



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

US ARMY TRANSPORTATION CENTER
210 DILLON CIRCLE
FORT EUSTIS, VIRGINIA 23604-5000

ATZF-CP (690-600)

23 May 2003

MEMORANDUM FOR Supervisors of Civilian Employees at Forts Eustis and Story

SUBJECT: Alternative Work Schedules (former TCFE Reg 690-1)

1. For the past nine (9) years, various Alternative Work Schedules (AWS) programs to include both Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS) have been implemented on Fort Eustis and Fort Story in accordance with TCFE 690-1 and individual union-management negotiations. AWS programs are established to enable managers and supervisors to meet program goals while allowing employees who choose to participate flexibility in scheduling their work. Such flexibility allows employees a better opportunity to balance work and family responsibilities, become involved in volunteer activities, and take advantage of educational opportunities. AWS programs ideally serve the purposes of the employer and the employee through increased productivity and morale, improved and expanded customer service, and reduced overtime requirements.
2. AWS programs may be terminated only after the obligation to negotiate has been met. Unless there is union-management agreement on the termination of an existing AWS, there must be evidence that the AWS has caused adverse impact. Employees in multiple, successive shift operations are ineligible for FWS or CWS. Directors may identify employees or work centers as ineligible to participate due to the nature of the position and/or mission and the potential adverse impact on mission accomplishment. AWS programs must include operation during the core hours of 0900 to 1500 hours on scheduled workdays, including scheduled lunch and rest periods. Supervisors may direct changes in working hours or change employees to regular work schedules when warranted by mission requirements and subject to the requirement to bargain over the impact and implementation of the change. In cases where tours of duty begin or end when no supervisor is on duty, employees may be required to sign in on a manual log or automated system to establish accountability for pay purposes.
3. Guidance relating to AWS is available at the CPAC website under "AWS" – www.eustis.army.mil/cpac/aws.

ROBERT T. DAIL
Major General, US Army
Commanding