DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON – WEST POINT
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AMIM-MLG-ZA 13 March 2026

MEMORANDUM FOR U.S. ARMY GARRISON WEST POINT STAFF

SUBJECT: U.S. ARMY GARRISON WEST POINT POLICY #42 – Time and Attendance

1. References:

a. AR 690-610, Hours of Duty, Alternative Work Schedules, and Holidays, 18 Aug 2021.

b. AMIM-HRC-T: IMCOM Policy Memorandum Work Schedules, May 2024

c. Negotiated Agreement between USAG West Point, NY, and American Federation of Government Employees Local 2367.

d. Negotiated Agreement between United States Military Academy and International Association of Firefighters, West Point Local F-7.

2. Purpose. To establish the policy regarding Time and Attendance, Tour of Duty, and Alternate Work Schedule (AWS) for USAG West Point (USAG WP) civilian employees.

3. Applicability. This policy applies to all USAG West Point civilian employees, including both bargaining and non-bargaining unit members. While the Alternate Work Schedule (AWS) program is voluntary, participation may be limited based on operational requirements. Supervisors have the discretion to exclude certain positions, such as security guards or shift workers, from AWS eligibility when mission needs dictate. Firefighters are governed by the IAFF collective bargaining agreement.

4. Proponent. The Directorate of Human Resources (DHR), USAG West Point. The point of contact is the CIVPER Division Chief at (520) 717-9455. This policy remains in effect until canceled or superseded.

5. Definitions:

a. Alternate Work Schedule (AWS). A work schedule that differs from the traditional 8 hours/day, 5 days/week schedule. This includes Flexible Work Schedule (FWS), Compressed Work Schedule (CWS), and shift work.

b. Flexible Work Schedule (FWS). A work schedule where core hours are fixed and employees can work outside these hours, subject to supervisor approval. Requests for this schedule will be processed in accordance with references 1(c) above.

(1) Core hours. For the purposes of this policy, core hours are defined from 0900 to 1500 with an unpaid lunch period taken between 1100 and 1300 hours. All non-shift employees are required to be present for work during the core hours except for authorized leave, scheduled/authorized breaks, and lunch periods. The core hours for employees who interface with customers directly (face-to-face) should be in line with the standard 0730 – 1630 duty day.

(2) Flexible hours. That portion of the workday within which an employee may arrive or depart with supervisor approval and written documentation.

Flexible hours	Core hours plus, Lunch period	Flexible hours
0600	0900-1500	1500
0900		1800

c. Compressed Work Schedule (CWS). A fixed schedule that allows employees to complete their 80-hour work requirement in less than 10 workdays.

d. Normal time. An 8-hour duty day from 0730-1630 with a one-hour lunch period. All work schedules must be documented on IMCOM Form 1-A (Enclosure 1).

e. Lunch Period. Employees are allowed a 30-60-minute non-paid lunch break between 1100 and 1300, subject to supervisor approval. Employees may opt for a 30-minute lunch with approval but may not shorten their duty day by skipping lunch. Employees on non-traditional shifts (Firefighter, Power Plant, etc.) may have lunch periods outside of 1100-1300 window.

f. Rest Periods. Supervisors may permit short rest periods and/or breaks during an employee's tour of duty. Rest periods/breaks may not exceed 15 minutes during any 4-hour period of continuous work and should not be taken in increments smaller than 5 minutes. Rest periods may not immediately precede or be a continuation of the lunch period, be taken in conjunction with the beginning or ending of an employee's duty day, be combined to create a single 30-minute rest period in a duty day or be accumulated from multiple days. “Smoke breaks” should not exceed the two 15-minute break periods and should not be treated as separate from regular rest periods.

g. Nursing mothers are entitled to a reasonable break time to express breast milk each time they need to express milk for up to 1 year after the child's birth in a suitable place, other than a bathroom, that is shielded from view and free of intrusion from coworkers and the public. Frequency and duration of the breaks will vary according to the needs of an individual employee.

h. Standby Duty. A civilian employee is on standby duty when they are officially ordered to remain at, or within the immediate vicinity of, their duty station. The employee's activities are so restricted that they are not free to use their time for their own purposes. Standby duty is considered hours of work. To be in a standby status, the employee must be restricted to a designated post of duty and have their activities substantially limited.

i. On-Call Status. An employee is in an on-call status when they are allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though they are required to remain within a reasonable call-back radius. Such an employee is free to use their time for their own purposes. On-call status is not considered hours of work. Employees will be notified of on-call duty time when needed and should be reachable by phone and able to report for duty within a reasonable call-back radius, for example, NTE 30 minutes to return to duty.

j. Timekeeping Systems. The appropriate timekeeping system will be used to track all workhours, leave, overtime and compensatory time. Appropriated Funds Employees will use the Automated Time Attendance and Production System (ATAAPS). Non-Appropriated Funds Employees will use ePay | Blueforce Time Tracking System.

6. Alternate Work Schedule Guidance:

a. Mission and Employee Balance. The goal is to balance mission accomplishment and employees' work-life needs. AWS will be considered on a case-by-case basis. Additionally, AWS may be considered as a reasonable accommodation (RA) for either medical and/or religious purposes. All RA requests must be initiated with the West Point Reasonable Accommodation Program Manager and will be considered in accordance with all applicable federal laws and Army regulations.

b. Approval Authority. The Deputy Garrison Commander (DGC) is the approval authority for Directors and Office Chiefs. For all other garrison employees, the approval authority is the Director or Office Chief. Requests are submitted in writing through the employee's immediate supervisor. This approval authority may be further delegated in writing by the director. If the request for an AWS is based on an RA, those requests must be coordinated with the West Point Reasonable Accommodation Program Manager.

c. Minimal Staffing Requirement. Supervisors must ensure there is sufficient staffing to meet operational needs during core hours.

d. Trial Periods and Rotation. AWS may be implemented on a trial basis (e.g., 90 days) to determine whether AWS can be supported without having an adverse impact on mission accomplishment. In smaller offices, rotating AWS participation may be used to ensure fair access to AWS without an adverse impact on mission accomplishment.

e. Cross-Training. Supervisors should cross-train employees in small offices to mitigate the impact on mission readiness when employees are on AWS.

f. Suspension or Termination of AWS. AWS participation may be suspended or terminated if mission requirements dictate, if eligibility is not maintained, or if abuse of the program is detected. Employees will be given at least one pay period's notice. For bargaining unit employees, supervisors will follow procedures outlined in reference 1.c. to terminate AWS participation. To meet mission requirements, a supervisor has the authority to direct an employee's presence for duty at a precise time and place with sufficient notice.

6. Responsibilities:

a. Directors and Office Chiefs will:

(1) Establish work schedules consistent with stated policies.

(2) Provide guidance to supervisors and employees on AWS procedures.

(3) Ensure equitable implementation of AWS within their organizations, with the understanding that AWS requests as an RA request will be considered on a case-by-case basis and on individualized facts and circumstances.

(4) Maintain special awareness of any difficulties or advantages experienced.

(5) Ensure full compliance with established requirements, especially for time and attendance procedures.

(6) Act as the approval authority on all AWS requests.

b. Supervisors will:

(1) Ensure their organizations are sufficiently staffed to accomplish the mission.

(2) Ensure employees are present for duty during core hours unless in an approved leave status or participating in wellness activities that do not interfere with normal duties.

(3) Adjust employee's work schedule as required to accomplish the mission.

(4) Update timekeeping records in a timely manner.

(5) Maintain fair and equitable treatment regarding AWS requests, with the understanding that AWS requests as an RA request will be considered on a case-by-case basis and on individualized facts and circumstances.

(6) Maintain documentation on AWS changes and adjustments.

(7) Send AWS requests to Director or Office Chief using the IMCOM Form 1-A.

(8) Regularly assess the effectiveness of AWS, ensuring mission accomplishment and monitoring use of OT/CT due to AWS (minimum quarterly).

c. Employees will:

(1) Acknowledge that participation in the AWS program is a privilege and not an entitlement and follow the procedures established by their supervisors.

(2) Arrange a work schedule that meets mission requirements.

(3) Update timekeeping records in a timely manner.

(4) Be flexible in adjusting work schedules to meet mission requirements.

(5) Advise supervisors of any difficulties or advantages in operations and work relationships resulting from flextime.

(6) Submit AWS requests using the IMCOM Form 1-A.

(7) The earning of Overtime (OT)/Compensatory Time (CT) is not intended to be a substitute for an employee's Regular Day Off (RDO). Consistent earning of OT/CT on an RDO by an employee on an Alternate Work Schedule (AWS) will require a re-evaluation of that schedule's suitability by their supervisor.

8. Procedures:

a. Work Hours and Overtime. Employees may not exceed 80 hours in a pay period without prior written approval for overtime, compensatory time, or credit hours. Use of overtime or compensatory time should be limited to work that supports a critical mission requirement and cannot be postponed until the next duty day. All approvals must be documented in writing prior to the end of the pay period.

b. Duty Hours. USAG West Point standard business hours are 0730 to 1630 (EST). Employees may begin their workday between 0600 and 0900, with a corresponding end time between 1500 and 1800. However, employees whose duties require regular interaction with coworkers, customers, or partners during core hours (0730–1630) should schedule their workday to ensure effective coordination and availability during that timeframe. Shift work schedules, including those for Emergency Services personnel, will be based on mission and security requirements. Approving officials must ensure adequate coverage and mission support when reviewing and approving Alternate Work Schedule (AWS) requests.

c. Compressed Work Schedule (CWS):

(1) CWS allows employees to complete 80 hours in less than 10 days.

(2) CWS options: 5-4/9 schedule (8 nine-hour days + 1 eight-hour day) or 4-10 schedule (4 ten-hour days).

(3) Employees must adhere to their fixed Regular Day Off (RDO), with changes only approved of by the supervisor.

d. Flexible Work Schedule (FWS). Employees work a 10-day, 80-hour schedule with core hours and flexible hours.

e. Earning of Overtime (OT) or Compensatory Time (CT):

(1) OT and CT are authorized only when required to meet mission needs and *must be approved in advance*. These hours involve work directed by the organization and performed by an employee in excess of their normal duty hours. Employees that are non-exempt from the Fair Labor Standards Act (FSLA) may elect either OT or CT through the Automated Time and Attendance System (ATAAPS), providing a clear justification that identifies the work to be performed and explains why it cannot be completed during regular duty hours. Approval from the supervisor must be obtained before the work is performed.

(2) Supervisors are expected to actively manage work schedules to accomplish known mission requirements, such as Graduation and Football Games, within regular hours whenever possible, minimizing the need for overtime and reducing costs. Schedule adjustments, including temporary shifts or AWS modifications, should be used strategically to meet these demands.

(3) Employees must use earned CT within 26 pay periods, or it will be forfeited. Employees without ATAAPS access must document OT and CT requests on IMCOM Form 1-H (Enclosure 2), which must be approved by a second-level supervisor before submission to the Timekeeper. Directorates may further restrict approval authority as needed.

(4) Leaders at Director and Division levels are required to periodically (quarterly at minimum) review use of OT/CT usage and validate the need. The USAG WP Resource Management Office Customer Service Representative can assist in obtaining this data.

9. Holiday. When a holiday falls on a day that an employee is regularly scheduled to work, the employee is entitled to basic pay for the number of hours scheduled under CWS for that day. If two holidays are in the same period, 5-4/9 CWS employees will record the first holiday as an 8-hour day and the second as a 9-hour day. If the holiday falls on the RDO, the preceding workday will be designated as an "in lieu of" holiday. Employees on an FWS will record a holiday as 8 hours.

10. Guidance on Telework and Advance Sick Leave are covered in Annexes A and B to this policy.

11. Program Management. The Deputy Garrison Commander has overall responsibility for the AWS program. Directors and Office Chiefs must ensure compliance with AWS policies and procedures.

12. This policy memorandum will be distributed to all USAG WP employees and will be provided to all incoming employees.

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DANIEL R. STUEWE
COL, IN
COMMANDING

4 Encls
1. IMCOM Form 1-A
2. IMCOM Form 1-H
3. Annex A- Guidance for the Use and Approval of Situatational Telework, Military Spouse Telework/Remote Work and Telework/Remote Work as a Reasonable Accommodation.
4. Annex B- Advance Sick Leave: Approval Standards and Supervisory Responsibilities