



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

JTFN-J1

JAN 14 2019

MEMORANDUM FOR RECORD

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

1. References

- a. 5 C.F.R. Part 5.550, Pay Administration (General).
- b. 5 C.F.R. Part 551, Pay Administration Under the Fair Labor Standards Act.
- c. DoDI 1327.06, Leave and Liberty Policy and Procedures, dated 16 June 2009, incorporating Change 2, 13 August 2013.
- d. AFI 36-807, Scheduling of Work, Holiday Observances, and Overtime, 25 August 2015.
- e. NNCI 36-155, NORAD and USNORTHCOM Work Hours and Schedules, Alternative Work Schedule (AWS) Programs, Time Cards, Leave Requests, and Approval Procedures for Air Force Civilian Employees, 24 January 2012.
- f. Command Policy Memorandum No. 10, Civilian Health and Fitness.

2. Applicability. This policy applies to all Joint Task Force North (JTF-N) personnel.

3. Purpose. To establish standard working hours for JTF-N personnel to ensure mission success across the command and allow flexibility to Supervisors and Civilians.

4. Procedures

a. Duty Hours. Normal duty hours at the JTF-N Headquarters are 0730-1630, Monday through Friday. JTF-N core duty hours are the designated hours all military and Civilian personnel should be at work. Core duty hours are from 0830-1530, with a lunch period ranging between 1100 and 1300.

(1) Government Civilian Workforce. Department of the Air Force Civilians (DFAC) participating in the Civilian Health

and Fitness Program will coordinate a physical fitness schedule with their supervisors outside of core duty hours and in accordance with reference (f). Supervisors maintain discretion over the flexibility of normal duty hours for Civilian employees as long as variations are reasonable and planned. Typically, JTF-N personnel work eight hours daily with a minimum lunch break of 30 minutes (unpaid) or the maximum lunch break of one hour (unpaid) each day. JTF-N permits flexible hours Monday through Friday starting from 0630-0830 and ending from 1530-1800.

(2) Military Personnel. Directors retain the authority to allow military personnel to conduct physical fitness within core duty hours on a case-by-case basis, as appropriate.

(3) Contractors. Unless otherwise indicated under the contract, contractors will work the normal JTF-N duty hours from 0730-1630, Monday through Friday.

b. Civilian Alternate Work Schedules (AWS), Credit Hours, and Overtime. The two alternate work schedules the command offers are the flexi-tour and maxi-flex schedules. Supervisors may authorize credit hours or overtime for employees working under either AWS.

(1) Flexi-tour AWS. JTF-N initially places all civilian employees on the flexi-tour schedule. The flexi-tour schedule consists of five consecutive eight-hour workdays, Monday-Friday, for a total of 40 hours per week. The employee may choose their starting and ending time within the established flexible hours delineated in paragraph 5.a. (1) above; however, the employee cannot change their work hours unless approved by a supervisor.

(2) Maxi-Flex AWS. The Chief of Staff is the approval authority for the maxi-flex schedule. The maxi-flex schedule consists of an 80-hour, bi-weekly basic work requirement. The employee may vary the number of hours worked on a given day or the number of hours each week within the limits set by their supervisor. When an employee works six or more consecutive hours, a lunch break of at least 30 minutes is required. To allow maximum flexibility, there are no core hours for the maxi-flex schedule.

(3) Procedures for Maxi-flex. Supervisors will complete and submit the memorandum of understanding to the Civilian Personnel Resources Advisor (CPRA) to request the maxi-flex schedule for their civilian employees with unique mission requirements (e.g. excessive overtime). The CPRA will staff this action to the Chief of Staff for approval. Once approved, the CPRA will generate the NNC Form 5 for required signatures. Supervisors will place a copy of all signed forms in the supervisor employee work folder and the CPRA will place a copy in the employees file within the J-1. The employee and supervisor must closely monitor the employee's work hours to

ensure they work the 80-hour bi-weekly basic work requirement. If employees on the maxi-flex schedule exceed 80 hours in a basic bi-weekly period, the Chief of Staff can approve credit hours on a case-by-case basis.

(4) Credit Hours. Credit hours are non-overtime hours an employee elects to work in excess of their basic work requirement, with a supervisor's prior approval. An employee may only carry forward 24 credit hours from one pay period to the next. Employees earn credit hours in 15-minute increments during flexible hours but may not earn credit hours during lunch or on days when leave (annual, sick, credit hours, compensatory time, time-off award, physical fitness, etc.) or excused absence is used. Employees may use credit hours with prior supervisor approval, for any required absence (i.e. volunteering, family events, unit planning for unofficial events, etc.). An employee may use credit hours during a subsequent day, week, or pay period, with supervisor approval, to allow them to be absent from work for an equal number of hours with no loss of pay. Supervisors will consider the amount of leave the employee submits during the pay period, if any, prior to approving a credit hour request.

(5) Credit Hours Procedures. Once approved by their supervisor to work credit hours, an employee must submit a premium request in the Automated Time Attendance and Production System (ATAAPS). Employees must also record the number of credit hours worked on their time card each pay period. Employees record credit hours earned as "CD" and credit hours used as "CN". An employee cannot transfer credit hours if they leave the organization. However, employees may receive pay for a maximum of 24 unused credit hours at their current rate of basic pay when Federal employment ends, when the employee transfers to another agency, or when the employee otherwise is no longer subject to an agency's FWS program.

(6) Overtime. Overtime refers to excess work hours that supervisors order and approve in advance for special projects or peak workloads pursuant to mission needs and not for day-to-day, routine assignments. Government Civilians must submit all requests for overtime or compensatory time on an AF Form 428, in accordance the FLSA. Supervisors will submit the AF Form 428 to the Chief of Staff for approval at least 7 days in advance. In the event an employee must work outside of normal duty hours on short notice, the Chief of Staff can approve the overtime request within one duty day. Supervisors will not permit employees to work longer than eight hour days without their prior approval and Director concurrence. Supervisors who knowingly allow their employees to do so, fall subject to "suffer or permit", under the Fair Labor Standards Act (FLSA). Employees should use compensatory time in lieu of overtime when possible; however, non-exempt employees may request monetary compensation in lieu of credit hours.

c. Scheduling Rest Periods for Government Civilian Employees. In accordance with reference d, Supervisors may consider scheduling short rest periods, not exceeding 15 minutes, during each four hours of continuous work, for FLSA Non-

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Exempt employees. Criteria determining the justification for granting, or directing rest periods include:

(1) Protecting employee's health by relieving them from hazardous or very physical work.

(2) Reducing the accident rate by removing the fatigue potential.

(3) Relieving those who work in confined spaces.

(4) Increasing or maintaining a high quality or quantity of production.

d. While the regulations do not mandate breaks for FLSA-exempt employees, first level supervisors may permit employees to take short rest periods, not exceeding 15 minutes, during each four hour hours of continuous work, as mission permits.

e. Supervisors will exercise appropriate oversight and management of rest periods during the duty day in order to ensure compliance with regulatory guidance in reference d. Supervisors may not extend a regularly scheduled lunch break by permitting an employee to take an authorized rest period (with pay) prior to, or immediately following lunch, since a rest period is considered part of the employee's compensable basic workday.

5. Proponent. The proponent for this policy letter is the Deputy J-1, (915) 313-7607.

4 Encls

1. Maxi-Flex MOU
2. Flexi-Tour MOU
3. NNC Form 5
4. AF Form 428


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Commanding