

Joint Force Headquarters
New Hampshire National Guard
1 Minuteman Way
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*Technician Personnel Regulation 630-10

ALTERNATE WORK SCHEDULE


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Summary of Changes: This NH TPR is to establish a work schedule for all activities of the New Hampshire National Guard. The AWS Calendar for CY2015-16 is updated.

Applicability: This regulation applies to all New Hampshire Army and Air National Guard technicians and is intended for internal management use only.

Supplementation: Do not supplement this regulation or establish command without prior approval from NGNH-HRO.

Suggested Improvements: Users of this regulation are invited to send comments and suggested improvements directly to NGNH-J1-HR, Joint Force Headquarters, 1 Minuteman Way, Concord, New Hampshire 03301-5607

References:

- a. Title 32 United States Code Section 709.
- b. NGB TPR 990-2.
- c. Title 5 Code of Federal Regulations, Section 610.
- d. Section 6103, Title 5, United States Code (USC).
- e. Executive Order 11582.
- f. NGR (AR) 600-5, The Active Guard/Reserve (AGR) Program, Title 32.
- g. ANGI 36-101, The Active Guard/Reserve Program.

*This regulation supersedes NHNG TPR 630-10, dated 13 August 2013

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**CHAPTER 1
GENERAL****1.1. Purpose**

The purpose of this regulation is to establish a work schedule for all activities of the New Hampshire National Guard. Activities will be staffed Monday through Friday each week between the hours of 0730 to 1700 each day, excluding Federal holidays, to maximize support to traditional Guardsmen and other supported entities. Supervisors at all levels in the chain of supervision have the responsibility to, and will be held accountable for, scheduling their workforce to ensure support capabilities are maintained each duty day.

1.2. Policy

a. The New Hampshire National Guard will operate under two full-time work schedules. With supervisory concurrence, employees may choose between (1) and (2) below:

(1) The basic work schedule consisting of 5 eight-hour days; or

(2) The Alternate Work Schedule (AWS) that allows for the biweekly basic work requirement of 80 hours to be scheduled in less than 10 duty days and requires employee to work more than eight hours a day. The AWS consists of 8 nine-hour days, 1 eight-hour day and a Scheduled Day Off (SDO) to complete the 80 hour pay period.

b. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted.

c. Technicians are prohibited from working in excess of 80 hours per pay period unless they are awarded Compensatory Time which must be pre-approved by their supervisor. Technicians may be awarded Travel Compensatory Time when appropriate without pre-approval.

**CHAPTER 2
GUIDANCE**

a. Duty Work Week - Activities will be staffed Monday through Friday between the hours of 0730 to 1700 each day.

b. Duty Hours - Work will be scheduled no earlier than 0600 and no later than 1800 each day, excluding shift operations.

c. Lunch Period - All activities are expected to open during lunch times. A non-duty lunch of 30 minutes to one hour is authorized for each employee. Employees will program this lunch period into their scheduled day. (i.e. schedule starts at 0800 hrs and finishes at 1630 hrs for 8-hr work schedule with a non-duty 30 minute lunch break).

d. The SDO is the non-duty day within each AWS tour of duty. The second Monday of Federal Technician Pay Period Calendar will be the SDO for those employees on the AWS schedule. (See 'e' below and attached schedules)

(1) The 157th ARW Supervisors have the ability to use the 157th ARW Flight Operations SDO Calendar as a tool to manage the demands of the flying schedule and still provide employees the opportunity to participate in the Alternate Work Schedule (See attached schedule). Only employees directly involved in flight operations may use this schedule.

e. Holidays - The New Hampshire National Guard will observe Federal holidays on the dates established by the Office of Personnel Management. SDO's which fall on a scheduled Federal holiday will be moved to the Friday prior to the scheduled SDO (See attached schedule).

f. Eight-hour days - The eight-hour day for employees on the AWS work schedule will be the last work day of

each pay period. Federal holidays are considered work days for which the employee is on holiday leave; therefore, if the holiday falls on the last work day of the pay period, the holiday would be the eight-hour day.

g. Work Schedule Election Form - Each employee will complete a Work Schedule Election Form (Appendix A). After completion, the form and any supporting paperwork will be filed in the Supervisory Work Folder (technicians) or an equivalent appropriate file (AGR's). If there is a change in work schedule and a new form is accomplished, the old form and supporting paperwork (calendar or list of dates) will be maintained for a period of two years for audit purposes.

CHAPTER 3 MISSION REQUIREMENTS

3-1. Requirements: Mission-related requirements that fall on an employees' non-duty day or SDO should be accommodated by:

a. Technicians: Compensatory Time or Military Leave. Routinely recurring scheduled aviation support requiring change in duty hours and night shift differential may be approved by the Wing Commander or State Aviation Officer.

b. AGRs: Are on call 24 hours a day, 7 days a week, when not on scheduled leave. Members of the AGR program have the privilege of participating in the AWS program, but this does not preclude them from being on call. If an AGR program participant is called to duty on a scheduled SDO, a pass may be awarded by the appropriate supervisor IAW AFI 36-3003 or AR 600-8-10, at a later date.

3-2. Twenty-Four Hour Operations

Previously approved work schedules may be continued. Additions or changes in 24-hour operations will need approval from this office before they are established because they may require concurrence from the Technician Union.

3-3. Timekeeping

Current provisions for approving and documenting leave will remain in effect.

3-4. Posting of Policy

A copy of this memorandum will be posted on the organizational bulletin board or in an area where it is available for all employees to review.

CHAPTER 4 MANAGEMENT CONTROL

The management control for this program encompasses the rules, procedures, techniques and devices employed by managers to ensure that what should occur in their daily operations does occur on a continuing basis. Reference Appendix C for the checklist which contains the subject, method and timeline for each management control. The HRO will have this program reviewed through the use of management controls as scheduled per the NHNG's Annual Risk Assessment.

Appendix A:

WORK SCHEDULE ELECTION

I wish to elect the following work schedule effective the date below. I understand this schedule must be approved by my chain of supervision and if approved, I understand it will continue until another work schedule election is initiated and approved.

() Basic Work Schedule (5 eight-hour days, Monday through Friday)

My (8-hour) work hours will be Start _____ End _____

() Alternate Work Schedule

My (9-hour) work hours will be Start _____ End _____

My (8-hour) work hours will be Start _____ End _____

(_____) initial: I have read and understand the guidelines outlined in NHTPR 630-10 and will adhere to them.

Effective date:

First-Line Supervisor:

Employee Signature:

APPENDIX B: CALENDAR

See Below

APPENDIX C: MANAGEMENT CONTROLS

1. Did supervisors schedule their workforce to ensure support capabilities were maintained each duty day?
2. Did employees and supervisors agree upon one of the two full-time work schedules?
3. Did employees work less than 80 hours per pay period unless they were awarded Compensatory Time?
4. Were activities staffed Monday through Friday between the hours of 0730 to 1700 each day?
5. Was work will scheduled no earlier than 0600 and no later than 1800 each day, excluding shift operations?
6. Did each employee complete a Work Schedule Election?

PAY PERIOD CALENDAR 2015

Month	Pay Period	S	M	T	W	T	F	S	Month	Pay Period	S	M	T	W	T	F	S
JAN	26					1	2	3	JUL	13				1	2	3	4
	01	4	5	6	7	8	9	10		14	5	6	7	8	9	10	11
	02	11	12	13	14	15	16	17		15	12	13	14	15	16	17	18
FEB	03	18	19	20	21	22	23	24	AUG	16	19	20	21	22	23	24	25
	04	25	26	27	28	29	30	31		17	26	27	28	29	30	31	
	05	1	2	3	4	5	6	7		SEP	18	2	3	4	5	6	7
06	8	9	10	11	12	13	14	19	9		10	11	12	13	14	15	
07	15	16	17	18	19	20	21	20	16		17	18	19	20	21	22	
MAR	08	22	23	24	25	26	27	28	OCT	21	23	24	25	26	27	28	29
	09	29	30	31						22	30	31					
	10	1	2	3	4	5	6	7		NOV	23			1	2	3	4
11	8	9	10	11	12	13	14	24	6		7	8	9	10	11	12	
12	15	16	17	18	19	20	21	25	13		14	15	16	17	18	19	
APR	13	22	23	24	25	26	27	28	DEC	26	20	21	22	23	24	25	26
	14	29	30	31						27	27	28	29	30			
	15	1	2	3	4	5	6	7									
MAY	16	5	6	7	8	9	10	11									
	17	12	13	14	15	16	17	18			4	5	6	7	8	9	10
	18	19	20	21	22	23	24	25		11	12	13	14	15	16	17	
JUN	19	26	27	28	29	30				18	19	20	21	22	23	24	
	20					1	2	3		25	26	27	28	29	30	31	
	21	3	4	5	6	7	8	9			1	2	3	4	5	6	7
	22	10	11	12	13	14	15	16		8	9	10	11	12	13	14	
	23	17	18	19	20	21	22	23		15	16	17	18	19	20	21	
	24	24	25	26	27	28	29	30		22	23	24	25	26	27	28	
	25	31								29	30						
	26	1	2	3	4	5	6	7				1	2	3	4	5	
	27	7	8	9	10	11	12	13		6	7	8	9	10	11	12	
	28	14	15	16	17	18	19	20		13	14	15	16	17	18	19	
	29	21	22	23	24	25	26	27		20	21	22	23	24	25	26	
	30	28	29	30						27	28	29	30	31			

FORM NIG 4217 (8/10)

Federal Holidays	8 Hour AWS Day
Scheduled Day Off (SDO) – AWS Schedule	

PAY PERIOD CALENDAR 2016

Month	Pay Period	S	M	T	W	T	F	S	Month	Pay Period	S	M	T	W	T	F	S
JAN	26						1	2	JUL	13						1	2
	01	3	4	5	6	7	8	9		14	3	4	5	6	7	8	9
	02	10	11	12	13	14	15	16		15	10	11	12	13	14	15	16
FEB	03	17	18	19	20	21	22	23	AUG	16	17	18	19	20	21	22	23
	04	24	25	26	27	28	29	30		17	24	25	26	27	28	29	30
	05	31								18	31						
MAR	06		1	2	3	4	5		SEP	19					1	2	3
	07	6	7	8	9	10	11	12		20	4	5	6	7	8	9	10
	08	13	14	15	16	17	18	19		21	11	12	13	14	15	16	17
APR	09	20	21	22	23	24	25	26	OCT	22	18	19	20	21	22	23	24
	10	27	28	29	30	31				23	25	26	27	28	29	30	
	11									24							
MAY	12								NOV	25							
	13	3	4	5	6	7	8	9		26	6	7	8	9	10	11	12
	14	10	11	12	13	14	15	16		27	13	14	15	16	17	18	19
JUN	15	17	18	19	20	21	22	23	DEC	28	20	21	22	23	24	25	26
	16	24	25	26	27	28	29	30		29	27	28	29	30			
	17									30							
	18																
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Federal Holidays 8 Hour AWS Day
 Scheduled Day Off (SDO) – AWS Schedule

FORMNFC-1217 (9/10)