Enclosure 1

http://sill-www.army.mil/USAG/DHR/forms/IMCOM/IMCOM_Form_1-A_AWS.pdf

ALTERNATE WORK SCHEDULE (AWS) AGREEMENT
EMPLOYEE - MANAGEMENT CONTRACT

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

BETWEEN
INSTALLATION MANAGEMENT COMMAND (IMCOM)
AND

Effective Date:

Employee Name (*Last, First, MI.*) and Division

NOTE: Employee (1st) and supervisor (2nd) must initial each item in the space provided below.

WORK SCHEDULE:

Week 1 (*Indicate the regularly scheduled day off as RDO*)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY

Week 2 (*Indicate the regularly scheduled day off as RDO*)

DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
Grand Total (Two week total must equal 80 hours)			

Leave: Employee agrees to follow established procedures for requesting and obtaining approval for leave. Leave will be taken in accordance with the established leave policies.

Overtime: Employee and supervisor are aware of the provisions delineated in IMCOM Reg 690-610, Civilian Personnel Work Schedules.

Work Assignment or Performance: The employee understands that a decline in job performance and/or documented misconduct may be grounds for cancelling the AWS agreement.

Termination of Agreement: The responsible official may terminate and employee's participation in the AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege. Employee participation may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.

SIGNATURES

Employee Signature	Date

APPROVAL RECOMMENDATION

	Supervisor Signature	Date
Recommend Approval Recommend Disapproval		

APPROVAL

	Responsible Official Signature	Date
Approved Disapproved		

IMCOM FORM 1-A, MAR 2014 PREVIOUS EDITIONS ARE OBSOLETE IMCOM PE v01 ES