



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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NAVCRUITDISTNYINST 5330.1C  
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1 Apr 16

### NAVCRUITDISTNY INSTRUCTION 5330.1C

Subj: COMMAND POLICY ON WORKING HOURS FOR MILITARY PERSONNEL

1. Purpose. To establish guidance and procedural direction regarding working hours for military personnel at Navy Recruiting District (NRD) New York.
2. Cancellation. NAVCRUITDISTNYINST 5330.1B
3. Discussion. The health and welfare of this command is the direct responsibility of the Commanding Officer (CO). In order to ensure that all command personnel are receiving normal liberty, a command policy on working hours is established in writing.
4. Working Hours Policy
  - a. Recruiter working hours.
    - (1) A recruiter's workday shall not exceed 10 hours, exclusive of commute to/from work, without Division Leading Chief Petty Officer (DLCPO) or Division Leading Petty Officer (DLPO) and Division Officer (DO) approval.
    - (2) This approval shall be documented and may not be delegated below the DLCPO/DLPO level.
    - (3) Working hours should be aligned with station/office hours to the maximum extent possible; however, flexibility exists to allow for evening and weekend events, as well as quality of life scheduling (family events, off-duty education, etc.) without adversely impacting required production activities.
    - (4) In all cases, drive time between recruiting activities (i.e., "windshield time") shall be considered part of the recruiter's workday, and scheduled/planned for accordingly.
    - (5) Working hours should be adjusted to support school visits and ASVAB testing as required.
    - (6) Physical Readiness activities shall be aggressively integrated into everyday activities and may be conducted during the workday if schedule permits. Physical readiness activities shall include a minimum of three sessions per week devoted to moderate or moderately high intensity physical conditioning. Physical conditioning sessions should be at least 60 minutes (to include showering) in length to allow for proper warm-up and cool-down, and target at least 30 – 45 minutes of continuous aerobic activity.

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(7) In order to promote the importance of physical readiness while minimizing the impact to the recruiting mission and support of personnel in the field, Headquarters military personnel may delay reporting to work or depart early 30 minutes three days per week for the sole purpose of participating in Physical Training (PT). This must be prearranged with the Department Head and approved by the XO. Navy Recruiting Processing Station (NRPS) military personnel will coordinate their PT schedule through the Senior Classifier. LCPOs/LPOs/ Recruiters will coordinate PT through their respective DLCPO/LCPO/LPO.

NOTE: Command Duty Officer's (CDO's) are not permitted to delay in reporting or depart early due to the nature of their duties. This restriction only applies while an individual is acting in the capacity of CDO.

b. Only the Commanding Officer (CO) or Executive Officer (XO) has the authority to extend an individual's working hours by more than two hours in any week. This authority will be exercised as the exception and not the rule.

c. Recruiting Station Office Hours. Recruiting Stations shall be open for business at a minimum 0900-1730hrs, Monday through Friday. Hours may be shifted or extended to allow for certain events (DEP meetings, station training, peak recruiting opportunity etc.) However, stations shall not remain open for business after 1900hrs or during the weekend, without prior approval from the Executive Officer.

d. To assist in maintaining hours conducive to supporting the field while still maintaining hours most reflective with the rest of the workforce, Headquarters working hours are 0800-1630hrs, Monday through Friday.

e. NRPS working hours are in accordance with the Military Entrance Processing Station's (MEPS) operating schedule.

f. Saturdays are normally a day of regular liberty, however, attendance at special recruiting events, career fairs and other weekend events are all requirements of Navy Recruiting and will be supported. All supervisors have a duty to ensure Saturdays are used sparingly and prudently to ensure recruiters are given adequate time off and ensure Sailors have a regular and predictable work schedule. For all departments, working on a Saturday requires prior approval from the CO.

g. Military members who are required to work outside of normal working hours shall be compensated time off equal to the overtime worked. Compensation for recruiters work outside normal working hours due to mismanagement of time is not required. Compensatory time shall be awarded and utilized during the same work week in which it was granted and may not be banked for use at a later time.

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h. Individual working hours over 12 hours in any 24 hour period are not authorized without prior approval from the CO. The CO will assess the mission essential nature of the request, conduct an Operational Risk Management assessment and ensure the individual receives adequate rest and compensatory time off prior to resuming duties following any workday greater than 12 hours.

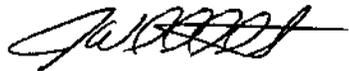
i. Sundays and Federal Holidays. Federal law determines public holidays. Except as noted above, no one shall be required or allowed to work on Sundays, Federal Holidays, or CO designated days off without the CO's specific approval. This authority rests solely with the CO and is not delegated.

(1) On Sundays or Federal Holidays, recruiters may be required to transport applicants or shippers, or perform other necessary administrative or processing duties associated with next-day NRPS processing. Appropriate compensatory time (hour for hour) shall be afforded to the individual to be utilized during the same work week for which it was earned.

(2) Recruiters may volunteer or in some cases be detailed to participate in community or recruiting public affairs events on weekends and holidays. For command-directed community relations events, compensatory time shall also be applied.

j. An individual whose personal religious beliefs require that he or she abstain from work at certain times of the workday or work week, shall be permitted to work alternative hours so that the individual can meet their religious obligation. Prior coordination with the direct supervisor is required.

5. Action. This policy shall take effect immediately.



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