



DEFENSE HEALTH AGENCY  
NATIONAL CAPITAL REGION MEDICAL DIRECTORATE (J-11)  
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BETHESDA, MARYLAND 20889-5628

MAY 15 2018

MEMORANDUM FOR ALL CIVILIAN EMPLOYEES

SUBJECT: Alternate Work Schedules (AWS)

References: (a) American Federation of Government Employees (AFGE) Local 1410 and  
NCR MD Collective Bargaining Agreement (CBA), April 3, 2017  
(b) 5 U.S. Code § 6121 - Flexible and Compressed Work Schedules

The National Capital Region Medical Directorate (NCR MD) is committed to providing its civilian workforce with work schedule options that may improve employee productivity and morale while ensuring the Agency can accomplish its mission and goals. Alternate work schedules (AWS) are one tool available to the NCR MD in meeting this valued goal. This memorandum is to update and clarify the Guidance previously issued on December 2017.

In accordance with References (a) and (b), NCR MD is implementing the new AWS program contained in the CBA between the Union and NCR MD leadership. In order to carry out implementation in an efficient manner, employees are being provided the guidance for AWS approval (Attachment 1).

Please note that employees currently on an AWS and who wish to continue that schedule shall submit a Work Schedule Request Form (Attachment 2) to their first line supervisor as soon as possible after receipt of this notification. Management is responsible for approving or disapproving in writing an AWS request within two full pay periods after submission.

Approval authority for AWS is the director for each directorate and may be further delegated at their discretion to department chiefs. Approval/denial of AWS requests will be made on a case by case basis based solely on the needs/mission of the employee's department; denials will be based solely on mission requirements and workload demands. Decisions to deny the continuation of an existing AWS schedule must be approved by a higher level supervisor at the Department level or above. The employee will be provided a written explanation of the denial, which shall specify the impact upon mission, which is the basis of the denial. If the continuation of an existing AWS schedule is denied, the employee shall be provided two pay periods notice of any change in schedule. Approved AWS schedules will detail start and end times, the work schedule, the usage of credit hours, and the designation of employee regular days off as applicable.

Questions regarding this guidance shall be directed to Ms. Clodeth Findlay at [clodeth.c.findlay.civ@mail.mil](mailto:clodeth.c.findlay.civ@mail.mil) or (301) 319-4789.



Ronald J. Place  
Major General, MC, USA  
Director

Attachments:

1. Guidance for Alternate Work Schedules (AWS)
2. Work Schedule Change Request Form

## Guidance for Alternate Work Schedules (AWS)

References: (a) American Federation of Government Employees (AFGE) Local 1410 and NCR MD Collective Bargaining Agreement (CBA), April 3, 2017  
(b) 5 U.S. Code § 6121 - Flexible and Compressed Work Schedules

### 1. GENERAL GUIDANCE

- a. Participation in AWS is on a voluntary basis; no individual should be required to participate. However, all requests to participate will be consistent with the mission requirements and workload demands.
- b. The Agency retains the right to determine the work objectives of any given unit and to disapprove, in writing, any work schedule that does not allow those objectives to be met.
- c. The AWS program should not result in the establishment of additional supervisory positions, or require any supervisor to extend their workday beyond the scheduled hours of work.
- d. The MTF Directors and the JPC Director have the authority to identify occupational series or specialties that are to be prohibited from participation in AWS due to operational mission constraints.

### 2. APPROVAL PROCESS

- a. Approval authority for AWS is the director for each directorate and may be further delegated at their discretion to department chiefs. Department chiefs are the lowest level supervisors who can approve or deny AWS. Regardless of the approval level, supervisors will ensure that operational needs of the Agency are met.
- b. All Civilian employees are eligible to apply for an AWS schedule, even if they are not currently on an approved AWS schedule. Supervisory personnel may also participate in AWS if participation does not impact required supervisory office coverage. For employees not currently under an AWS schedule who wish to request AWS should submit a Work Schedule Request Form to their first line supervisor a minimum of two full pay periods prior to the requested effective date.
- c. Employees currently on an AWS Schedule and who wish to continue that schedule should submit a Work Schedule Request Form to their first line supervisor as soon as possible after receipt of this notification. Management is responsible for approving or disapproving in writing an AWS request within two full pay periods after submission.
- d. Approval/denial of AWS requests will be made on a case by case basis based solely on the needs/mission of the employee's department; denials will be based solely on mission requirements and workload demands. Decisions to deny the continuation of an existing AWS schedule must be approved by a higher level supervisor at the Department level or above. The

employee will be provided a written explanation of the denial, which shall specify the impact upon mission, which is the basis of the denial. If the continuation of an existing AWS schedule is denied, the employee shall be provided two pay periods notice of any change in schedule. Approved AWS schedules will detail start and end times, the work schedule, the usage of credit hours, and the designation of employee Regular Days Off (RDO) as applicable. Determinations of RDOs will be done in accordance with Article 5 Section 12 of the CBA.

### 3. Forms of AWS Schedules

a. Regular Work Schedule (AWS 0). Regular work schedule is Monday through Friday with set hours of eight (8) hours a day within the core hours set by the organization. A basic work week consists of 40 hours, for an 80 hour bi-weekly pay period. Employees will be charged leave according to their regular work schedule.

b. Flexitour (AWS 1). Flexitour is a fixed work schedule, Sunday through Saturday, whereas a full time employee adheres to the same start/stop time each day (8 hours per day and 40 hours per week).

c. Maxiflex (AWS 2). Maxiflex is a flexible work schedule that contains core hours of fewer than 10 workdays in the bi-weekly pay period and in which a full-time employee has a basic work requirement (the number of hours, excluding overtime hours, an employee is required to work or to account for) of 80 hours for the bi-weekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

d. Compressed Work Schedule (AWS 3). Compressed work schedule is a fixed work schedule, which enables full-time employees to complete the basic work requirement of 80 hours, in fewer than 10 full workdays in each bi-weekly pay period, by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employee times of arrival and departure from work are set, as are the days on which the employee is to complete the basic work requirement. Employees working a compressed work schedule will be charged leave in accordance with their basic work schedule. The two most common compressed schedules are:

(1) Employees are permitted to work eight 10 hour days with one regular day off (RDO) each week.

(2) Employees are permitted to work eight 9 hour days and one 8 hour day with one RDO each pay period.

### 4. MODIFICATION/SUSPENSION PROCESS

a. A supervisor can recommend denial or termination of participation in AWS. Denial or termination must be approved by the appropriate Director or by the Department Chief if delegated to that level. Denial/Termination authority may not be delegated further. The authorized management authority must notify the employee in writing at least two full pay periods in advance and submit a change in work schedule using the Work Schedule form. An

explanation should be provided.

b. Directors may temporarily modify or withdraw an employees' AWS schedule for up to six (6) pay periods based upon unanticipated workload. This authority may be further delegated to the Department Chief. The authorized management authority must notify the employee in writing at least one full pay period prior to the change.

c. The Director of MTFs and Center have the authority to temporarily suspend AWS in all or part of the MTFs and Center for thirty (30) days for an emergency or in order to ensure the fulfillment of operational requirements. In this scenario, the advance notification is waived.

#### 5. WORK HOURS/CORE HOURS

a. Per the OPM Handbook on Alternative Work Schedules, regular daytime working hours are defined as 0600 to 1800 hours. When setting a compressed work schedule (AWS 3), the employee's regularly scheduled tour of duty must be set between 0600 and 1800 hours.

b. Except for night and evening shift employees, schedule must include the core hours 0900 – 1500.

c. Regular Work Schedule is a 40 hour work week consisting of 5 workdays between the hours of 0700 and 1630.

#### 6. WORK CHANGE SUBMISSIONS

a. All work schedule change request will be submitted to the Civilian Human Resource Department for tracking purposes of Alternate work schedules.