



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911, BOX 0001
APO AE 09169-0001

AETV-GSN-CO

12 Nov 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 16, U.S. Civilian Participation in Soldier's Time

1. Reference 5 CFR Part 610 and USC, Part 6101, Flexible Work Schedules.
2. It is a policy of this command to permit U.S. civilian employees to adjust their weekly work schedules to allow them to leave at 1500 on Thursday to take care of personal business and spend time with their families. The purpose is to allow U.S. civilian employees, many of whom are also family members, to participate in "Soldier's Time." This policy is not a reduction of the normal 40 hour work week for a U.S. civilian employee.
3. It is the responsibility of each employee interested in an early release on Thursday to submit the request to his/her immediate supervisor. Supervisors have final authority for approval based on mission requirements. The adjusted work schedule will be documented by the supervisor in writing, with a copy furnished to the responsible Time and Attendance keeper. These adjustments will become part of the employee's regularly scheduled work week. All changes to the approved schedule must be coordinated with the supervisor.
4. Criteria for adjusting work schedules are as follows:
 - a. Work schedule will be five (5) days per week and must total 40 hours.
 - b. Report to work no earlier than 0700 and not later than 0900, and leave from work no earlier than 1500 and not later than 1800.
 - c. Take a lunch break of 30 minutes.
5. The proponent office of this policy is John Miller, Adjutant at DSN 343-8996.

A handwritten signature in black ink, appearing to read "Bart U. Shreve", is positioned above the typed name.

BART U. SHREVE
LTC, SF
Commanding

DISTRIBUTION:
A + BSB Website

EXAMPLE

AETV-GSN-DCO

12 Nov 03

MEMORANDUM FOR Time Keeper, 284th Base Support Battalion

SUBJECT: Request for Alternate Work Schedule (AWS) for Miller, John C., 123-45-6789

1. Request approval to work the following alternate work schedule;

Hours of duty are 0800 to 1700 Monday, Tuesday, Wednesday and Friday with ½ hour lunch, and on Thursday from 0800 to 1500 with 1 hour lunch.

| Day of Week; | Mon | Tue | Wed | Thu | Fri | Total |
|--------------|------------|------------|------------|----------|------------|-----------|
| First week; | 8.5 | 8.5 | 8.5 | 6 | 8.5 | 40 |
| Second week; | 8.5 | 8.5 | 8.5 | 6 | 8.5 | 40 |
| Total: | | | | | | 80 |

2. This request is for the pay period beginning 14 Dec 03, and will remain in effect until further notice.

Employee Signature

3. Approved / Disapproved.

CRAIG G. BIRCHARD
Deputy Commander