



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER #9

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Personnel Alternative Work Schedule (AWS)

**1. REFERENCES:**

- a. Title 5, United States Code, Chapter 61, Subchapter II, Flexible and Compressed Work Schedules.
- b. Office of Personnel Management, Handbook on Alternative Work Schedules, available on line at <http://www.opm.gov/oca/aws/>.
- c. DoD 7000.14-R, Financial Management Regulation, Volume 8 (Civilian Pay Policy), Chapters 2, June 2018.
- d. Army Regulation 215-3, Morale, Welfare, and Recreation, Non-appropriated Funds Personnel Policy, 16 September 2015.
- e. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.
- f. United States Forces Korea (USFK) Regulation 690-1, Regulations and Procedures, Korean Nationals, Chapter 6-3, Paragraph f, Compressed Work Schedule, dated 30 June 2017.

**2. PURPOSE:** To establish policy and procedures for AWS within USAG Yongsan - Casey.

**3. APPLICABILITY:** This policy applies only to permanent USAG-Y Department of the Army Civilian (DAC), Appropriated Fund Korean National (KN), US and KN Non-appropriated Fund (NAF) civilian employees participating in the AWS Program.

**4. DEFINITIONS:**

- a. Alternative Work Schedule: Arranged tour of duty varies from basic work week to include a flexible work schedule (FWS) and a compressed work schedule (CWS).

This is an employment benefit, not an employee entitlement. Further, the AWS is a matter of supervisory discretion.

b. Basic Work Requirement: The number of hours, excluding overtime hours, an employee works or accounts for by charging approved leave, credit hours, excused absence, compensatory time, or time off as an award.

**5. POLICY:**

a. The objective of the AWS program is to fully support mission accomplishment while improving the efficiency and productivity of operations. AWS improves the quality of work life and enhances personnel recruitment and retention, reduces absenteeism, fosters energy conservation, and carbon emissions through reducing traffic commute and furthering employee job satisfaction and morale. Supervisors and employees adhere to all applicable rules as outlined in this policy letter.

b. Core hours within USAG Yongsan - Casey are 0900 to 1600, Monday through Friday. When possible, supervisors schedule meetings and other official group activities during core hours, unless it is known that all individuals involved can attend before or after core hours or attend remotely (i.e., teleconference).

c. To participate in the AWS Program, USAG Yongsan - Casey employee's most recent performance rating must be at or above Level 3 under the DOD Performance Management and Appraisal Program (DPMAP). The employee must maintain performance at Level 3 or above once approved to participate in the AWS Program. Also, an employee must maintain an adequate leave balance as determined by the Supervisor to ensure the employee can fulfill the requirements of the AWS Program.

d. Employees in a supervisory position, newly appointees serving on probationary period, on-the-job training, declining performance or less than fully successful rating on their current performance appraisal, on a Performance Improvement Plan (PIP) or within one year after completion of a PIP, or subsequently engaged in misconduct, have documented attendance problems or received official discipline are excluded or removed from participating in the AWS Program.

e. The following AWS are available within USAG Yongsan - Casey:

Flex tour: An employee selects a schedule with fixed starting and ending time for his or her workday during the bi-weekly pay period, approved by the supervisor. An Employee must work an eight-hour period excluding lunch break during the period 0700-1800. He/she arrives between 0700-0900, departs between 1600-1800, and is present during core hours, 0900-1600. An employee's Flex tour request is submitted to the supervisor for approval via the Employee-Management Contract, IMCOM Form 1-A. Once approved, employees who change their work schedule from the existing Flex tour agreement will submit a new Employee-Management Contract to their supervisor for approval. Once approved, changes become effective at the beginning of the pay period following the date of approval by the supervisor and remains in effect until a new work schedule is implemented, employee voluntarily discontinues Flex tour

participation, or employee's Flex tour participation is terminated.

f. Lunch Periods: Lunch periods are approved by the supervisor and a fixed duration of 30 or 60 minutes. Lunches are normally taken during 1100 to 1300 hours and are non-duty time. Employees may NOT shorten their duty day by working during or skipping lunch hour.

g. Official Hours of Duty: The official duty day is Monday through Friday, 0730 to 1630 hours, during which USAG-Y entities conducts business. The official duty hours at K-16 are 0800-1700. Directors may establish different duty hours with the Garrison Commander's approval. Directors ensure adequate manning are provided to service customers during adjusted hours of operation.

h. Office Hours: Garrison employees office hours are 0700 to 1800.

i. This policy does not alter other regulations concerning the use of leave and compensatory time or supervisors or employees' rights.

j. Requests for telework allows employees to perform mission related work away from the traditional worksite is considered only by the Garrison Commander or the Deputy to the Garrison Commander, and no lower.

6. This policy is effective immediately. It remains in effect until rescinded or superseded.

## **7. RESPONSIBILITIES:**

a. Deputy to the Garrison Commander/Directors will:

(1) Provide guidance to their supervisors and employees on the provisions of this policy.

(2) The Deputy to the Garrison Commander is the approval authority for alternative work schedule requests for Garrison Directors, Special Staff and Command Group Admin.

(3) Directors are the approval authority for alternative work schedule requests within their directorates.

b. Branch/Division Chiefs will:

- (1) Assist supervisors in carrying out the requirements of this policy.
- (2) Make recommendations to the director on all employee AWS requests.

c. Immediate/First level Supervisors will:

- (1) Ensure their organizations are properly and sufficiently staffed to always meet mission requirements.
- (2) Ensure employees are treated fairly and equitably with respect to scheduling requests.
- (3) Ensure employees are present for duty during core hours, unless otherwise in an approved absence status.
- (4) Adjust an employee's work schedule when mission accomplishment requires an adjustment.
- (5) Ensure timekeepers are kept updated in a timely manner of all employee work schedule changes.
- (6) Allow, to the extent possible, temporary deviations from an approved work schedule.
- (7) Maintain the approved request for AWS and schedule regarding establishment, revision, or termination of an employee's AWS. This includes documenting and discussing with their employees the establishment of Flex tour work schedules (which includes the appropriate lunch period).

d. Employees will:

- (1) Negotiate a work schedule meeting both mission requirements and personal considerations.
- (2) Be flexible in adjusting work schedules to meet mission requirements, as needed.
- (3) Keep supervisors informed, as far in advance as possible, of work schedule changes or adjustments.
- (4) Complete and submit to their supervisor the IMCOM Form-1A to document their request for either a CWS or Flex tour.
- (5) Report to work on time and put in a full day's work.

## **8. PROCEDURES:**

a. Any civilian employee wishing to participate in the program, or requesting a change in a current work schedule, shall submit in writing or by e-mail to their immediate supervisor. The immediate supervisor discusses the request with employee and forward request to their branch/division chief or Directorate Chief (if appropriate) with a recommendation. The branch/division chief consults with the immediate supervisor and/or employee as needed and forward request with a recommendation to the appropriate Directorate Chief for final decision. The Directorate Chief is the approval authority for all requests for flexible and compressed work schedules. Once the Directorate Chief decides, he/she notifies the employee's supervisor of the decision and immediate supervisor informs the employee of the Director's decision. The immediate supervisor ensures all approved work schedule agreements are forwarded to the appropriate timekeeper.

b. If mission requirement arises that necessitates an employee to work either part or all their days off, the supervisor and employee arranges to reschedule the employee's day off.

c. Employees who attend training or are on Temporary Duty (TDY) will normally work the hours of the TDY. If the TDY or training is scheduled for longer than one week, the employees schedule must be changed to an eight-hour workday.

d. To ensure accurate records of arrival and departure times and to ensure accountable of time and attendance for employees, supervisors require their employees to record their work hours deemed appropriately, including e-mail notification to the supervisor upon arrival to work.

e. The policies and procedures for requesting annual and sick leave remains the same except the amount of leave taken is commensurate with an employee's regular tour of duty.

f. When a designated federal holiday falls on an employee's scheduled RDO, the following rules apply when determining "in lieu of" holiday:

(1) If a holiday falls on a Monday RDO, the subsequent workday (Tuesday) is the employee's designated "in lieu of" holiday.

(2) If a holiday falls on an ADO other than Monday, the employee's preceding workday will be designated the "in lieu of" holiday. For example, the RDO is Friday and the holiday falls on Friday, the "in lieu of" holiday is Thursday. If the RDO is Wednesday and the holiday falls on Wednesday, the "in lieu of" holiday is Tuesday.

g. Excused absence from duty is administratively authorized without loss of pay and without charge to leave in accordance with applicable regulations for excused absences on scheduled workday. For example, the installation is closed due to inclement weather. If such absence is authorized during an employee's RDO, the employee will not be given

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equivalent time off later or otherwise compensated.

h. An employee who is a member of the National Guard or Armed Forces Reserves must convert to the basic work week for the pay period(s) while on military leave.

**9. PROPONENT:** The Directorate of Human Resources (OHR) is the staff proponent for this policy and can be contacted at DSN 722-1001.



EDWARD H. CHO  
COL, LG  
Commanding

Encl  
IMCOM Form 1-A

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