



PSCINST 5330.2
FEB 3 2011

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 5330.2

Subj: WORK SCHEDULES FOR COAST GUARD CIVILIAN AND MILITARY MEMBERS

Ref: (a) Alternative Work Schedules (AWS) for Coast Guard Civilian and Military Members, COMDTINST 5330.10
(b) Coast Guard Health Promotion Manual, COMDTINST M6200.1A, Art. 1.G.3.

1. PURPOSE. This instruction establishes policy on work hours and provides policies for Alternate Work Schedules (AWS) for Coast Guard Personnel Service Center (CG PSC).
2. ACTION. CG PSC division and staff chiefs shall ensure compliance with the provisions of this instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. This instruction provides additional work schedule operations in accordance with and in addition to the policies, practices, and procedures established in reference (a). The AWS programs provide tools, beyond compensation, for managers, and supervisors to use in meeting program or mission responsibilities while allowing civilian and military members to have greater control over work-life and family balance needs. The work schedule flexibilities also support the Coast Guard's ability to acquire and retain a diverse, talented workforce. With the approval of a supervisor or management official, civilian employees and military members may elect to participate in an AWS program.
5. POLICY.
 - a. CG PSC's standard operating eight-hour workday starts at 0730 and ends at 1600 (this includes ½ hour of uncompensated time for lunch). Unit core working hours (when personnel must be at work regardless of work scheduled, except when otherwise authorized) are between 0900 and 1430. This allows for the planning and scheduling of work-related meetings and events that require the presence of most or all unit members.

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NON-STANDARD DISTRIBUTION:

- b. CG PSC personnel, subject to supervisor approval, must establish a daily work schedule using the below parameters:
 - (1) Starting time may be as early at 0600 and as late as 0900.
 - (2) Ending time may be as early as 1430 and as late at 1730.
 - (3) Requests to start or end at times outside these hours must be approved by Deputy Commander, CG PSC.
 - (4) An alternate work schedule, as approved by the supervisor, and in accordance with existing policy, that results in a regular day off (RDO) every two weeks.
- c. In accordance with reference (b), all military personnel on active duty, including reservists performing active duty training, are authorized a minimum of one-hour three times per week for voluntary participation in fitness enhancing activities, operations permitting. Members must obtain supervisor concurrence of their planned weekly exercise schedule. In addition, the exercise time may be increased by combining it with the ½ hour uncompensated lunch break.
- d. Supervisors may direct changes in the work schedule, including changes to the regular day off (RDO), on a temporary or permanent basis to meet the needs of the work unit regardless of the cause (e.g., workload, leave schedules, emergencies, etc.). Primary emphasis must be placed on operational and management requirements and the most efficient use of personnel and facilities. Work schedules will not be changed arbitrarily and, when possible, employees will be given at least one week's notice before a change.
- e. Work schedules and meetings will be developed without regard to alternate work schedules. A military member who is scheduled for duty on a day that would normally be their RDO must reschedule the earned day off with their Supervisor.
- f. The RDO may be any day of the normal workweek (Monday through Friday). The RDO shall not normally be the same day of all members of the division/branch; in fact, the goal shall always be for the even distribution of RDOs to minimize the impact on productivity and activities of the command. If an RDO falls on a Federal holiday, the RDO will be rescheduled for the work day that follows the holiday.
- g. Neither employee workload or supervisory responsibilities are mitigated by any work schedule arrangement.
- h. All work schedules discussed in reference (a) include a ½ hour uncompensated lunch break. Lunch breaks may not be adjusted or dispensed with to shorten the workday, nor may they be scheduled to coincide with a person's arrival or departure from work.
- i. Subject to supervisor approval, CG PSC personnel authorized to participate in the Coast Guard Personnel Center Telework Program, CG PSCINST 5330.1, may also participate in an AWS.

6. PROCEDURES.

- a. All members not working the standard eight-hour work day from 0730 to 1600 must:
 - (1) Request in writing, prior to participation, an AWS using enclosure (1);
 - (2) Understand program, definitions, and regulations outlined in reference (a); and
 - (3) Receive supervisor approval.
- b. The supervisor shall review the form, ensure compliance with Coast Guard policies in reference (a) and any division/branch guidelines, and approve or disapprove the request.
- c. The original approved work schedule shall be retained by the member, a copy retained by the supervisor, and a copy be provided to the member's civilian timekeeper.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined not applicable.

8. FORMS/REPORTS. None.


D. R. MAY

Enclosure: (1) AWS Request Memo

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

Stop 7200
4200 Wilson Blvd, Suite 1100
Arlington, VA 20598-7200
Staff Symbol: PSC-HRA
Phone: (202) 493-1212
Fax: (202) 493-1223

5330
Date: _____

MEMORANDUM

From: _____

Reply to
Attn of:

To: _____

Subj: REQUEST TO WORK ALTERNATIVE WORK SCHEDULE

Ref: (a) Work Schedules for Coast Guard Civilian and Military Members, CG PSCINST 5330.2

1. In accordance with reference (a), I request authority to work the following alternative work schedule:

Flextime Program w/working hours of _____
CWS Program _____ w/ working hours of _____ w/RDO on _____
Gliding Flexible Work Schedule Program w/working hours of: _____

2. I have read and understand Alternative Work Schedules (AWS) for Coast Guard Civilian and Military Members, COMDTINST M5330.10 and CG PSCINST 5330.2. I addition, I also understand my employee responsibilities in regards to AWS program I have selected.

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FIRST ENDORSEMENT

Date: _____

From: _____

To: _____

1. Your above request is _____ Approved _____ Disapproved
_____ Approved with the following modifications

2. A copy of this document will be placed in your performance file and if applicable, provided to your timekeeper.

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