



DEPARTMENT OF DEFENSE

Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Alternative Work Schedules

DeCAD 50-29
May 12, 2011

Human Resources
OPR: DeCA/HRR

References: See Enclosure 1

1. PURPOSE. This Directive:

- a. Cancels DeCA Directive 50-5 (DeCAD), (Reference (a)).
- b. Establishes DeCA Manual 50-29.1, (Reference (b)).
- c. Is established in compliance with references listed in Enclosure 1.

2. APPLICABILITY. The policy and guidance outlined in this Directive applies to General Schedule and Federal Wage System employees located at DeCA Headquarters (HQ) and regional offices.

3. POLICY. It is DeCA policy that:

- a. An alternative work schedule (AWS) program consists of two separate systems: flexible work schedules and compressed work schedules.
- b. Employees and supervisors must cooperate fully to ensure an effective and beneficial AWS program. Alternative work schedules must not interfere with the organization's ability to provide exceptional customer service to internal and external customers.
- c. Subject to the procedures contained herein, the opportunity to participate in an AWS will be extended to relevant civilian personnel on a voluntary basis. No individual will be required to participate in an AWS. Individuals who elect not to participate in the AWS may remain on a basic fixed schedule, in accordance with 5 U.S.C. 6101. Participation in an AWS is an entitlement, and not a right.
- d. AWS must not cause or contribute to the need for additional staff or for existing staff to work additional overtime hours. It is not required that AWS be uniformly available to all positions in a

department, as not every function is conducive to such scheduling. This should not deter supervisors from approving or establishing AWS for positions where such scheduling is possible and/or would enhance services. Where multiple incumbents request the use of an AWS, a method for the equitable allowance of flexible or compressed workweek should be developed by the department.

e. A reasonable effort will be made to accommodate individual work schedule requests.

f. The rights of supervisors or employees are not to be violated by the AWS.

g. Each employee's basic work schedule is subject to review and approval by his or her supervisor. There is no presumption or guarantee that the AWS will be continued when an employee changes organizations or activities within DeCA.

h. This Directive must be applied in conjunction with applicable Collective Bargaining Agreement provisions (Reference (d)).

i. The core hours for DeCA HQ are as follows: Monday through Friday, 8:30 a.m. to 3 p.m. Flexible bands are from 6:30 a.m. to 8:30 a.m. and from 3:30 p.m. to 6 p.m.

4. RESPONSIBILITIES.

a. DeCA Component Heads. At DeCA HQ level, the Chief of Staff will be the approval authority for exclusion of a position from AWS. The region director is the approval authority for exclusion of regional positions, to include functional process owners/special staff group assets located in a regional office.

b. Supervisors and Managers. Supervisors and managers shall:

(1) Be responsible for ensuring mission accomplishment, to include adequate coverage, through establishment of efficient and equitably managed work schedules within their organization.

(2) Be responsible for reviewing work schedules, ensuring compliance with this policy, and ensuring overall requirements (e.g., travel, leave, training) are taken into consideration.

(3) Consider each employee's preference and determine the appropriate schedule for each employee based on the needs of the work unit, workload requirements, customer requirements, and the requests of other employees.

(4) Determine on a continuing basis when work requirements preclude employees from participating in an AWS. Permanent exclusion of a position will be forwarded to appropriate approving authority for final determination.

(5) Approve a method and procedure for accounting for time and attendance to ensure all work hours are properly accounted for.

c. Employees. Employees shall:

(1) Understand and accept the responsibilities incurred with AWS and be willing to adjust their work schedules to meet mission requirements.

- (2) Adhere to the work scheduling provisions established herein.
- (3) In advance, request permission from their supervisor to participate in AWS.

5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2 (Reference (k)) and as specified by the Federal Managers' Financial Integrity Act.

6. RELEASABILITY – LIMITED. This Directive is not approved for public release and is located on DeCA's Intranet Web site, OneNet.

7. EFFECTIVE DATE. This Directive is effective immediately.


JoAnn Chambers
Chief of Staff

Enclosures:
1. References

ENCLOSURE 1

REFERENCES

- (a) DeCA Directive 50-5, "Defense Commissary Agency (DeCA) Flexitime System," January 1, 1992 (hereby canceled)
- (b) DeCA Manual 50-29.1, "Alternative Work Schedules Manual," Date May 12, 2011
- (c) DeCA Collective Bargaining Agreements
- (d) Chapter 61 of Title 5, United States Code
- (e) Executive Order 11582, "Observance of Holidays by Government Agencies," February 11, 1971
- (f) Part 610 of Title 5, Code of Federal Regulations
- (g) The Office of Personnel Management Handbook on Alternative Work Schedules, April 2009
- (h) DoD Administrative Instruction 28, "Overtime, Prescribed Hours of Duty, and Alternative Work Schedules for Civilian Employees," January 5, 2011
- (i) 50 Federal Labor Relations Authority No. 28, February 23, 1995
- (j) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (k) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008