



DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND  
1322 PATTERSON AVENUE, SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5065

NAVFACINST 12620.1  
CPP  
10 January 2002

NAVFAC INSTRUCTION 12620.1

From: Commander, Naval Facilities Engineering Command

Subj: ALTERNATIVE WORK SCHEDULES (AWS)

Ref: (a) 5 USC 6101-6133 (a)  
(b) 5 CFR 610  
(c) OPM Handbook on Alternative Work Schedules  
(d) DOD FMR 7000.14-R, Vol. 8 Aug 99  
(e) 5 CFR 550.111-114  
(f) HROWASHDCINST 12630.1F of 8 Apr 97

Encl: (1) Examples of NAVFACHQ Alternative Work Schedules  
(2) Work Schedule Request/Change

1. Purpose. To establish policy regarding the Naval Facilities Engineering Command Headquarters (NAVFACHQ) Alternative Work Schedules (AWS) Program per references (a) through (f). Field Components have delegated authority to establish Alternative Work Schedules per references (a) through (e) to improve operational efficiency and client service. For Field Components with bargaining units, appropriate labor relations obligations must be fulfilled. References (a) through (c) authorize the establishment of hours of duty and provide further guidance on alternative work schedules. References (d) and (e) outline mandatory procedures for the administration of time and attendance and detail the requirements for use and approval of compensatory time and overtime. Reference (f) provides guidance on leave administration.

2. Cancellation. NAVFACINST 12620 of 6 July 1993.

3. Background. NAVFACHQ has expanded its work schedules to include Flexible Work Schedules (FWS). Compressed Work Schedules (CWS) and FWS fall under the umbrella of AWS. The AWS program meets mission requirements while improving operations, enhancing personnel recruitment and retention, reducing absenteeism, and employee satisfaction and quality of work life. Applied with a deliberate client focus, AWS extends the workday coverage and availability to clients through varying arrival and departure times. With prior management approval and focus on mission requirements and client expectations, employees may request to work a schedule using any of the NAVFACHQ approved alternative work schedules.

10 January 2002

4. Definitions. NAVFACHQ has established business hours which is the period of time during the day that we guarantee NAVFACHQ will respond to client's needs in person (either face-to-face or by phone). Business hours are from 0800 to 1600 hours. The schedules our employees work can vary substantially and supervisors are responsible for balancing employees work schedules to ensure each office is functional and fully responsive. Core hours have been established when all employees are expected to be present for work or on approved leave. Core hours focus the majority of the workforce available during the heaviest client workload yet allows flexible arrival and departure times and positions NAVFACHQ to have employees available at work from 0600 to 1800. A visual relationship of core hours to business hours is shown in enclosure (1).

a. Business hours refers to the designated portion of the day when an office needs to be open and staffed at the level necessary to provide high quality, responsive client service. NAVFACHQ's business hours are from 0800 to 1600.

b. Core hours means the designated portion of each workday, workweek, or pay period that are within the tour of duty during which an employee is required by the Agency to be present for work or on leave. NAVFACHQ's Core hours are 0830 to 1430.

c. Biweekly pay period means the 2-week period for which an employee is scheduled to perform work.

d. Alternative Work Schedules (AWS) means both flexible work schedules (FWS) and compressed work schedules (CWS). The NAVFACHQ approved schedules are Flexitour, Gliding, Maxiflex (flexible 5/4-9), and CWS (5/4-9)

e. Basic work requirement means the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, excused absence, holiday hours, compensatory time off, or time off as an award.

f. Compressed Work Schedule (CWS) means a work schedule that enables an employee to work 80 hours per pay period in less than 10 workdays. NAVFACHQ's CWS approved schedule is 5/4-9 whereby employees are allowed to work eight (8) 9-hour days and one (1) 8-hr day per pay period with a regular day off on a Monday or Friday.

g. Flexible hours (also referred to as "flexible time bands") means the times during the workday, workweek, or pay period within the tour of duty during which an employee covered by alternative work schedules may choose to vary times of arrival and departure from the work site consistent with the duties and requirements of the position. NAVFACHQ's Flexible hours are from 0600 to 0830 and from 1430 to 1800.

h. Flexible Work Schedules (FWS) All FWS that split the tour of duty into two kinds of time -- core hours and days when an employee must be present for work and flexible hours during which an employee may elect to work in order to complete the employee's basic (non-overtime) work requirement. Under any approved FWS, an employee must be at work during core hours and must account for the total number of hours scheduled to work or take leave.

i. Flexitour means a type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the Command provides an opportunity to select different starting and stopping times.

j. Gliding schedule means a type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

k. Maxiflex (flexible 5/4-9) schedule means a type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period and has a basic work requirement of 80 hours for the biweekly pay period. NAVFACHQ's approved Maxiflex schedule is a flexible 5/4-9 schedule whereby employees are allowed to work eight (8) 9-hour days and one (1) 8-hour day per pay period with a flexible day off and flexible starting/stopping times as long as the employee is present during core hours.

l. Lunch break is a non-compensable break of 30 minute which must be taken during mid-workday. It may not be taken at the beginning or end of the workday. Supervisors have the authority to approve an employee's request for a lunch break of no more than 60 minutes (i.e. for fitness, to conduct personal activities, etc.). However, the employee must work the total number of hours scheduled for that day on that day. Therefore, the workday must be extended and reflected in a work schedule adjustment.

m. Overtime hours when used with respect to FWS, refers to all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance. With respect to CWS, overtime hours refers to any hours in excess of those specified hours for full-time employees that constitute the compressed work schedule. Overtime must be ordered and approved in advance by management. Compensatory time is authorized by NAVFACHQ. Earning credit hours is not authorized.

n. Regular Day Off (RDO) refers to the day in a pay period that an employee participating in AWS is scheduled to take off work.

o. Tour of duty under a flexible work schedule means the limits set by an agency within which an employee must complete their basic work requirement. Under a compressed work schedule or other fixed schedule, tour of duty is synonymous with basic work requirement.

5. Scope. This instruction will apply to all civilian employees who are approved for participation in AWS.

6. Policy.

a. It is the policy of NAVFAC to offer alternative work schedules that will enhance client service, improve operational efficiency, promote program goals, and enrich the employees' quality of work life.

b. Implementation of AWS will not disrupt NAVFAC operations or the accomplishment of its mission. Where it is determined that a work schedule is having an adverse impact on NAVFAC operations, the schedule shall be modified.

c. AWS is not an entitlement but rather a privilege. Management retains the right to limit an employee's participation to meet NAVFAC needs. Participation can be suspended or terminated by the participant or supervisor at any time.

d. Office coverage shall be during the hours of 0800 to 1600 hours Monday through Friday. During these hours, an office must be open and staffed at the level necessary to provide high quality, responsive service.

e. The official core duty hours during which all employees must be present or on leave are 0830 to 1430.

f. Employees are expected to report to duty between 0600 and 0830. Exceptions to an employee's start of the workday may be granted on a case-by-case basis by their Group Captain.

g. Reasonable efforts will be made to accommodate individual work schedule requests. However, individual schedules must not interfere with the delivery of service to our clients.

h. Lunch breaks and periods of physical fitness are not considered part of the required workday and do not count toward the hours employees are scheduled and expected to work. Option to extend lunch break and subsequently extend the workday is subject to supervisory approval.

i. Workload demands may require management to temporarily change an employee's work schedule either from one AWS schedule to another or cancel it for a period of time. Change to work schedule must be submitted indicating reason, i.e., "due to workload."

## 7. Responsibilities

a. Commanders/Commanding Officers/Directors of Field Components have the authority to approve, modify, or cancel the AWS program within the Component based on organizational requirements.

b. NAVFAC Headquarters. Supervisors have the approval/disapproval authority to determine whether not employees may participate in AWS. They have overall responsibility to implement and continuously evaluate the program in their respective offices, its effectiveness and impact on client service, and to ensure that the program is administered consistently with the policies and procedures in this instruction. They are responsible for managing work schedules within their organization; ensuring subordinates understand and comply with the provisions of this instruction; ensuring office coverage during the NAVFACHQ business hours of 0800 to

1600 hours, Monday through Friday (during these hours, an office must be open and staffed at the level necessary to provide customer service); and for taking appropriate action when an employee fails to comply with the program.

c. Employees are responsible for adhering to the policy and procedures set forth in this instruction to accomplish the mission and maintain organizational effectiveness.

d. The Director of Civilian Personnel Programs (DCPP) will designate a staff member as the NAVFACHQ Customer Service Representative (CSR). As such, the CSR will be responsible for providing AWS procedural guidance to supervisory and timekeeping personnel and assisting in resolving time and attendance problems.

e. Commanders/Commanding Officers/Directors of Field Components are responsible for establishing procedural guidance and continuously evaluating the utilization of AWS programs within their Command to ensure there is no adverse impact to customers.

#### 8. NAVFAC Headquarters Procedures:

a. Full-time civilian employees will work 80-hours in a biweekly pay period.

b. Upon implementation of this program, request for work schedules changes from current work schedule may be submitted to the supervisor for consideration utilizing enclosure (2), Work Schedule Request/Change.

c. The form must be completed by the employee, approved by the supervisor, and submitted to CSR to make necessary changes. If a request is disapproved, form is returned to employee and the supervisor retains a copy.

d. Work schedule changes are to be affected beginning of a pay period.

e. Employees wishing to participate in AWS may elect one of the following NAVFACHQ approved schedules. However, regardless of selected schedule, employees must be present during core hours.

(1) Flexitour: This schedule has basic work requirement of 40 hours/week (8 hours per day, 5 days/week), and fixed starting and ending time.

(2) Gliding: This schedule has basic work requirement of 40 hours/week (8 hours per day, 5 days/week) and flexible day-to-day start/stop time within established time bands.

(3) CWS (5/4-9): This schedule has basic work requirement: 80 hours biweekly in less than 10 workdays (eight (8) 9-hour days, one (1) 8-hour day and a fixed RDO, Monday or Friday) per pay period and fixed daily starting/stopping time.

NAVFACINST 12610.1

CPP

10 January 2002

(4) Maxiflex (flexible 5/4-9): This schedule has basic biweekly work requirement: 80 hours in less than 10 workdays, a flexible RDO pay period-to-pay period, and flexible day-to-day start/stop time within established time bands. f. Enclosure (2) provides examples of the approved NAVFACHQ alternative work schedules.

g. Employees approved for Maxiflex (flexible 5/4-9) shall request and receive advanced supervisory approval prior to changing RDO for subsequent pay period.

h. Hours of arrival may not be earlier than 0600 or later than 0830. Exceptions may be granted on a case-by-case basis by the appropriate SES Director or Group Captain.

i. Subsequent request for Work Schedule changes should be kept to a minimum. Changes may be approved providing the change does not create a work disruption or otherwise adversely affect work accomplishment.

j. The policies and procedures for compensatory or overtime, time and attendance reporting and leave administration will not change and shall be followed per references (d) through (f). Leave shall be charged in six (6) minutes increments (.10 of an hour), per reference (d).

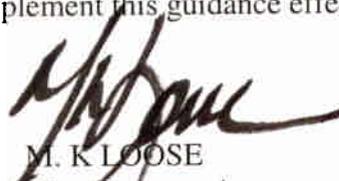
k. Approved leave taken for the entire day will be charged according to the number of hours that would normally have been worked.

l. Supervisors will determine on a case-by-case basis whether an employee remains on FWS, CWS, or converts to a basic workweek while on travel (TDY) or training status.

m. Employees on FWS (except Maxiflex) will be credited 8 hours of holiday leave for holidays. Employees on CWS and Maxiflex (flexible 5/4-9) will receive credit for the numbers of hours an employee would have been scheduled to work on that day.

(1) Employees are entitled to an "in lieu of" holiday when a holiday falls on a RDO. In such cases, the employee's holiday is the basic workday, immediately preceding the RDO. A basic workday for this purpose includes a day when part of the basic work requirement for an employee under a flexible work schedule is planned or scheduled to be performed.

9. Action. Addressees shall follow and implement this guidance effective 14 January 2002.



M. K. LOOSE  
Vice Commander

Distribution:

SNDL FKN

NAVFACHQ All Hands

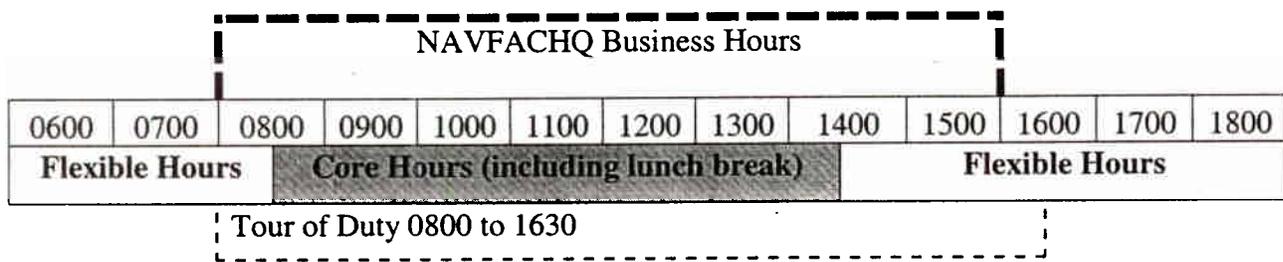
(Via [www.navfacilitator.navy.mil](http://www.navfacilitator.navy.mil))

**EXAMPLES OF APPROVED NAVFACHQ ALTERNATIVE WORK SCHEDULES**  
 (Regardless of selected schedule, employees must be present during core hours)

**FLEXITOUR SCHEDULE**

Basic Work Requirement: 40 hours/week (8 hrs. per day, 5 days/week)

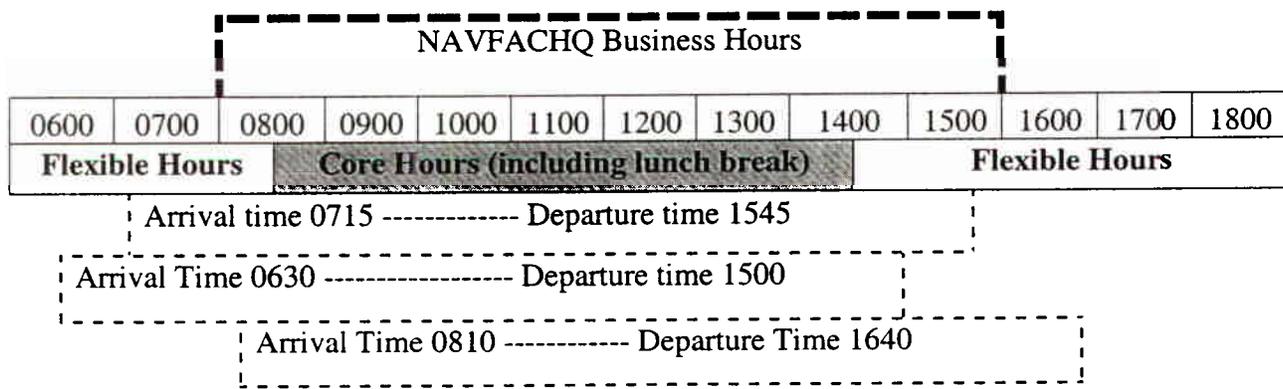
Fixed Starting and Ending time



**GLIDING SCHEDULE**

Basic Work Requirement: 40 hours/week (8 hrs. per day, 5 days/week)

Flexible day-to-day start/stop time within established time bands

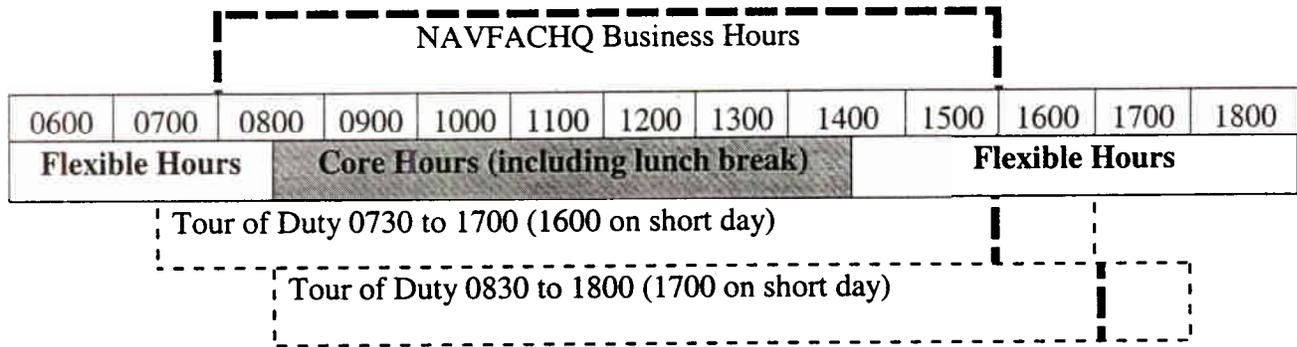


CWS (5/4-9)

Basic Work Requirement: 80 hours biweekly in less than 10 workdays

Eight (8) 9-Hr days, One (1) 8-Hr day and a fixed RDO (M or F) per pay period

Fixed daily starting/stopping time



	M	T	W	TH	F	Total Hours
Work Week 1	Off or 8	9	9	9	9	36 or 44
Work Week 2	8 or Off	9	9	9	9	

	M	T	W	TH	F	Total Hours
Work Week 1	9	9	9	9	8 or Off	36 or 44
Work Week 2	9	9	9	9	Off or 8	

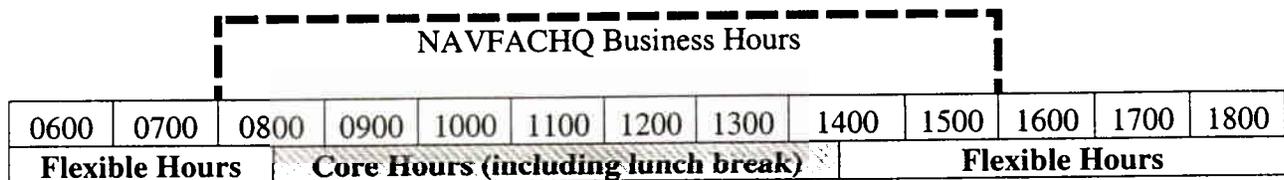
MAXIFLEX (flexible 5/4-9)

Basic biweekly work requirement: 80 hours in less than 10 workdays

Flexible Day Off pay period-to-pay period. Core hours do not apply on the RDO.

(Employees shall request prior approval to change RDO for subsequent pay-period)

Flexible day-to-day start/stop time within established time bands



10 January 2002

Work Week 1  
Work Week 2

M	T	W	TH	F	Total Hours
9	9	OFF	9	9	36
8	9	9	9	9	44

Work Week 1  
Work Week 2

M	T	W	TH	F	Total Hours
9	9	9	OFF	9	36
9	8	9	9	9	44

Work Week 1  
Work Week 2

M	T	W	TH	F	Total Hours
9	9	9	9	9	45
8	OFF	9	9	9	35

Work Week 1  
Work Week 2

M	T	W	TH	F	Total Hours
9	9	9	8	OFF	35
9	9	9	9	9	45

**Maxiflex (flexible 5/4-9)**

**CORE HOURS**

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	
<b>M</b>			■	■	■	■	■	■	■	■	■	■	■	9
<b>T</b>	■	■	■	■	■	■	■	■	■	■	■	■	■	9
<b>W</b>		■	■	■	■	■	■	■	■	■	■	■	■	9
<b>Th</b>		■	■	■	■	■	■	■	■	■	■	■	■	9
<b>F</b>			■	■	■	■	■	■	■	■	■	■	■	9

45 hrs.

**CORE HOURS**

	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	
<b>M</b>		■	■	■	■	■	■	■	■	■	■	■	■	9
<b>T</b>		■	■	■	■	■	■	■	■	■	■	■	■	9
<b>W</b>														0
<b>Th</b>		■	■	■	■	■	■	■	■	■	■	■	■	9
<b>F</b>	■	■	■	■	■	■	■	■	■	■	■	■	■	8

35 hrs.

NAVFACINST 12610.1  
CPP  
10 January 2002

## WORK SCHEDULE REQUEST/CHANGE

From: Employee  
To: Supervisor

Subj: WORK SCHEDULE REQUEST/CHANGE

I request to participate in Alternative Work Schedule. If approved, I am requesting the following to be my work schedule.

Flexitour Schedule

CWS (5/4-9) Schedule

Starting and Ending time will be: \_\_\_\_\_ to \_\_\_\_\_ (Monday thru Friday)

Regular Day Off (RDO) will be: \_\_\_ 1<sup>st</sup> Monday; \_\_\_ 2<sup>nd</sup> Monday; \_\_\_ 1<sup>st</sup> Friday; \_\_\_ 2<sup>nd</sup> Friday

Gliding Schedule

Maxiflex (flexible 5/4-9) Schedule

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Effective Date

Your schedule is approved as submitted.

Your schedule is modified and approved as follows:

Your request is disapproved. You may re-submit your request in \_\_\_ months for consideration.

\_\_\_\_\_  
Supervisor Signature/Date

Enclosure (2)