



COMDTNOTE 5330

- 5 JUN 1996

COMMANDANT NOTICE 5330

CANCELLED:

Subj: CH-1 TO COMDTINST M5330.9, COMPRESSED WORK SCHEDULES (CWS)
FOR COAST GUARD MEMBERS

- Ref: (a) Title 5, U.S. Code, Chapter 61, Subchapter II (NOTAL)
(b) Public Law 99-196, 23 Dec 85 Amendment of Federal
Employees and Compressed Work Schedules Act of
23 Jul 82 (NOTAL)
(c) Public Law 97-221, Federal Employees and Compressed
Work Schedules Act of 23 Jul 82 (NOTAL)
(d) Personnel Manual, COMDTINST M1000.6A

1. PURPOSE. This Notice provides revised authority for covering Coast Guard civilian employees and military members above grade GM/GS-15 or equivalent (O-6). This Notice reflects the requirements of references (a), (b), and (c).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and the Chief of Staff for Headquarters shall ensure compliance with this Notice.
3. SUMMARY OF CHANGES. The change provided below implements revised coverage of Coast Guard civilian employees and military members above grade GS/GM-15 or equivalent (O-6). These individuals previously were excluded from participation in CWS but now are included with specific CWS provisions by Commandant letter 12620.1 of 7 February 1995. In addition, this change implements revised authority to review and approve CWS other than 5-4/9 CWS. Approval of

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A																											
B		8	*10		1	10		2	3	2	5	2	2	4	2	1		2	2	1	1	1	2	1			
C	2	*		2	1				1		3	1	3														
D												1												1			
E															1												
F																											
G																											
H																											

NON-STANDARD DISTRIBUTION: B:c MLCPAC, MLCLANT (16 extra); C:b Port Angeles and Sitka only (1)

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CWS other than 5-4/9, previously retained by Commandant (G-C) has been delegated to Commandant (G-CCS).

4. PROCEDURES. Remove and insert the following pages as indicated:

Remove

pages 1-1 through 1-3

Insert

pages 1-1 through 1-3, CH-1
Enclosure (1)



ROBERT E. KRAMEK
Admiral, U.S. Coast Guard
Commandant

Encl: (1) CH-1 to COMDTINST M5330.9

CHAPTER 1. GENERAL PROVISIONS

A. Policy.

1. The Coast Guard is committed to implementing personnel policies which improve member and employee quality of life and productivity. The general experience of both the private and public sector with CWS indicates these programs provide individuals more freedom and control over their personal and working lives, which in turn directly and positively contributes to the overall effectiveness of their work.
2. Coast Guard commands are encouraged to consider the benefits to the overall mission and their personnel CWS can provide.
3. Managers may implement CWS programs if they determine that the schedule will not adversely affect the command's work and each program meets the guidelines. All CWS participants must ensure that critical, short-term responses to top management (e.g., Department of Transportation, SES, Flag Officers and other Federal agencies) and operational needs are fully met (e.g., operational units such as air stations, boat stations, groups, Marine Safety Offices).
4. If, at any time, managers determine that a CWS program is adversely affecting mission performance, they shall modify or terminate the program immediately consistent with the requirements of 5 U. S. Code, Chapter 71, the labor-management partnership provisions of Executive Order 12871, and any existing negotiated agreements.
5. Managers and supervisors shall conduct each CWS program so that all involved fully understand that new and different work requirements accompany CWS arrangements. Successful CWS programs depend to a large degree on joint commitment and partnership between management and employees.

- B. Coverage. Coast Guard civilian employees, grade level 15 and below, and military members, O-6 and below, are covered under the general provisions of this Instruction. Coast Guard civilian employees and military members above grade level 15 or equivalent, are covered under the more specific provisions of Commandant letter 12620.1 of 7 February 1995, which is provided as enclosure (1) to this Instruction. Coast Guard elements may include or exclude selected units or categories of members to meet organizational goals,

missions, or needs, consistent with labor-management considerations. While military members are not specifically covered under references (a) through (c), an organization may include them in a compressed work schedule program. Nothing in this instruction supersedes the guidance contained in reference (d).

C. Program Objectives.

1. CWS program objectives must be clearly defined and communicated to employees, members, and managers to ensure the program's success. Specific benefits to the command and members serve as the basis for implementation and program assessment.
2. CWS program benefits can include:
 - a. improved service to the public;
 - b. improved operational efficiency and productivity;
 - c. decreased operating costs;
 - d. decreased traffic, parking congestion, energy consumption, and air pollution;
 - e. enhanced ability to attract a diverse workforce;
 - f. improved competitiveness in recruiting and retaining high quality personnel;
 - g. improved quality of work life and morale; and
 - h. improved accommodation of employees with temporary or continuing health problems or disabilities.

D. Delegation of Authority. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and Chief of Staff (for Headquarters and Headquarters units in the metropolitan Washington, DC area), have the authority to approve compressed work schedules, subject to the obligation to negotiate with representatives of exclusive unions. These officials will review for approval all CWS proposals for organizations under their command. Commandant (G-P) will review and refer to Commandant (G-CCS) for determination any CWS proposals for work schedules other than the 5-4/9 model. Guidance in developing CWS plan proposals is available through civilian personnel offices.

E. Labor-Management Considerations. Developing, establishing, terminating, or modifying CWS for bargaining unit civilian employees is subject to the labor-management partnership provisions of Executive Order 12871; the requirements of Title 5, U. S. Code, Chapter 71; and any existing negotiated agreements.