



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
12620.1
FEB 07 2011

POLICY LETTER 1-11

From: Assistant Director of Intelligence, Headquarters,
U.S. Marine Corps

Subj: ALTERNATIVE WORK SCHEDULE (AWS) PROGRAM

Ref: (a) MCO 12620.2, Alternative Work Schedule Program for
Civilian Marine Employees

Encl: (1) Work Schedule Request Form

1. Purpose. Define the policy, responsibilities, and procedures for the HQMC, Intelligence Department's participation in an Alternative Work Schedule (AWS) Program. Implementation of AWS will support mission accomplishment while improving the efficiency and productivity of operations, enhancing personnel retention, and improving morale.

2. Background and Scope. Reference (a) provides authority for HQMC, Intelligence Department to establish an AWS program. The principles of this instruction apply to all full time civilian employees at HQMC, Intelligence Department. Individual participation in the AWS is a privilege and not an entitlement, and is subject to the discretion of organizational supervisors. The AWS consists of two options: A Compressed Work Schedule (CWS) or a Flexible Work Schedule (FWS). The CWS provides the opportunity to work 80-hours in a bi-weekly period compressed into nine scheduled working days with one Regular Day Off (RDO) from work. The FWS provides further scheduling flexibility by allowing a day-to-day work hour adjustment around a required period of presence at the command.

3. Participation and removal from the program. Supervisors will have the approval authority on their employee's work schedule via the certifier's recommendation.

a. Civilian employees who choose not to participate in an AWS program will remain on a regular scheduled workweek of eight hours per day, 40 hours per week, with a 30-minute non-compensated lunch break per day.

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b. Participation in the AWS Program is strictly voluntary. Employees may elect to request participation using enclosure (1), provided it supports effective mission accomplishment and performance of assigned duties.

c. If the demands of an individual, a team, or a department job are such that the AWS is impractical, the supervisor has the authority and the responsibility to disapprove initially, or subsequently adjust or suspend AWS on an individual or departmental basis.

d. Employees who develop attendance issues may be removed from the AWS program until the issues are resolved. This action may be taken in addition to any appropriate disciplinary actions. An employee removed from the program may not reenter for a minimum of three months.

e. An employee may request to leave the AWS program at any time and revert back to a regular scheduled workweek by submitting enclosure (1).

f. The AWS will be evaluated on an ongoing basis to ensure that it is contributing to the efficient performance of the Marine Corps Intelligence mission.

4. Flexible Work Schedule (FWS). The FWS splits the workday into two types of hours: Core hours and flexible hours. Core hours cover the period of time during the workday in which all employees must be present for work. The core hours for HQMC, Intelligence Department are 0900 to 1400. Flexible hours cover periods of time during the workday in which employees may choose arrival and departure times. Standard flexible hours are from 0600 to 0900 for arrival and from 1400 to 1800 for departure. The types of FWS options that HQMC, Intelligence Department will offer are:

a. Flexitour: A fixed schedule requiring the employee to select starting and stopping times each day, and the schedule cannot vary. The employee's schedule must account for 8 hours per day, 40 hours per week, 10 days per pay period, and must cover the core hours. Arrival and departure times must be within the flexible hours and each day will include a 30-minute non-compensated lunch break.

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b. Gliding: A schedule in which the employee has a basic work requirement of 8 hours per day, 40 hours per week, and 10 days per pay period, and may change the arrival and departure times daily as long as they are within the flexible hours. The employee's schedule must cover core hours each day and each day will include a 30-minute non-compensated lunch break.

c. Variable Day: A schedule in which an employee has a basic work requirement of 40 hours per week. The number of hours worked each of the five days may vary (e.g., the employee may work 10 hours on Monday, 8 Tuesday through Thursday, and 6 hours on Friday). The schedule must cover the core hours each day and include a 30-minute non-compensated lunch break.

d. Variable Week: A schedule in which an employee has a basic work requirement of 80 hours per pay period. The number of hours worked each of the 10 workdays may vary as well as the total number of hours worked each week. The employee's work schedule must cover core hours each day and include a 30-minute non-compensated lunch break.

5. Compressed Work Schedule (CWS). CWS is a fixed schedule that consists of eight 9 hour days, one 8 hour day, with a 30-minute non-compensated lunch break included each day, thus fulfilling the requirement of 80 hours per pay period. The employee is then granted one Regular Day Off (RDO) during the pay period.

a. The RDO will be a day that the employee and supervisor have mutually agreed to be the fixed RDO. In those instances where a mutual agreement cannot be reached, the Branch Head will have the final decision. The RDO cannot be changed from pay period to pay period.

b. When a holiday occurs on an employee's RDO, the employee will take the preceding day as their holiday except when the holiday falls on a Sunday. If the holiday occurs on a Sunday, the first regularly scheduled workday following the Sunday holiday will serve as the observed holiday.

c. Supervisors may require employees to follow a traditional fixed schedule during periods when they are out of the office. The following adjustments to the CWS will be considered mandatory for all employees.

(1) Employees scheduled to attend training in excess of five or more continuous days.

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(2) Employees scheduled to serve on jury duty in excess of five or more continuous days.

(3) Employees scheduled to participate in military reserve duty in excess of five or more continuous days.

(4) Employees scheduled for TDY or travel in excess of five or more continuous days.

(5) Employees placed on Workman's Compensation in excess of five or more continuous days.

6. Credit Hours. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the basic work requirement. Employees on a FWS are eligible to earn and use credit hours. Employees on CWS are not eligible to earn credit hours. Compensatory and overtime hours will be discussed in a separate policy letter.

a. Credit hours are distinguished from compensatory and overtime hours in that credit hours are not officially ordered and approved in advance by the supervisor and are not paid when they are earned. An employee may use credit hours during a subsequent week or pay period with supervisory approval to allow the employee to be absent from an equal number of hours of the basic work requirement with no loss of pay. Accrued credit hours cannot be converted to pay.

b. The maximum number of credit hours that may be accumulated for purposes of carryover per pay period is 24. Credit hours in excess of 24 and if not used within 26 pay periods will be forfeited.

7. Timekeeping and verification. Employees are responsible for inputting Time and Attendance in the Standard Labor Data Collection and Distribution Application (SLDCADA) each biweekly pay period. Supervisors and Certifiers are responsible for verification and certification of the employee time records within SLDCADA, to ensure fulfillment of basic work requirements, as well as leave usage, accumulation and usage of credit hours, compensatory time, and overtime. All personnel participating in the AWS Program will comply with policies and procedures contained in this policy letter.



P. C. CHUDOBA

WORK SCHEDULE REQUEST

From: Employee
To: Supervisor and Certifier

Date:

Subj: WORK SCHEDULE REQUEST

1. _____ I request to work a regular scheduled workweek:
 - a. Start time _____ Stop time _____ (8½ hour days)
2. _____ I request to participate in the CWS Plan:
 - a. Start time _____ Stop time _____ (9½ hour days)
 - b. Start time _____ Stop time _____ (8½ hour day)
 - c. CWS day off: _____
3. _____ I request to participate in the FWS Plan:
 - a. _____ Flexitour
Start time _____ Stop time _____ (8½ hour days)
 - b. _____ Gliding
 - c. _____ Variable Day
 - d. _____ Variable Week

Employee's Signature

From: Supervisor and Certifier
To: Employee

Date:

Subj: WORK SCHEDULE REQUEST

1. _____ Your work schedule request is approved.
2. _____ Your work schedule request is modified and approved as follows:
3. _____ Your work schedule request is denied due to:

Certifier Signature

Supervisor Signature

Enclosure (1)