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ARMY REGULATION  
No. 1-3

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 15 July 1968

ADMINISTRATION

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

1. Purpose. This regulation implements Book 610 of FPM 990.2, CPR 990.2; 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 Washington Metropolitan Area (excluding posts, camps, and stations). The Washington Metropolitan Area includes the District of Columbia; Montgomery and Prince Georges Counties, Maryland; Arlington and Fairfax 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 Washington Metropolitan Area (excluding posts, camps, and stations) are subject to approval by the Administrative Assistant to the Secretary of the Army and subsequent coordination with the Office, Secretary of Defense and Bureau of the Budget. 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:

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

(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 addi-

tional employees, bringing the total to 50 or more, within a three month period.

(3) If an agency or activity moves to a different geographic location within the Washington Metropolitan Area, their hours of duties should be reviewed in conjunction with those of co-located agencies to determine whether they adversely affect the traffic flow in that area.

(4) All tours of duty will be established or changed at least two weeks in advance, and will be announced in writing.

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 and a full explanation of the circumstances necessitating the change and the results expected to be achieved.

(2) Evidence of coordination, as appropriate, with parent and other agencies (Department of Defense or otherwise) which because of operating relationships or because of utilization of the same facilities (e.g., building, parking space, and pertinent services) might be affected by the change.

(3) So far as practicable, evidence of coordination with control and service agencies at the building involved (traffic, security, transportation, cafeteria, Public Buildings Service, etc.), and employee organization officials as appropriate.

c. Schedule of hours. Agencies and activities listed in the appendix will observe the hours indicated. Omission of certain miscellaneous agencies and activities does not affect their existing hours

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