



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO J-13

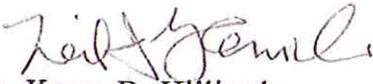
JAN 2 2009

MEMORANDUM FOR MR. FREDERICK BAILLIE AND MS. NANCY DIBBLE,  
CHIEF NEGOTIATORS FOR DEFENSE LOGISTICS  
AGENCY (DLA) HEADQUARTERS

SUBJECT: Locally Negotiated Operating Procedures (LOCNOP) for Article 20  
between DLA Sites defined as the National Capital Region and the  
American Federation of Government Employees (AFGE) Local 2449

The subject LOCNOP dated December 11, 2008, has been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement between the DLA and AFGE Council 169. The subject LOCNOP is approved this date by both DLA Headquarters and AFGE Council 169.

If there are any questions on this matter, you may contact Ms. Pam Molloy at (703) 767-5401 or DSN 427-5401.

  
for Karen D. Hilliard  
Staff Director  
Labor and Employee Relations  
Human Resources

Attachment

cc: Mr. Frank Rienti, AFGE Council 169



AFGE 2449 Local Operating Procedures

Article 20 Hours of Duty

Section 4. Alternative Work Schedules (AWS)

In accordance with the MLA, Article 20, Section 4, the Employer supports the use of Alternative Work Schedules (AWS) unless an adverse impact is determined by the criteria contained in 5 USC 6131.

The attached MOU's represent the AWS procedures agreed upon by the parties and will continue in force as part of the negotiated Local Operating Procedures.

The parties agree that working hours for DLA bargaining unit employees represented by AFGE Local 2449, will be covered by the revised DLA HQ Alternative Work Schedule Plan, dated August 22, 2004. The AWS plan includes compressed work schedules, 4x 10, flexitour, credit hours and flexible work schedules, in accordance with the provisions of the plan and with supervisory approval (Attachment A), with the exception of HQ DESC at Fort Belvoir, and DESC-Houston, where employees are covered by Maxiflex Work Schedule (Attachment B).

  
Frederick Baillie  
Chief Negotiator  
DLA-HQ

  
Nancy Dibble  
Chief Negotiator  
President, AFGE Local 2449

J-13



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO J-1

AUG 10 2004

MEMORANDUM FOR DLA DIRECTOR'S STAFF

SUBJECT: Headquarters DLA Alternative Work Schedule (AWS) Plan

This memorandum hereby cancels the previous policy reference DLA-X memorandum dated May 20, 1992, subject: Headquarters DLA Alternative Work Schedules (AWS) Plan.

Effective August 22, 2004, the HQ DLA AWS plan is revised to include the option of a 4-10 compressed work schedule and the inclusion of credit hours for non-bargaining unit Headquarters DLA employees at grades GS-15 and below. Non-bargaining unit employees are identified by a code on the most recent Standard Form 50. If block 37 is marked either "7777" or "8888," these codes indicate non-bargaining unit positions. The 4-10 option entails working four 10-hour days with 1 day off each week, thereby providing for eight 10-hour workdays and 2 compressed days off per pay period. Employees on flexitour will be permitted to earn a maximum accumulation of 24 credit hours per pay period.

The 4-10 compressed work schedule and credit hours supplement the flexitour and 5-4/9 options currently available to HQ DLA employees. Organizations should periodically assess the effectiveness of the program to determine if the expanded options available under the revised AWS plan meet the Agency's needs and work requirements. Specific implementation guidelines for the 4-10 compressed schedule and accumulation of credit hours are provided in the attached HQ DLA AWS plan.

If you have any questions about the revised AWS plan, please contact Ms. Kathy Jenkins at (703) 767-8107.

  
JEFFREY R. NEAL  
Director  
Human Resources

Attachment



**ALTERNATIVE WORK SCHEDULE PLAN**  
(Flexitour/Compressed Work Schedule)  
for  
Headquarters, Defense Logistics Agency

I. **PURPOSE:** This document revises the Alternative Work Schedule (AWS) plan for the Headquarters, Defense Logistics Agency, effective June 7, 1992, to provide for the addition of a 4-10 compressed work schedule and inclusion of credit hours as options for DLA employees at grades GS-15 and below.

II. **DEFINITIONS:**

A. Alternative Work Schedule (AWS) – work schedules which consist of one or more forms of either Flexible Work Schedules (FWS) or Compressed Work Schedule (CWS).

1. Flexible Work Schedule (FWS) – an 80-hour biweekly work requirement which allows an employee to vary work starting/ending times within limits set by the Agency.

2. Compressed Work Schedule (CWS) – Variations of work schedules which permit completion of an 80-hour biweekly work requirement in fewer than 10 workdays.

B. Core Hours – Hours during which an employee must be present for duty or on leave. A single set of core hours includes a standard meal period; a double set of core hours allows for a flexible lunch period.

C. Credit Hours – Any hours of work, under a FWS, in excess of the basic work requirement that an employee with supervisor approval elects to work on a given day or in a given workweek so as to vary the length of another workweek or workday.

D. Flexible Time Band – The period of time during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position.

E. Flexitour – A type of flexible work schedule having fixed daily work starting and ending times within designated flexible time bands enabling full-time employees to complete an 8-hour workday within those time bands.

F. Standard Tour – a management established work schedule having 5 continuous days, normally Monday through Friday; with common daily work starting and ending times.

G. 5-4/9 Schedule – A compressed schedule which entails working eight 9-hour workdays and one 8-hour workday in a pay period, thereby providing for 1 Compressed Day Off (CDO) per pay period.

H. 4-10 Schedule – A compressed schedule which entails working four 10-hour days per week with one 8-hour day off, thereby providing for 8 10-hour workdays and 2 CDOs per pay period.

III. **SCOPE:** Flexitour and compressed work schedules will be made available to all HQ DLA (Including Headquarters subordinate activities) full-time civilian employees except those on shift work, in formal training, or other special situations.

#### **IV. POLICY:**

A. Consistent with mission needs and work requirements, it is the policy of HQ DLA to make flexitour and a 5-4/9 or 4-10 compressed work schedule available on a voluntary basis to personnel assigned to those organizations as described in Section III above. Individual schedules are subject to supervisory approval.

B. The principal consideration in instituting this AWS plan must be the successful accomplishment of assigned mission. Employee working hours must meet mission requirements. Supervisors and managers are charged with the responsibility for assuring that alternative schedules do not cause any disruption or degradation in mission accomplishment or service to the customer. Examples of such impact may be:

1. Increased costs (exclusive of AWS administration) which are attributable to the use of AWS, such as the need for hiring part-time help, increased use of overtime, increased work space or energy consumption, purchase of additional or special office equipment.

2. A lack of staff availability is demonstrated in connection with attendance at meetings, inadequate coordination, or responsiveness within the chain of command.

3. Customer service is adversely affected, as demonstrated by lateness in response to requests for information/assistance, missed deadlines, etc.

4. Individual or collective indications of substandard worker productivity by comparison to pre-AWS levels are indicated.

C. Where mission requirements dictate, entire Directorates may be excluded or removed from AWS participation with the prior approval of the Corporate Board. Heads of Directorates may exclude or cancel alternative schedules for a portion of the Directorate on the same basis. The Director may terminate alternative work schedules for all HQ DLA Directorates including the Headquarters Subordinate Activities, due to adverse agency impact. The Directorate Head, or the Director of Human Resources will notify employees and the Union local 30 days before the effective date of the cancellation.

D. The flexitour option will consist of 8 hours duty time on a fixed schedule commencing between 0600-0900 (0600-0800 for 10-hr day) and ending between 1430 and 1830. It will include a double set of core hours from 0900-1100 and from 1330-1500. Employees on flexitour must be present (or on leave) between these hours. A fixed lunch period of 30 to 60 minutes in length may be established. Lunch may be flexed between 1100 and 1330. (i.e., 0700 arrival, lunch 1130 to 1230, depart 1600). Once the schedule is selected, the hours are fixed until the supervisor provides an opportunity to select different starting and stopping times.

E. The 5-4/9 compressed work schedule option will consist of eight 9-hour workdays, one 8-hour workday, and 1 CDO each pay period. The sequence of workdays and CDO will be established based on organizational work requirements and, insofar as practical, employee preferences. Flexible time bands, core hours, and lunch periods are the same as for the flexitour option.

F. The 4-10 compressed work schedule option will consist of four 10-hour workdays and 1 compressed day off each week within a 2-week period. The sequence of workdays and CDO will be established based on organizational work requirements and, insofar as practical, employee preferences. Core hours and lunch periods are the same as for the flexitour option.

G. Participation in flexitour/compressed work schedule is optional. The regular 8-hour day (i.e. 0745-1615, with a 30-minute lunch period) standard tour will remain available to any employee who prefers it. Participation in alternative work schedules is a benefit afforded to the employee of the HQ DLA; it is neither a right nor an entitlement.

## V. PROCEDURES:

### A. Initial Start-up

1. Ensure all employees have access to the revised plan by either providing a copy or directing them to the appropriate Web site. Supervisors will need to assure that all new employees are provided information on the AWS plan as they report for duty.

2. Identify any individuals excluded from participating, assure that appropriate approvals for such exclusion are received, and provide written notice to each excluded employee explaining the reasons for exclusion.

3. Notify employees of Directorate procedures and in-house implementation of this plan including any restrictions on scheduling due to mission requirements. Implementation should address such matters as the following:

a. A date by which employees wishing to change their schedules to flexitour and/or compressed work schedule must submit a proposed schedule to their supervisors. The schedule will need to show arrival and departure times for each day of the pay period, including (for either the 5-4/9 or the 4-10 compressed workweek) the scheduled workdays and compressed day(s) off. The schedule should also indicate whether the employee will elect a standard (30-minute) or extended lunch break. A recommended format is provided at Attachment 1.

b. Identification of who will have final approval authority over the employee's proposed schedule.

c. The data by which supervisors will notify employees of approval, modification, or disapproval of proposed schedule. The approved biweekly schedule will become the employee's normal tour of duty.

d. The method by which supervisors will maintain a summary of approved schedules.

### B. Operating Principles:

1. Since all HQ Directorates will be operating under the same plan, supervisors will no longer be permitted to approve any alternative work schedule which is outside the scope of this plan. This does not, however, preclude supervisors from making schedule adjustments within the parameters established by this plan.

2. Employees wishing to change their schedules must request supervisory approval in advance. Approval is normally at the supervisor's discretion unless it is provided otherwise by the Directorate Head.

3. Normally, non-temporary ("permanent") changes to or from a compressed workweek schedule should begin at the start of a pay period. Supervisors may grant special, one-time or temporary changes on a case-by-case basis. One-time or temporary changes are usually based upon mission/training/TDY reasons or for temporary personal situations. For the same non-disciplinary reasons, supervisors may temporarily remove employees from their alternative work schedules for one or more pay periods. Supervisors will give employees as much advance notice as possible in order for them to have time to reschedule personal commitments or obligations.

4. Employees are authorized to earn and use credit hours IAW the credit hour procedures outlined in Credit Hours section of the Plan.

5. Supervisors should keep a written record of permanent and temporary schedule changes granted. A recommended format is provided at Attachment 2.

6. Recordkeeping is limited to schedules, changes, and regular time and attendance records. Supervisors will not impose sign in/out logs.

7. Employees should be made aware that they are obligated to conform their schedules to the requirements of training, TDY, participation in exercises, special deadlines or meetings, or priority workload. In addition, employees who do not comply with the Directorate rules will be subject to being returned to a standard tour. (Supervisors considering such an action are encouraged to consult with the Human Resources Customer Support Office before proceeding.)

8. Employee absence during scheduled AWS work hours will be charged to an appropriate form of leave, i.e. annual, sick, excused, leave without pay.

VI. **RESPONSIBILITIES**: Directorate Heads have the responsibility for assuring that alternative work schedules do not adversely affect the mission or operational performance of DLA. To this end, supervisors and managers will need to:

A. Ensure adequate office coverage to accomplish the mission.

B. Maintain an up-to-date schedule of employees' daily start/end times and compressed days off.

C. Ensure that time and attendance data entered in the ATAAPS system accurately reflects employees' schedules, and resolve any discrepancies identified.

D. Ensure that employees adhere to the policy and procedures of this plan.

VII. **IMPLEMENTATION**: The alternative work schedules described in this revised plan will begin on August 22, 2004. All Directorates will implement the revised plan (flexitour, including credit hours, and the 5-4/9 or 4-10 compressed work schedules) on the same date. This revised plan will serve as the basic operating plan for all HQ DLA Directorates. No other forms of alternative work schedules are authorized.

## **CREDIT HOURS**

Credit hours are hours of work that can be performed and then used at a later time to fulfill the 80-hour basic work requirement. The purposes of credit hours are to vary the length of the workweek (or workday) and to allow employees paid time off from work without charge to leave.

A. Employees on Flexible Work Schedules (Flexitour) may earn credit hours. Employees on Compressed Work Schedules may not earn credit hours.

B. Credit hours earned are hours worked in excess of the 80-hour basic work requirement during the employee's non-overtime tour of duty at the employee's request and with supervisory approval.

C. In order to earn credit hours for time worked beyond an 8-hour workday, employees must receive advance supervisory approval of the requested hours.

D. When an employee uses credit hours, such hours are to be counted as a part of the basic work requirement to which they are applied. An employee is entitled to his or her rate of basic pay for credit hours, and credit hours may not be used by an employee to create or increase entitlement to overtime pay.

E. In order to use earned credit hours, employees must, in advance of a planned absence, submit a properly completed OPM-71, Request for Leave or Approved Absence, for the credit hours desired. Supervisory approval/disapproval policies for credit hour requests will be handled the same as other requests for paid leave.

F. The maximum number of credit hours that an employee may carry over from one pay period to another is 24 hours. Hours earned in excess of the 24-hour limit are forfeited by the employee. It is the employee's responsibility to track credit hours and assure the balance does not exceed the 24-hour limit.

G. Credit hours must be earned prior to the pay period in which they are used.

H. Credit hours may be earned and used in 15-minute increments.

I. Credit hours may not be earned on non-scheduled duty days (Saturday and Sunday) or while in a travel status.

J. Training attendance does not preclude an employee from earning, with supervisory approval, additional credit hours daily by working before and/or after local training.

K. Further guidance on the administration, earning, and use of credit hours will be in accordance with governing OPM rules. See OPM Handbook on Alternative Work Schedules at [www.opm.gov/oca/aws/index.htm](http://www.opm.gov/oca/aws/index.htm) and OPM's Credit Hours Under a Flexible Work Schedule at [www.opm.gov/oca/worksch/html/cred\\_hrs.htm](http://www.opm.gov/oca/worksch/html/cred_hrs.htm).

## TIME AND ATTENDANCE REPORTING AND HOLIDAYS UNDER AWS

1. Supervisors need to assure that employees' matrix codes are changed in the ATAAPS system to reflect any changes from an 8-hour, 5-day workweek to a compressed workweek schedule. (No changes are required for an 8-hour per day flexitour schedule.).

2. The ATAAPS system will calculate holiday leave hours for Federal holidays automatically for employees on a compressed workweek schedule when the holiday falls on a scheduled workday. The number of holiday hours will depend on the scheduled work hours for that day. For example, if a holiday falls on an employee's 9-hour workday, holiday leave will be automatically counted as 9 hours. If the holiday falls on the employee's 8-hour workday, it is counted as 8 hours.

3. If a Federal holiday falls on an employee's compressed day off, the timekeeper must manually enter holiday leave for the employee. The compressed day off does not move. The employee will take the compressed day off as scheduled, and will normally take the **preceding** scheduled workday as the paid holiday. Timekeepers must enter the holiday leave code and the correct number of scheduled hours (8 or 9).

A. For example, if Memorial Day falls on a Monday which is the employee's scheduled day off, they will have the holiday observance as the compressed day off, and the preceding Friday as holiday leave. (IAW 1997 amendment to 5 CFR 610.202)

B. If a Federal holiday falls on the last Friday of the pay period, and that is an employee's scheduled compressed day off, the employee will take the preceding workday as holiday leave. In every instance, the day taken as holiday leave must be within the same pay period as the actual holiday or the pay period preceding the holiday .

4. Supervisors have the responsibility for ensuring that all holiday leave, as well as all other time and attendance data, is entered into the ATAAPS system accurately.

5. Employees participating in the 5-4/9 or 4-10 compressed work schedule are compensated at their basic rate for the hours in their regular 9- or 10-hour duty day. However, irregular or occasional overtime work which is ordered and authorized in advance and is in excess of the daily or weekly scheduled AWS work hours will be compensated by applicable premium pay provisions. Positions classified to the General Schedule and covered by the Fair Labor Standards Act may elect compensatory time off in lieu of paid overtime. Positions classified to the Federal wage system may not be granted compensatory time off for such overtime work.

6. Employees covered by the Union agreement and/or the Fair Labor Standards Act who participate in compressed workweek must take a compressed day off each pay period. If an employee on a compressed workweek schedule does not take a compressed day off, hours worked over 80 hours must be compensated by paid overtime or compensatory time as appropriate. All overtime/compensatory time requirements, such as advance approval by supervisors, still apply under AWS.

## REQUEST FOR ALTERNATIVE WORK SCHEDULE

Name: \_\_\_\_\_ Office Symbol \_\_\_\_\_

Request for:

\_\_\_\_\_ Flexitour    \_\_\_\_\_ 5-4/9 Compressed Workweek    \_\_\_\_\_ 4-10 Compressed Workweek

Requested Schedule: For 5-4/9, annotate 8 days of 9 hours each, one 8-hour day, and one CDO.  
 For 4-10, annotate 8 days of 10 hours and one CDO for each week of the pay period.

	Start Time	End Time	# Hours
1 <sup>st</sup> Monday			
1 <sup>st</sup> Tuesday			
1 <sup>st</sup> Wednesday			
1 <sup>st</sup> Thursday			
1 <sup>st</sup> Friday			
2 <sup>nd</sup> Monday			
2 <sup>nd</sup> Tuesday			
2 <sup>nd</sup> Wednesday			
2 <sup>nd</sup> Thursday			
2 <sup>nd</sup> Friday			

Supervisory Approval:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For timekeeper use: ATAAPS Code \_\_\_\_\_

Change entered on \_\_\_\_\_

REQUEST FOR CHANGE IN SCHEDULE

\_\_\_\_\_ One time

Name \_\_\_\_\_

\_\_\_\_\_ Permanent

Office Symbol \_\_\_\_\_

Change in : \_\_\_\_\_ Compressed Work Schedule

\_\_\_\_\_ Hours

\_\_\_\_\_ Day(s) off

Change from: \_\_\_\_\_

Change to:  
\_\_\_\_\_

Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Timekeeper use (if applicable): New ATAAPS code \_\_\_\_\_

Change entered on \_\_\_\_\_

## OPEN FORUM QUESTION:

Liz Moore  
Defense Logistics Agency  
Public Affairs Office, DP  
(703) 767-6189  
(703) 767-6187 Fax

The Government civilian personnel at the field sites of Defense Logistics Agency are given the option of working a 10 hour day for 4 days with 1 day off alternate work schedule. My question is:

“Why can't the Defense Logistics Agency Headquarters' Government civilian personnel be given the same alternate work schedule option with a caveat that the day off must be a Monday or Friday which would make this work schedule have the same impact on the Headquarters as the “CDO” alternate work schedule which is already approved at Headquarters?”

## OPEN FORUM RESPONSE:

I am happy to say the option of working a 10-hour day, 4 days a week will go into effect on Aug 22<sup>nd</sup> at the beginning of the pay period for **non-bargaining unit** employees in the HQ Complex. Employees who choose this option may elect any day of the week as their compressed day off, not just Monday or Friday. The revised AWS plan will be available on eWorkplace and through your organization's personnel liaison.

The reason this option will only be available to non-bargaining unit employees is because changing work schedules of employees under the Master Labor Agreement requires bargaining with AFGE Local 2449. Therefore HQ **bargaining unit employees** will continue to follow the Headquarters DLA Alternative Work Schedules Plan dated May 26, 1992, until this process is completed.