

NEW HAMPSHIRE NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 630-10
12 August 2011

ALTERNATE WORK SCHEDULE
EFFECTIVE: 1 JAN 2012
EXPIRES: 31 DEC 2014

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.

2. 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.

3. 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 per week; **or**

(2) The Alternate Work Schedule (AWS) allows for the biweekly basic work requirement of 80 hours to be scheduled in less than 10 duty days and requires employees 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.

4. GENERAL 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 hrs and no later than 1800 hrs each day, excluding shift operations.

c. Lunch Period - All activities are expected to be open during lunch times. A non-duty lunch of 30 minutes to one hour may be 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. 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 attached schedules.)

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

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 (attached). 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 leave years for audit purposes.

5. MISSION REQUIREMENTS: Mission-related requirements that fall on an employees' non-duty day or SDO should be accommodated by:

a. Technicians: Compensatory time or military duty. 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.

6. 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.

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

8. 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.

9. EMPLOYEE PROBLEMS OR GRIEVANCES: Employee problems or grievances regarding work schedules should be resolved at the lowest level possible. If a problem cannot be satisfactorily resolved, it may be processed through the grievance procedure or chain of supervision, as appropriate.

10. SUPEREDES: This regulation supersedes previous NHNG TPR 630-10 dated 20 DEC 2010, titled Alternate Work Schedule, and paragraph 2-1 (c) (1), 2-1 (c) (2) (a), 2-2 (a), 2-2 (c) of NHNG TPR 630, dated 1 February 1999 (all other provisions of NHNG TPR 630 remain in full force and effect).

12. POINT OF CONTACT: New Hampshire National Guard Human Resources Officer is the point of contact for this regulation.

FOR THE ADJUTANT GENERAL



RODNEY T. FREEMAN
LTC, NHNG
Human Resources Officer

Attachment:
Work Schedule Election Form
Federal Technician Pay Period Calendar for 2012
Federal Technician Pay Period Calendar for 2013
Federal Technician Pay Period Calendar for 2014

Distribution: All Federal Technicians and AGR's

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 dated 12 August 2011 and will adhere to them.

Effective date: _____

First-Line Supervisor: _____

Employee Signature: _____

PAY PERIOD CALENDAR 2012

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

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

*Note – NOT Federal Holidays
 February 21 – Mardi Gras Day
 April 8 – Easter Sunday

PAY PERIOD CALENDAR 2013

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

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

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*Note – NOT Federal Holidays
 February 12 – Mardi Gras Day
 March 31 – Easter Sunday

PAY PERIOD CALENDAR 2014

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

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

*Note – NOT Federal Holidays
 March 4 – Mardi Gras Day
 April 20 – Easter Sunday