



Department of Defense INSTRUCTION

NUMBER 1422.1

January 17, 1972

Administrative Reissuance Incorporating Through Change 2, November 16, 1994

ASD(C)

SUBJECT: Hours of Duty

References: (a) Federal Property Management Regulations, Chapter 101, Part 101-20.113, "Staggering Hours of Duty in Metropolitan Washington"
(b) DoD Instruction 1422.1, subject as above, December 28, 1970 (hereby canceled)

1. PURPOSE AND REISSUANCE

1.1. This Instruction reissues reference (b), which is hereby superseded and canceled. It incorporates the responsibilities outlined in reference (a).

1.2. The purpose of this Instruction is to establish responsibilities and procedures to be followed for the processing of requests in the establishment of, and change to hours of duty.

2. APPLICABILITY AND DEFINITION

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense and activities attached thereto for administrative support, the Military Departments and the Defense Agencies, hereinafter referred to collectively as DoD Components. This Instruction applies only to organizational entities of the DoD Components that are located in the National Capital Region (NCR).

2.2. The NCR is defined to include: the District of Columbia; Montgomery and Prince Georges counties in Maryland, Arlington, Fairfax, Loudoun and Prince William counties in Virginia; and the cities of Alexandria, Fairfax and Falls Church in Virginia.

3. SCOPE

3.1. Proposals for the establishment of hours of duty for new entities or for change to hours of duty of 50 or more persons are governed by the provisions of this Instruction. Proposals should also be submitted prior to the relocation of an organizational entity within the NCR that intends to continue the same hours of duty in order to preclude any adverse effects on activities at the new location.

3.2. Proposals need not be submitted:

3.2.1. When the establishment or change affects less than 50 employees unless there is a plan to apply the hours of duty to additional employees, bringing the total to 50 or more, within a three-month period.

3.2.2. When the current or the proposed hours of duty do not begin or end within the periods 0700 to 0930, or 1530 to 1800.

3.2.3. When the organizational entity concerned is located on a military installation and the personnel of the organizational entity are also quartered on the same installation.

4. RESPONSIBILITIES AND PROCEDURES

4.1. Heads of DoD Components or Their Designees of Record will:

4.1.1. Conduct studies and develop information necessary to properly evaluate the need for establishment of or change to hours of duty. As a minimum, such studies should indicate the organizations and the number of people involved, a full explanation of the circumstances necessitating the change and the results expected to be achieved. Assistance, or the conduct of a study concerning a large number of people and necessary coordination, may be obtained from the General Services Administration. Such assistance should be requested through the Director of Administration and Management (DA&M), Office of the Secretary of Defense.

4.1.2. Coordinate hours of duty proposals with the following:

4.1.2.1. Other DoD and Federal activities that would be affected by the change as a result of common utilization of buildings, parking spaces, cafeterias, and other service facilities.

4.1.2.2. Traffic control or police officials of the jurisdiction concerned including those on military installations as appropriate.

4.1.2.3. Personnel responsible for the DoD bus service.

4.1.2.4. Employee organizations, as appropriate.

4.1.3. Forward coordinated proposals to the DA&M at least 45 days in advance of the proposed effective date.

4.2. The Director of Administration and Management, Office of the Secretary of Defense, in addition to performing the activities outlined in subsection 4.1., above, for the Office of the Secretary of Defense and activities attached thereto for administrative support, will:

4.2.1. Review and evaluate coordinated proposals and, as appropriate, forward them to the General Services Administration for approval in accordance with reference (a).

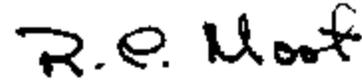
4.2.2. Upon receipt of a response from the General Services Administration, return the proposal to the Head of the DoD Component concerned for appropriate action.

5. EXISTING SCHEDULES

Schedules of hours of duty in effect on the date of this Instruction are hereby approved. Establishment of or change to hours of duty after the date of this Instruction will be processed as prescribed herein.

6. EFFECTIVE DATE

This Instruction is effective upon *publication*.

Handwritten signature of R. E. Moot in black ink.

Assistant Secretary of Defense
(Comptroller)