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ARMY REGULATION
No. 1-3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 7 May 1975

ADMINISTRATION

HOURS OF WORK, TOURS OF DUTY, AND WEEKEND AND HOLIDAY STAFFING

This is a complete revision of AR 1-3 and changes are made throughout. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, one copy of each will be furnished the Director, Space and Building Management Service-Washington, Office, Secretary of the Army.

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1. Purpose. This regulation prescribes opening and closing hours, establishes tours of duty; and furnishes guidelines for weekend and holiday staffing of Department of the Army agencies in the National Capital Region (NCR). The NCR includes the District of Columbia; Montgomery and Prince Georges Counties, Maryland; Arlington, Fairfax, Loudoun and Prince William Counties, Virginia; and the cities of Alexandria and Falls Church, Virginia.

2. Hours of work. a. General.

(1) To comply with directives of the President and Secretary of Defense (to stagger hours of work to alleviate traffic congestion) hours for opening and closing offices in the NCR are subject to approval by the Administrative Assistant to the Secretary of the Army and subsequent coordination with the Office, Secretary of Defense and the General Services Administration. Except as indicated herein, an agency or activity, including field activities closely associated with departmental agencies and located in major concentrations of Federal personnel, which contemplates adopting a schedule of hours differing from, or in addition to, the schedule in the appendix must obtain prior approval for the schedule as explained in *b* below.

(2) The head of an agency or activity may prescribe other hours for individual employees and/or establish shifts when required by agency or activity operations, provided that one of the following criteria is met—

(a) Neither the current nor the proposed hours of duty begin or end within any of the periods between 0700-0930 and 1530 and 1800.

(b) The proposed change in the schedule of hours of duty affects less than 50 employees unless the agency plans to apply the change to additional employees, bringing the total to 50 or more, within a 3-month period.

(c) The organizational entity concerned is located on a military installation and the personnel are quartered on the same installation.

(3) If an organizational entity having more than 50 personnel intends to relocate within the NCR and continue its same hours of duty at the new location, a proposal must be submitted for approval of the hours of duty in order to preclude the adverse effect of additional personnel on established traffic patterns.

(4) All tours of duty will be announced in writing at least 2 weeks in advance of the effective date of the change.

b. Procedure. Requests for changes in opening and closing hours will be sent through channels to the Administrative Assistant, Office, Secretary of the Army well in advance of the proposed effective date. Army Staff agencies will send requests through the Staff Management Division, Office, Chief of Staff. As a general rule, changes will not be approved for reasons which are principally seasonal in nature. Requests will contain the following information:

(1) Number of people involved in the change

This regulation supersedes AR 1-3, 4 December 1970.