



DEPARTMENT OF DEFENSE
JOINT TASK FORCE NORTH
BLDG 11603, OLD IRONSIDES DRIVE
FORT BLISS, TEXAS 79918-0058

JTFN-CG

29 JULY 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum No. 2, Hours of Work

1. REFERENCES:

- a. 5 C.F.R. Part 5.550, Pay Administration (General).
- b. DoDI 1327.06, Leave and Liberty Policy and Procedures, dated 16 June 2009, incorporating Change 2, 13 August 2013.
- c. AFI 36-807, Scheduling of Work, Holiday Observances, and Overtime, 25 August 2015.
- d. NNCI 36-155 NORAD and USNORTHCOM Work Hours and Schedules, Alternative Work Schedules (AWS) Programs, Time Cards, Leave Requests, and Approval Procedures for Air Force Civilian Employees, 24 January 2012.
- e. JTFN Command Policy Memorandum No. 11, Physical Fitness Training Program.
- f. JTFN Command Policy Memorandum No. 12, Civilian Health and Fitness Program.
- g. Labor Management Relations Agreement between Holloman AFB, New Mexico and Local 1031 National Federation of Federal Employees, 05 March 1998.
- h. Space and Missile Defense Advisory and Assistance Services (SMDA2S) Tasking Order (TO) 1541, 30 August, 2015 - 30 September 2016.

2. APPLICABILITY: This policy applies to all assigned or attached Joint Task Force North (JTFN) personnel.

3. PURPOSE: To establish standard working hours for JTFN personnel.

4. POLICY: Predictable work hours, leave and presence at key family activities are essential to the morale of the Civilians and Servicemembers of JTFN.

5. PROCEDURES:

- a. Government Civilian Work Force.

(1) Normal duty hours for JTFN Headquarters are 0730-1630, Monday through Friday. Flexibility of these duty hours for Civilian workers is at the discretion of the supervisor as long as deviations are reasonable and do not exceed eight hours of work with a minimum lunch break of 30 minutes or the maximum lunch break of one hour each day. Flexible hours are

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Monday-Friday starting between the hours of 0600-0900 and ending between the hours of 1500-1800. The command supports alternate work schedules (AWS) on a case by case basis. AWS includes Flexitime Plan, Maxi-Flex, 5-4/9 Plan and 4-10 Plan. However, the command cannot support the 5-4/9 or 4-10 Plan, as it would have an adverse impact on the productivity of the mission. The Maxi-Flex schedule will be approved, on a case by case basis, for those civilians with unique mission requirements which would normally require them to work overtime.

(2) All overtime and compensatory time for government Civilians must be submitted on AF Form 428 for approval by the Chief of Staff prior to work being performed. In cases of emergency, the form will be signed the next duty day. Use of compensatory time in lieu of overtime is preferable; however, for non-exempt employees overtime has to be paid unless the employee requests compensatory time.

(3) Civilians participating in the Civilian Health and Fitness Program will coordinate with their supervisors per Command Policy Memorandum No. 12, Civilian Health and Fitness.

b. Military Work Force.

(1) The start of the duty day for military personnel conducting physical fitness training will be no later than 0900 hours. Military personnel who choose to conduct physical training at some time other than the morning will start their duty day no later than 0800 hours or per Director Guidance. Military personnel are encouraged to conduct physical fitness training IAW Command Policy Memorandum No. 11, Command Physical Fitness Training Program.

(2) Military members will process time off (e.g. leave and pass) requests using their appropriate Service forms and procedures.

c. Contractors. Unless otherwise indicated under the contract, contractors will work normal JTFN duty hours, 0730-1630, Monday through Friday.

6. PROPONENT: The proponent for this policy letter is the J1, (915) 313-7607.



KURT S. CRYTZER
Brigadier General, USA
Commanding

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