Army Regulation 1–3

Administration

Hours of Work, Tours

Headquarters
Department of the Army
Washington, DC
15 April 80

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SUMMARY of CHANGE

AR 1-3
Hours of Work, Tours
Administration

Hours of Work, Tours

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

History. Not applicable.
Summary. This revision updates hours of work and the list of DA agencies in the national Capital Region.

Applicability. This regulation applies to all elements of the Active Army in the NCR. It does not apply to the Army National Guard or US Army Reserve.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to the Director, Space and Building Management Service-Washington, Office of the Secretary of the Army; other commands until furnish one copy of each to the next higher headquarters.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users until destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Director, Space and Building Management Service-Washington, Office of the Secretary of the Army, WASH DC 20310.

Distribution. Active Army: To be distributed in accordance with DA Form 12-9A, requirements AR, Administration-A MAWDC Only.

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Appendix A. Hours Of Duty, page 2

*This regulation supersedes AR 1-3, 15 September 1976.
RESERVED
1. Purpose.
This regulation prescribes opening and closing hours, establishes
tours of duty, and furnishes guidelines for weekend and holiday
staffing of DA agencies in the National Capital Region (NCR). The
NCR includes the District of Columbia; Montgomery and Prince
George’s Counties, Maryland; Arlington, Fairfax, Loudon, and
Prince William Counties, Virginia; and the cities of Alexandria and
Falls Church, Virginia.

2. Applicability.
This regulation applies to all elements of the Active Army in the
NCR. It does not apply to the Army National Guard or US Army
Reserve.

3. Hours of work.
a. General
   (1) The Administrative Assistant to the Secretary of the Army
approves hours of duty for DA agencies in the NCR in coordination
with DOD and GSA.
   (2) The head of an agency or activity may prescribe other hours
for individual employees and establish shifts when required by oper-
ations. One of the following criteria will be met:
      (a) Current or proposed hours of duty do not begin or end during
the periods 0700 to 0930 or 1530 to 1800.
      (b) The proposed change affects less than 50 employees, unless
the change will apply to additional employees (bringing the total to
50 or more) within a 3-month period.
      (c) The element is located on a military installation, and person-
nel are quartered at the same place.
   (3) If an element with more than 50 employees intends to relo-
cate within the NCR and continue its same hours of duty, a request
for approval must be submitted. This request will include any ad-
verse effect of the additional personnel on established traffic
patterns.
   (4) All tours of duty will be announced in writing at least 2
weeks before effective date of the change.
b. Procedures. Requests for changes in hours of work will be
sent through channels to the Administrative Assistant, Office of the
Secretary of the Army (OSA), well in advance of the proposed
effective date. OSA offices and serviced activities will send their
requests through the Resource Management Office. Army Staff
agencies will forward requests through the Staff Management Divi-
sion, Office of the Chief of Staff. Requests will contain the follow-
ing data:
   (1) Number of people affected. Valid reasons for the change and
results to be achieved.
   (2) Coordination with parent and other Government agencies that
may be affected by the change, with employee organization offi-
cials, and with control and service agencies for the building in-
volved. For example: traffic, security, transportation, cafeteria, GSA
Public Buildings Service, and parking. The DOD Building Adminis-
trator will serve as the central point for coordination with control
and service agencies.
   c. Schedule of hours. The elements listed in the appendix will
observe the hours shown. Agencies not listed will continue their
existing hours of work. (See para 3a for proposing any change in
hours.)

4. Tours of duty.
a. The basic tour of duty for full-time employees normally is five
8-hour days per week, Monday through Friday; lunch periods are
excluded. Lunch periods, when employees are free of duty, are not
to be considered duty time for pay purposes. When required by
agency operations, a basic tour other than Monday through Friday
may be prescribed by the agency head. Tours will consist of 40
hours within the period 0001 hours Sunday through 2400 hours the
following Saturday.
b. Supervisors are encouraged to make minor adjustments for
arrival and departure of employees who use carpools or mass transit.
c. Supervisors also will assure that employees complete their
basic tours of duty. Management practices will be used to assure
that arrival, departure, and lunch periods are not abused.
d. Part-time employees will work not less than 4 hours a day.
Vocational office training employees may work 3 hours a day but
not less than days a week.

5. Flexitime.
a. There are two types of flexitime in the Federal Government.
   One has been tested by some agencies over the past several years
   and is described in c below. The other is the credit hour flexitime.
   This type is the product of the Federal Employees Flexible and
   Compressed work Schedules Act of 1978. This law and implement-
ing bulletins from the Office of Personnel management have al-
lowed selected agencies to test credit hour flextime for the period
29 March 1979 through 29 March 1982. However, agencies are no
longer allowed to start credit hour flextime. Requests for the first
type of flexitime program may still be submitted as shown in c
below.
   b. Flexitime is divided into two components: core time and flexi-
time. Core time is that part of the scheduled work hours during
which all employees must be present. Flexible time is that part of
the scheduled work hours within which employees may choose
times of arrival and departure.
   c. Requests to take part in the flexitime program must be submit-
ted as outlined in paragraph 3b. The following additional data are
required:
      (1) Description of flexitime proposal.
      (a) Core period duration.
      (b) Time of lunch period.
      (c) Flexible band.
      (d) Whether personnel may change reporting times daily, weekly,
or monthly.
      (2) Hours of duty before flexitime; number of personnel working
each time period.
      (3) Changes in actual reporting times expected from survey re-
sults or tested under flexitime.
      (4) Number of persons using the following modes of travel
before flexitime:
         (a) Private vehicle-driving alone.
         (b) Multiple passenger car pools.
         (c) Buss or van pools.
         (d) METRO vehicles.
         (e) Other.
      (5) Changes in mode of travel expected or experienced under
flexitime.
      (6) Hours during which full heating, ventilating, and air condi-
tioning (HVAC) services are used. These are services charged to–
      (a) Standard Level User Charges.
      (b) Regular, in-addition-to Standard Level User Charges to be
reimbursed.
      (7) HVAC service hours extended because of flexitime, costs
involved, and available funds.
      (8) Counties of personnel involved.

6. Weekend and holiday staffing.
a. Each agency head will prescribed staffing patterns for Satur-
days, Sundays, and holidays to ensure that the least number of
essential persons are on duty. A duty officer may be considered
adequate.
   b. A Sunday staffing schedule will be followed on holidays un-
less local conditions warrant a larger staff.
0700-1530

US Army Military Personnel Center (MILPERCEN) activities (Hoffman Bldgs.):

Officer Personnel Management Directorate:
  # Immediate Office of the Director
  ## Colonels Division
  ## Lieutenant Colonels Division
  ## Company Grade Combat Support Arms Division
  ## Officer Distribution Division
  ## Warrant Officers Division
  # Professional Development Division
  # Majors Division
  # Personnel Operations Division

Personnel Information Systems Directorate:
  ## Headquarters, DA Military Systems Division
  # Data Base Management Division
  ## Military Occupational Development Division
    Officer Personnel Records Division

Personnel Management Systems Directorate:
  ## Field Activities Division
  ## Evaluation Systems Office

Enlisted Personnel Management Directorate:
  Enlisted Personnel Management Division
  Enlisted Personnel Action Division
  Enlisted Training Division
  Enlisted Distribution Division

0700-1615 (staggered duty hours)

Officer Personnel Management Directorate, MILPERCEN (Hoffman Bldg) (except those listed elsewhere)

0700-1630 (staggered duty hours)

MILPERCEN activities (Hoffman Bldgs.):

Personnel Management Systems Directorate:
  Immediate Office of the Director
  Plans and Systems Management Division
  Automation Management Office
  # Personnel Management Support Division

Personnel, Administration, and Support Office:
  Administrative Services Branch
  # Personnel Services Branch
  ## Water Resources Support Center (Fort Belvoir)

0715-1545

Military Personnel Liaison Office, Military District of Washington (MDW) (Hoffman Bldg)

MILPERCEN activities (Hoffman Bldgs.):

Enlisted Personnel Management Directorate:
  Combat Career Division
  Combat Support Career Division
  Assignment Control Division

Secretariat for DA Selection Boards, Personnel Management Systems Directorate
US Army Garrison, Arlington Hall Station

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Figure A-1. Hours of Duty—Continued
Office of The Surgeon General (Pentagon)
Tri-Medical Information Systems Agency (Walter Reed Army Medical Center)
US Army Element, Joint Health Services Agency (Pentagon)
Office of The Adjutant General (TAGO) activities:
  Deputy Commanding General (Hoffman Bldg)
  Central Registry (Pentagon)
  Services Division (Pentagon)
  Club and Community Activities Management Directorate (Forrestal)
  Administrative Management Directorate (Forrestal)
  Casualty and Memorial Affairs Directorate (Forrestal)
  Education Directorate (Hoffman Bldg)
  Postal Directorate (Forrestal)
  Community Support Directorate (Hoffman Bldg)
  Resource Management Directorate (Pentagon)
  Plans and Management Support Directorate (Pentagon)
  Publications Directorate (Forrestal):
    Distribution Counter (Pentagon)
    Pentagon Branch, Editorial Control Division (Pentagon)
    Reproduction Services (Pentagon)
  Interservice Sport Committee Secretariat (Hoffman Bldg)
  Morale Support Directorate (Hoffman Bldg)
  Headquarters, US Army Courier Services (Hoffman Bldg)
  Armed Forces Courier Service (Hoffman Bldg)
  Institute of Heraldry (Cameron Station)
  Armed Forces Explosives Safety Board, OSA (Hoffman Bldg)
  DOD Wage Fixing Authority, OSA (Hoffman Bldg)
  Intelligence Threat Analysis Center, OACSI (Arlington Hall Station)
902d Military Intelligence Group, OACSI (Pentagon)
FORSCOM/TRADOC Liaison Offices (Pentagon)
  # US Army Criminal Investigation Command (Nassif Bldg)
  Cameron Station Activity, DSS-W (Cameron Station)
  Engineer Automation Support Agency (McMillan Reservoir)
  American Battle Monuments Commission (Forrestal)
US Army Medical Department Personnel Support Agency, OTSG (Buzzard Point)
US Army Materiel Development and Readiness Command
(DARCOM) activities (AMC Building):
  Directorate for Security Assistance
  Directorate for Materiel Management
  Directorate for Readiness
  Directorate for Plans, Doctrine, and Systems
  Office of the Surgeon General
  Office of Manufacturing Technology
  Directorate for Battlefield Systems Integration
  Director of Communications-Electronics
  Office of the Inspector General and DARCOM Inspector General Activity
  Nuclear-Chemical Office
  Security Office
  Directorate for Installations and Services
  DARCOM Service Support Activity
MILPERCEN activities (Hoffman Bldgs):
  Command Headquarters
  Comptroller
  # Support Services Branch, Personnel, Administration, and Support Office
US Army Command and Control Support Agency, ODCSOPS (Pentagon)

## Engineer Topographic Laboratory (Fort Belvoir)
## Facility Engineer Support Center (Fort Belvoir)
0730-1630
Army Library Division, USASCAF, MDW (Pentagon) (Staggered duty hours within this period to accommodate patrons.) Headquarters, Intelligence and Security Command (Arlington Hall Station)

0745-1615
Office of the Chief of Engineers (Forrestal and Pulaski Bldgs)
## Board of Engineers for Rivers and Harbors, OCE (Fort Belvoir)
Army Council of Review Boards, OSA (Pentagon)
US Army Physical Disability Agency, ODCSPER (Forest Glen)
US Army Health Clinic (Pentagon)
Computer Center, National Guard Bureau (NGB) (Columbia Pike Bldg)
US Army Legal Services Agency (Nassif Bldg)
Contract Appeals Division, USA Legal Services Agency (Columbia Pike Bldg)
## US Army Research Institute for Behavioral and Social Services, ODCSPER (AMC Bldg)
# US Army Audit Agency (USAAA) (Pentagon)
# Pentagon Audit Office, East Central District, USAAA (Pentagon and AMC Bldg)
DARCOM activities (AMC Bldg):
   Directorate for Development and Engineering
   Directorate for Procurement and Production
   Directorate for Plans and Analysis
   Office of International Research and Development
   Office of the Command Counsel
   Public Affairs Office
   US Army Equipment Authorizations Review Activity
   Historical Office
   Directorate for Product Assurance
## Personnel Information Systems Directorate, MILPERCEN (Hoffman Bldg)
NGB Army Personnel Center (Columbia Pike Bldg)
Harry Diamond Laboratories (Adelphi, MD)

0745-1630
Armed Forces Institute for Pathology, OTSG (Walter Reed Army Medical Center)

0800-1630
Office of the Chief of Chaplains (Pentagon)
Office of the Comptroller of the Army (Pentagon)
Office of the Chief, Army Reserve (Pentagon)
National Guard Bureau (Pentagon)
# US Army Center for Military History, ODCSOPS (Forrestal) National Board for the Promotion of Rifle Practice, OSA (Forrestal) Military Traffic Management Command (Nassif Bldg)
# US Army Management Systems Support Agency (Pentagon)
NGB Technical Personnel Office (Columbia Pike Bldg)
Statistical Clearance and Policy Division, HQ Administrative Systems Directorate, TAGO (Pentagon)
US Army Civilian Personnel Center (Hoffman Bldg)
## Engineers Study Center, OCE (Brooks Lane, WASH DC)
US Army Concepts Analysis Agency (Woodmont Ave, Bethesda, MD)
US Army Audio Visual Agency (Pentagon)
Coastal Engineer Research Center, OCE (Fort Belvoir)
MDW activities (Pentagon, except as otherwise stated)
DARCOM activities (AMC Bldg):
   Office of the Commanding General
   Office of the Comptroller
   Directorate for Personnel, Training, and Force Development
   Directorate for Management Information Systems
   Office of the Chaplain
   Safety Office
   Special Assistant’s Office
   Equal Employment Opportunity Office
   Office of Project Management
   Office of Laboratory Development Command Management

Figure A-1. Hours of Duty—Continued
Headquarters, Civilian Personnel Office

0800-1730 (staggered duty hours)

Pentagon Education Center, MDW (Pentagon)
Pentagon Civilian Personnel Office, MDW (Pentagon)

0815-1645

Office of the Deputy Chief of Staff for Research, Development, and Acquisition (Pentagon)

# Office of the Assistant Chief of Staff for Intelligence (Pentagon)
Office of the Deputy Chief of Staff for Operations and Plans (Pentagon)
Office of the Deputy Chief of Staff for Logistics (Pentagon)
Office of The Inspector General (Pentagon)
Office of The Judge Advocate General (Pentagon)
Office of The Deputy Chief of Staff for Personnel (Pentagon)

# Director of Civilian Personnel, ODCSPER (Pentagon)
Office of the Chief of Staff, Army (Pentagon)
Office of the Chief of Legislative Liaison, OSA (Pentagon)
Office of the Assistant Chief of Engineers, OCE (Pentagon)
Special Security Group, INSCOM (Pentagon)
Office of the Adjutant General, Executive Offices (Pentagon)
US Army Inspector General Agency (Pentagon)
Defense Supply Service-Washington, OSA (Pentagon)
US Army Computer Systems Selection and Acquisition Agency (Pentagon)

## Ballistic Missile Defense Program Office (AMC Bldg)
Reserve Components Liaison Office, TAGO (Pentagon)
## US Army Operational Test and Evaluation Agency (Columbia Pike Bldg)
Communication-Electronics Services Division, US Army Communications Command (USACC) and USACC Liaison Office (Pentagon)
HQ Administrative, Systems Management Information Systems/Control Division, TAGO (Pentagon)

0830-1700

Office of the Secretary of the Army (Pentagon)
Activities Requiring Shift Operation
OACSI Watch Teams (Pentagon)
Defense Post Office, TAGO (Pentagon) (admin hours 0800-1630)
US Army Communications Command (all buildings) General Officers Mess, OSA (Pentagon)
Defense Telephone Service-Washington, OSA (Pentagon) (admin hours 0800-1630)
US Army Management Systems Support Agency (Pentagon)

Notes:

# Indicates units taking part in flextime and alternate work schedules.

## Indicates units taking part in flextime program.

Figure A-1. Hours of Duty