



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30483
APO AE 09154-0483

AMIM-SGG-ZA

MEMORANDUM FOR All Wage Grade/General Schedule (WG/GS) Personnel
Assigned or Attached to United States Army Garrison (USAG) Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #46, 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. Army Europe Regulation (AER) 690-110 Civilian Employee Timekeeping in the Army in Europe.

2. Applicability: This policy applies to all WG/GS Personnel assigned or attached to United States Army Garrison (USAG) Stuttgart. Employees and supervisors are responsible for the administration, recording and authorization of timely and accurate attendance, certification, and submission of timecards through Defense Automated Time Attendance Production System (DATAAPs). The input of time and attendance may be assigned, and certification authority may be delegated. However, the assignment and delegation of these duties does not relieve the employees or the supervisor of the responsibility for the accuracy of the time and attendance.

3. Purpose: To establish standard working hours for USAG Stuttgart personnel, ensure mission success across the command, and allow flexibility to supervisors and civilians.

4. Procedures:

- a. Normal Tour of Duty (NTD) for employees is a 5-day, 40-hour workweek schedule. **The core hours for all civilian personnel assigned to USAG Stuttgart are 0900-1500.** Employees must be present for duty during core hours unless specifically excused. Therefore, employees should not report to duty before 0600 hours nor work beyond 1800 hours unless pre-approved to work premium hours by the supervisor.

AMIM-SGG-ZA

SUBJECT: USAG Stuttgart Command Policy Letter #46, Hours of Work

b. All directors will personally manage their individual work schedules for their employees to ensure appropriate coverage for employees. Scheduling and directorate policy must ensure that a director-level decisions can be made either through process or proxy during business hours **0800-1700**.

c. The command group is not authorizing alternate or compressed work schedules for any employees assigned to USAG Stuttgart. Any exceptions to policy must be reviewed and approved by the Deputy to the Garrison Commander.

d. Employees who work an 8-hour day must take at least 30 minutes for lunch. Lunch breaks are uncompensated and should not exceed one hour. Lunch breaks cannot be taken at the end of an employee's shift to shorten the workday. Lunch breaks must be taken between 1100 and 1300 unless the employee is approved for alternate lunch breaks.

5. The proponent for this policy is the Resource Management Officer Demetrius Gandy, demetrius.j.gandy.civ@army.mil.

G. KIRK ALEXANDER
COL, FA
Commanding