



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
HEADQUARTERS MARINE CORPS, HENDERSON HALL  
ARLINGTON, VIRGINIA 22214-5000

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NOV 22 2022

From: Commanding Officer  
To: Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall

Subj: POLICY FOR CIVILIAN MARINE TOURS OF DUTY AND TELEWORK

Ref: (a) MCO 12271.1 (Telework for Civilian Marines)  
(b) MCO 12620.2 (Alternate Work Schedule Program)  
(c) Memorandum: Department of the Navy Workplace Guidance for Final Reentry of Civilian Personnel of 23 Mar 22

1. Per reference (c), this policy fulfills requirements to provide 30 days advanced notice, in writing, prior to recalling or adjusting work schedules. Per references (a) and (b), this directive establishes tours of duty and telework policy with the following specifications.

2. Standard Hours. As a customer service-oriented organization, this command must provide consistent and predictable service hours to Marines within the National Capital Region between the hours of 0730 and 1630 Monday through Friday. I recognize that in some sections, for example the ID Card Office, these hours are not supportable. In these situations, I expect supervisors to apply this policy consistent with my intent to maintain the highest levels of service to our NCR population.

3. Tours of Duty. Specifically, I expect that civilian and military supervisors will balance employee tour of duty requests to ensure that their sections provide consistent, dependable, and excellent service to both external entities and internally to the Battalion. "Straight 8" tours beginning at 0730 are the standard tour of duty within this battalion. Recognizing that work schedules may serve as a powerful recruiting and retention incentive to our workforce, I delegate approval authority for the following Alternate Work Schedules (AWS) to supervisors in accordance with reference (b). Supervisors must approve AWS requests and provide them to the Manpower Management Specialist before employees enact their AWS.

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a. Compressed Work Schedules

(1) Four-Day Workweek. The employee works four 10-hour workdays each week with one fixed day off per week.

(2) "5-4/9". The employee works eight nine-hour days and one eight-hour day with one fixed day off during a pay period.

b. Flexible Work Schedules (FWS). All FWS must cover the core hours of 0830-1430. Standard flexible hours for arrival include 0630-0830 and 1430-1700. Supervisors may institute more restrictive flexible hours based on the mission of their section, their need to balance manning requirements to adhere to the spirit and letter of this policy, and an employee's conduct or performance. I delegate approval authority for the following FWS to supervisors.

(1) Flexitour. The employee selects a fixed schedule that accounts for eight hours per day, 40 hours per week, 10 days per pay period, covering established core hours.

(2) Gliding. The employee works 8 hours per day, 10 days a pay period, and may change the arrival and departure times daily as long as personnel arrive and depart within flexible hours and core hours are covered.

(3) Variable Day. The employee works 40 hours in a 5-day work week. The number of hours personnel worked daily varies as long as core hours are covered.

4. Telework Categories. This command recognizes two categories of telework - situational and reoccurring telework. Employees granted telework will conduct their telework from the approved alternate work site, defined herein as the employee's residence.

a. Reoccurring Telework. No federal employee will be granted a duty status which does not include at least three days weekly of onsite work. Some duties within this battalion are inherently unsuitable for telework. I expect that telework privileges will vary from work section to work section, and I will not standardize reoccurring telework schedules at the Battalion-level. Supervisors remain accountable for the performance of their work sections.

b. Situational Telework. Situational telework is an arrangement where supervisors approve telework on a case-by-case basis.

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5. Telework Eligibility and Responsibilities. Telework is a voluntary program, not an employee right. Once a supervisor and employee establish an agreement, it carries with it the obligation to maintain an appropriate work environment. For example, employees must arrange care for their dependents.

a. Supervisor Authorities. Supervisors may deny or terminate telework status to ensure appropriate office coverage, mission needs, or the employee's suitability for telework.

b. Administrative Requirements. Supervisors will document all telework agreements and provide a copy to their employees. Employees will complete all required training and provide certificates to their supervisors. The Civilian Manpower Management Specialist will also retain copies of all telework agreements and training certificates. Supervisors will review telework agreements annually and provide signed copies of the new telework agreements to employees and the Civilian Manpower Management Specialist. New supervisor-employee relationships require new telework agreements.

6. Remote Work. I do not authorize remote work within this command. The Office of Personnel Management defines remote work as a written agreement under which an employee performs their work at an alternate work site and rarely, if ever, performs their work at the agency worksite. Were the battalion to authorize remote work, locality pay would reflect the location of the alternate work site, not the primary work site.

7. Telework in Lieu of Sick Leave. In some circumstances, I may authorize employees to telework in lieu of sick leave when the nature of the illness does not preclude legitimate work but would preclude the employee from attending or remaining in the primary work site. Supervisors will request telework in lieu of sick leave in writing to me.

8. Training Requirements. All employees and supervisors must complete telework training in order to supervise or participate in the telework program. Contact the Manpower Management Specialist for assistance conducting this training.

9. Telework Agreement. Any employee who wishes to continue teleworking on an approved basis must sign a new telework agreement (NAVMC 11670/ NAVMC 11671) prior to the end of the 30 day notice, or must return to the office until they complete the process. All employees wishing to telework must also complete a

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NAVMC 11672 Safety Checklist to ensure that their home office meets Department of the Navy safety standards.

10. Exclusions. This policy specifically excludes Marine Corps Community Services (MCCS) General Service employees and delegates authority for telework policy to the MCCS Director, Henderson Hall, in accordance with applicable orders and regulations.

11. Delegation of Authority. Authority for this policy remains at the overall discretion of the Commanding Officer, normally delegated to the Executive Officer, in accordance with applicable laws, regulations, and orders. The Battalion Executive Officer and Manpower Management Specialist will address employees' questions regarding this policy.

12. Implementation. This order is effective immediately. To support consistent implementation across this command, the requirements within this policy for AWS and telework will be effective 1 January 2023. Per reference (c), this policy provides 30-day notification of changes to telework and tour of duty arrangements.



A. R. WINTHROP