



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 12600.2
BUPERS-05
12 Dec 2017

BUPERS INSTRUCTION 12600.2

From: Chief of Naval Personnel

Subj: CIVILIAN WORK SCHEDULES FOR THE BUREAU OF NAVAL PERSONNEL

Ref: (a) 5 U.S.C.
(b) 5 CFR 610
(c) DoD 7000.14-R, Volume 8, Financial Management Regulation: Civilian Pay Policy of June 2017

1. Purpose. To establish civilian work schedule guidance per references (a) through (c).
2. Cancellation. ADMINMAN articles 12600-020 and 12600-070 of Navy Personnel Command (NAVPERSCOM) Administrative Manual 5000.1.
3. Scope and Applicability. For all Federal civilian employees assigned to the Bureau of Naval Personnel (BUPERS) commands and subordinate activities.
4. Basic Workweek and Workday
 - a. Basic Workweek. The basic 40-hour a week regularly scheduled workweek is from Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive.
 - b. Basic Workday is an 8-hour day and a nonpaid 30-minute time-period for lunch for the traditional work schedule (e.g., 0730 to 1600).
 - c. Lunch. A work-day includes a 30-minute unpaid lunch period. A longer unpaid lunch period of 45 minutes or 1 hour is available with approval from the supervisor. The lunch timeframe is part of an employee's fixed schedule and is not flexible on a daily basis. The lunch period is to be taken during the mid-day range of hours (normally 1100-1300) in the workday and not to be taken at the beginning or end of the workday.
 - d. Breaks. Employees are authorized two 15-minute paid breaks, one in the morning and one in the afternoon. The supervisor is responsible for scheduling the two breaks, taking work requirements into consideration. The two 15-minute breaks must be taken during the workday

and not added to the lunch time or at the beginning or end of the workday to allow an employee to report to work late or leave early without charge to annual leave.

e. Core Hours. The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a flexible work schedule (FWS) is required to be present for work per reference (a), section 6122(a)(1). BUPERS established core hours are from 0900-1100 and 1300-1500.

(1) For an 8-hour workday for employees who have been approved for the FWS, the earliest workday start time option would be 0630 and the latest workday end time would be 1730 (e.g., 0630-1500 or 0900-1730).

(2) For a 9-hour workday for employees who have been approved for the compressed work schedule (CWS), the earliest start time option would be 0600 and the latest workday end time would be 1800 (e.g. 0600-1530 or 0830-1800).

(3) Coverage during core hours is essential, therefore a 0600 start time is not authorized for employees working an 8-hour day.

5. Work Schedules. Employees may choose to work a basic workweek, a FWS, or a CWS with appropriate approval. No employee will be forced to participate in either the FWS or CWS.

a. Basic Workweek Schedule. This schedule sets the standard 0730-1600 workday 5 days a week.

b. FWS. The following policy applies for the FWS:

(1) Employees who elect to work the FWS will work 8 hours per day, 5 days a week. Employees may vary daily arrival and departure times, provided they are within the flexible time band. Supervisors may limit the flexible time band as required to ensure appropriate coverage for a particular work section. Supervisors may also require an employee to report to duty at a specified time on specific day or days as workload and mission dictate.

(2) Employees must work during core time. Lunch period is to be taken during the middle range of hours of the workday. The lunch period cannot be taken at the end of the workday to permit an early departure. Employees must be in an appropriate leave status for any absence during core hours or to fill the balance of an 8-hour workday not worked.

(3) Employees on an FWS may earn and carry a maximum of 24 credit hours. Hours of work that would lead to accrual of credit hours should be requested by the employee and approved by the applicable supervisor. Use of credit hours is scheduled and approved the same as leave hours.

Note: Employees should closely monitor the amount of credit hours on record daily, as the hours exceeding 24 are forfeited at the close of the pay period.

c. CWS. The following policy applies to employees who elect to work a CWS.

(1) Per reference (c), the only CWS program authorized for BUPERS employees is the 5-4/9 schedule in which employees work eight 9-hour days, one 8-hour day (excluding 30 to 60 minute lunch break), and have one regular day off (RDO). For all employees electing CWS, the scheduling of the employees' 8-hour day and RDO will be negotiated between the employee and the supervisor.

(2) Supervisors must ensure appropriate coverage for their customers during their employees' RDO. Supervisors will assign alternates to provide back-up for employees on their RDO.

(3) Employees may request specific start and stop times, but will work a set schedule. Supervisors retain the discretion to approve start and stop times based on needs of the organization.

(4) When it is known in advance of the beginning of a pay period that an employee on a CWS will be in a temporary duty (TDY) status for more than 3 days, the employee's schedule will be changed to a flexible or basic workweek schedule for that pay period. When there is insufficient notice of the need for a TDY assignment, the employee will continue to work the compressed schedule. Any extra hours worked, including work on the RDO will be compensated as compensatory time or overtime as appropriate.

(5) An employee's work schedule will be changed to a basic workweek schedule when a scheduled training assignment conflicts with the employee's current CWS during a pay period. An example of a conflict is when the employee's RDO occurs during the training assignment.

(6) Employees on a CWS will have a "fixed" day off during the biweekly pay period. Employees may request a specific day for their RDO (payday Friday, for instance). Supervisors will attempt to accommodate these requests.

Note: If there is a scheduling conflict among employees that cannot be resolved, preference will be granted based on seniority, using employee's service computation dates.

(7) Employees on a CWS who take leave for all or part of a day must be charged leave as appropriate for that workday, e.g., 9 hours for a regular workday.

(8) Employees working a CWS are not permitted to earn credit hours.

(9) Under the 5-4/9 schedule, an employee who is relieved or prevented from working on a day designated as a holiday is entitled to pay with respect to that day for 9 hours. When a holiday falls on an employee's scheduled RDO, the holiday will be taken the workday immediately before the RDO and the employee's RDO will remain as scheduled. Specific circumstances can be reviewed at www.opm.gov or discussed with the Workforce Programs and Pay Branch (BUPERS-0532).

6. Procedures

a. Employee must submit NAVPERS 12600/2 BUPERS Civilian Employee Work Schedule Assignment to their customer service representative via the supervisor. Supervisor approval is required for election of employee work schedule. This form must be approved and submitted two pay-periods in advance of the date of any change. The form must be submitted to:

- (1) Initiate and establish work schedule.
- (2) Changing RDO from one day to another when on the CWS.
- (3) Any change to an employee's work schedule.

b. Supervisor Determination. If temporary changes to an employee's work schedule are necessary, the supervisor will notify the employee in writing.

c. AWS Request Denied. AWS must be approved or disapproved in writing by the NAVPERS 12600/2. If requested participation is denied, the employee may appeal this initial supervisory denial through his or her departmental chain of command. The appeal should be in memorandum format and state the AWS desired and reason(s) approval should be granted. The final decision must be in writing to the employee by the head of the organizational unit, department head (DH), officer in charge (OIC), or commanding officer (CO) and is not grievable.

7. Definitions

a. Alternative Work Schedule (AWS). Any flexible or compressed workweek variation to the basic workweek schedule.

b. Basic Workweek. Regular hours of work are from 0730 to 1600, Monday through Friday, with a 30-minute unpaid lunch period.

c. Core Time. Those designated hours and days during the biweekly pay period when an employee on a flexible schedule must be present at work to maximize customer service. Core hours have been established as 0900-1100 and 1300-1500, Monday through Friday.

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d. Compressed Work Schedule (CWS). Employees work a fixed schedule that completes the 80-hour biweekly work requirement in less than 10 workdays.

e. Credit hours. Those hours within a FWS that an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday. (See BUPERSINST 12600.4)

f. Flexible Work Schedule (FWS)

(1) Flexitour - (AWS 1). A flexitour is a fixed work schedule. The full-time employee adheres to the same start and stop times each day (8 hours per day and 40 hours per week).

(2) Gliding - (AWS 2). A gliding schedule is a flexible schedule, in which start times may vary daily without notification within the established flexible hours (8 hours per day and 40 hours per week).

g. Flexible Time Band. That portion of the workday before and after core hours. For BUPERS the flexible time band is 0600-0900 and 1500-1800.

8. Questions. Questions may be directed to the BUPERS frequently asked questions (FAQ) e-mail box at MILL_BUPERS-05_FAQ@navy.mil.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual (SECNAV) 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, Total Force Human Resources and Manpower Office (BUPERS-05) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Form. NAVPERS 12600/2 BUPERS Civilian Employee Work Schedule Assignment is available at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.



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Releasability and distribution: This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>