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ORARNGR 690
ORANGI 36-1020

Human Resources

Work Schedules for the Full-Time Federal Workforce

Joint Force Headquarters
Oregon National Guard
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Oregon National Guard
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Regulation 610
ORARNGR 690
ORANGI 36-1020

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Work Schedules for the Full-Time Federal Workforce

By Order of the Governor:

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Brigadier General
The Adjutant General

Official:



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History. This publication replaces Oregon Command Policy Memorandum 123, dated 10 Oct 2002.

Summary. This regulation establishes the authorized work schedules for Federal full-time workforce of the Oregon National Guard. For the purpose of this regulation, Federal full-time workforce includes Oregon Army National Guard (ORARNG) and Oregon Air National Guard (ORANG), Technicians and Active Guard Reserve (AGR) s.

Applicability. This regulation applies to all Oregon National Guard Federal Technicians and AGRs. It does not apply to the Title 5 USC, Government Organization and Employees employment program.

Proponent and exception authority. The proponent for this regulation is the Director of Manpower and Personnel (J1). The Director has authority to

approve exceptions to this regulation that are consistent with controlling law and regulation. The Director may delegate this approval authority in writing, to a branch chief or specialist in the proponent office.

Suggested Improvements. Users are invited to send comments and suggested improvements to: Joint Force Headquarters - Oregon, ATTN: J1/HR, PO Box 14350, 1776 Militia Way, Salem, OR 97309-5047.

Distribution. This publication is available through links on several Oregon National Guard (ORNG) web sites or in print media, through the J1/Human Resources Office (HRO) at 503-584-3975.

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Section 1 General

Introduction

The Adjutant General believes that hours of work for full-time personnel should be as stable and predictable as possible and flexible when needed. The Adjutant General believes this stability for the individual will promote the welfare of full-time members and their families. Flexibility for the commands will meet increasing demands on the full-time workforce given the high operations tempo the the National Guard.

1-1. Purpose

This regulation establishes the basic workweek and normal hours of work approved by the Adjutant General for full-time Federal employees.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A

1-3 Explanation of abbreviations and terms

Abbreviations and special terms used in the regulation are referenced in the glossary

1-4 Responsibilities

a. The Adjutant General delegates the authority to the following commanders and key staff members to assign full-time Federal personnel to the basic or alternate work schedule:

- (1) The Commander of the Joint Forces Headquarters and J-Staff Directors.
- (2) The ORANG Commander, Chief of Staff, 142 Fighter Wing (FW) and 173 FW Air Commanders, and the 101 Combat Operations Group (COG) senior technician.
- (3) The ORARNG Chief of Staff, G-Staff Directors, 41st Enhanced Infantry Brigade (EIB) and 82 Brigade (BDE) Commanders and Administrative Officers (AO), and the ARNG State Aviation Officer.

b. Authority to assign work schedules may be redelegated to subordinate commanders or their full-time counterparts.

c. The Adjutant General delegates the authority to approve Telework agreements to the Commander of the Joint Forces Headquarters, and the ORANG and ORARNG Chiefs of Staff in accordance with ORNGTPR 610.1 / ORARNGR 690-4 / ORANGI 36-501.

Section 2.

Work Schedule Policy and Assignment Procedures

2-1. Basic Work Week

The Adjutant General establishes the basic workweek as Monday through Friday, 0800-1630. During these days and hours, commanders and key managers are responsible for having their functions remain open to provide internal and external customer service and maintain the ability to make key management decisions. Unique missions may require this ability be maintained during additional hours of operation.

2-2. Authorized Work Schedules (AWS) at Normal Duty Location

a. The Adjutant General establishes and authorizes two normal duty location work schedules: the 5-8 basic work schedule and the 5-4/9 alternate work schedule. The 4-10 hour day alternate work schedule is not authorized.

(1) The 5-8 basic work schedule of 80 hours per pay period is comprised of five eight-hour days per week (ten eight-hour days per technician two-week pay period).

(2) The 5-4/9 alternate work schedule is also 80 hours per pay period but substitutes eight nine-hour days, one eight-hour day, and one normal day off (NDO) for the ten eight-hour days in the basic work schedule. The 5-4/9 AWS has the potential to enable managers and supervisors to meet program goals while also allowing employees more flexibility in scheduling personal activities. As employees gain greater control over their time, they can, for example, balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities.

b. Because of the nature of their position, key managers and facility supervisors will work the 5-8 basic work schedule at their normal duty location and are not authorized to work an AWS or to telework except under extraordinary conditions. For work schedule purposes, key managers and facility supervisors are defined as supervisors who report directly to The Adjutant General, the Oregon Army National Guard (ORARNG) and Oregon Air National Guard (ORANG) Chiefs of Staff, the ORARNG State Aviation Officer, the ORANG Wing Air Commanders, and the ANG 101 COG Senior Technician.

2-3. Guidelines for Assigning Alternate Work Schedules

Commanders and key managers who choose to assign personnel to the AWS will use the following guidelines:

a. With their supervisor's concurrence, personnel may choose the normal day off (NDO) and 8-hour day of their pay cycle. The selected days are a part of the individual's established work schedule and will not be changed without mission-oriented justification.

b. To meet the service coverage hours noted in paragraph 2, supervisors of small work areas manned by one or two employees must plan to provide backup coverage during normal duty hours. If this is impossible, the supervisor may have to limit these work areas to use of the 5-8 basic work schedule.

Section 3

Telework

3-1. Definition of Telework

a. Telework is a management tool that allows members of the Oregon National Guard to work away from their official duty location. Telework allows for completion of duty requirements while authorizing employees to work in an alternate location. Telework is normally accomplished through the use of telephone, facsimile, computer and modem.

b. Telework is an option for scheduling work. The Adjutant General policy on telework is summarized below. Complete guidance and procedures for requesting, approving, and monitoring a telework agreement are specified in ORNGTPR 610.1 / ORARNGR 690-4 / ORANGI 36-501.

3-2. Policy on Telework

a. The Adjutant General authorizes commanders and key managers to explore opportunities for Federal employees to telework in order to improve employee performance, reduce commuting miles, or create savings for the agency. However, with a limited full time staff required to meet the normal workweek requirements of paragraph, opportunities for employees to telework are limited.

b. Telework is a mutually agreed upon work option exercised by a supervisor and an employee where the employee performs work at an alternate work site away from their normal duty location. Telework is a privilege, not a right for Federal employees. The alternate work site must have the appropriate tools and environment to enable the employee to complete assigned projects. The telework project or work product requirements and other details of the telework arrangement are clearly spelled out in a telework agreement signed by both the supervisor and employee.

c. Telework procedures are outlined in the Oregon National Guard joint publication ORARNGR 690-4 / ORANGI 36-501/ ORNGTPR 610.1, Telework for Members of the Oregon National Guard.

Appendix A - Referances

Section I - Required Publications

Title 5 USC

Government Organization and Employees

Section II - Related Publications

This section contains no entries.

Section III - Prescribed Forms

This section contains no entries.

Section IV – Referenced Forms

This section contains no entries.

Glossary

Section I – Abbreviations

AGR

Active Guard Reserve

ARNG

Army National Guard

AO

Administrative Officer

AWS

Authorized Work Scheduling

ANG

Air National Guard

ARNG

Army National Guard

BDE

Brigade

COG

Combat Operations Group

EIB

Enhanced Infantry Brigade

ORANG

Oregon Air National Guard

ORANGI

Oregon Air National Guard Instruction

ORARNG

Oregon Army National Guard

ORARNGR

Oregon Army National Guard Regulation

ORNG

Oregon National Guard

TPR

Technician Personnel Regulation

U.S.C.

United States Code

Section II – Terms

This section contains no entries.

Section III – Special Abbreviateds and Terms**Telework**

A management tool that allows members of the Oregon National Guard to work away from their official duty location

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