel on a CWS will have a tour of duty consisting of a minimum of ten-1/2 hours on ten-hour workdays, nine-1/2 hours on nine-hour workdays and eight-1/2 hours on eight-hour workdays. Civilian employees may take a longer lunch period on a regular basis if approved by the supervisor via submission of a Work Schedule Request form enclosure (1). The total workday will be the basic eight, nine or ten hours plus the total time taken for lunch on a regular basis.

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6. Responsibilities

a. Director, Manpower and Human Resources Department (N1) is responsible for:

(1) Coordinating, overseeing, and evaluating the AWS program annually.

(2) Providing information on the AWS program to the Commander, Navy Recruiting Command managers/supervisors as needed to ensure compliance with this instruction.

b. Supervisors are responsible for:

(1) Developing and approving/disapproving work schedules by use of the Work Schedule Request form, enclosure (1).

(2) Ensuring original Work Schedule Request forms, enclosure (1), for assigned personnel are submitted to the organization's timekeeper for input into Standard Labor Data Collection and Distribution Application (SLDCADA).

c. Civilian Timekeepers are responsible for:

(1) Ensuring copies of all Work Schedule Request forms for assigned personnel are submitted to the N12 SLDCADA Administrator.

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(2) Providing new civilian personnel reporting to their organization with Work Schedule Request form enclosure (1) upon entry on duty.

(3) Ensuring all approved work schedule changes for assigned personnel are input into SLDCADA.

(4) Retaining originals of Work Schedule Request forms for personnel assigned to the organization until a work schedule change occurs resulting in a new Work Schedule Request form being submitted or until the individual departs the organization.

d. N12 SLDCADA Administrator is responsible for:

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(1) Ensuring initial work schedule requests for new personnel within all NAVCRUITCOM UICs are input into SLDCADA.

(2) Retaining copies of Work Schedule Request forms for assigned personnel until a work schedule change occurs resulting in a new Work Schedule Request form being submitted or until the individual departs the organization.

e. Civilian Personnel are responsible for:

(1) Ensuring any work schedule change request is submitted to their immediate supervisor for approval/disapproval a minimum of one full pay period prior to the requested effective date of the change.

(2) Adhering to the approved work schedule with regard to the starting and ending times for each scheduled workday and the designated lunch period.

7. Procedures

a. Personnel not on a CWS will work a basic 40-hour workweek. Personnel will select a fixed starting time within the flexible time band. All tours of duty must be documented and approved by use of enclosure (1).

b. CWS personnel will select a fixed starting and ending time within the flexible time band. With Supervisor's approval, personnel will select a RDO and an eight-hour day if on a 5-4/9 Plan, or two RDOs (one for each week of the bi-weekly pay period) if on a 4/10 Plan. The examples shown below are samples of how to setup a CWS:

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EXAMPLE 1 - FIRST MONDAY OFF (5-4/9 Plan)

Week	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	OFF	9	9	9	9	X	36
2	X	9	9	9	9	8	X	<u>44</u>
TOTAL								80

EXAMPLE 2 - SECOND FRIDAY OFF (5-4/9 Plan)

Week	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	9	9	9	9	8	X	44
2	X	9	9	9	9	OFF	X	<u>36</u>
TOTAL								80

EXAMPLE 3 - FIRST AND SECOND WEDNESDAY OFF (4/10 Plan)

Week	S	M	T	W	TH	F	SAT	TOTAL WORK HOURS
1	X	10	10	OFF	10	10	X	40
2	X	10	10	OFF	10	10	X	<u>40</u>
TOTAL								80

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8. Overtime or Compensatory Time. Guidance found in reference (b).

9. Travel and Training. CWS employees may be required to adjust their work schedules when going on travel. Supervisors and subordinates will determine the appropriate work schedule in advance of the subordinate's travel or training and submit enclosure (1) to their respective timekeeper. Generally, personnel work the schedule of the temporary duty station or the training facility. This may require coming off the CWS for the pay period that includes training or travel. For example, if an employee is scheduled to attend a training class for the entire two weeks of the pay period, it is recommended the employee be placed on a Basic Workweek tour of duty for that pay period. If not, the employee may have to be compensated (i.e. overtime pay or compensatory time-off) for time spent in an official work capacity for the day, or portion of the day, designated as his/her RDO.

10. Leave for Civilian Employees

a. Annual Leave, Sick Leave, and Leave Without Pay (LWOP). An employee on approved annual leave, sick leave or LWOP on a scheduled workday will be charged leave according to his/her approved work schedule (i.e., eight, nine or ten hours of annual leave sick leave or LWOP will be charged based on a scheduled

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eight, nine or ten hour workday respectively). Additional guidance on leave administration is in reference (c).

b. Holiday Leave

(1) When a holiday falls on a Monday or Friday which is the employee's CWS RDO, either the preceding workday or the following workday becomes the holiday. If the CWS RDO is Friday and a holiday occurs on that day, the preceding workday becomes the holiday (i.e., Thursday becomes the holiday).

(2) When a holiday falls on a normal workday, the employee will be paid for the amount of hours that normally would have been worked. For example if an employee is scheduled to work 9 hours and a holiday falls on that particular day, then the employee will be paid nine hours of holiday pay.

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(3) In the rare event two holidays fall within the same pay period, CWS employees will be paid holiday pay for the amount of hours normally scheduled to work on both days.

11. Forms. NAVCRUIT 12620/2, Work Schedule Request, is available from the quarterdeck website, <https://rq.cnrc.navy.mil>, and COMNAVCRUITCOM N12.

/s/
R. L. GRAF
Deputy

Distribution:
Electronic only, via
<http://www.cnrc.navy.mil/Publications/directives.htm>

WORK SCHEDULE REQUEST

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EMPLOYEE NAME (<i>Last, First, Middle Initial</i>)						ACT UIC	DIST
EFFECTIVE DATE (<i>Beginning of Pay Period</i>)		T & A STATUS CODE				AWS CODE	
PAY PERIOD TOUR OF DUTY: FROM _____ TO _____							
	SUN	MON	TUE	WED	THU	FRI	SAT
WEEK 1							
WEEK 2							
STANDING JOB ORDER NUMBER (JON): _____							
EMPLOYEE SIGNATURE: _____						DATE SIGNED: _____	
SUPERVISOR'S NAME: (<i>Last, First, Middle Initial</i>)/TITLE _____							
SUPERVISOR'S SIGNATURE: _____						DATE SIGNED: _____	
CHECK APPLICABLE BOX:							
<input type="checkbox"/> NEW EMPLOYEE AND/OR TRANSFER IN EMPLOYEE <input type="checkbox"/> PERMANENT CHANGE TO TOUR OF DUTY, T&A STATUS CODE, OR AWS CODE <input type="checkbox"/> PERMANENT CHANGE TO STANDING JOB ORDER NUMBER <input type="checkbox"/> PERMANENT CHANGE TO UIC AND/OR DISTRIBUTION CODE							
FORWARD COMPLETED FORM TO:							
CIVILIAN HUMAN RESOURCES LIAISON DIVISION (N12), SLDCADA ADMINISTRATOR							
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This SAMPLE form is located on
<http://www.cnrc.navy.mil/Publications/forms.htm>