



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-Z (690)

80th ASG (NSSG) Policy # 019-01

NOV 16 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on 80th ASG U.S. Civilian Participation in Soldier's Time

1. It is a policy of this command to permit U.S. civilian employees to adjust their weekly work schedules to allow them to leave at 1500 on Thursday to take care of personal business and spend time with their families. The purpose is to allow U.S. civilian employees, many of whom are also family members, to participate in "Soldier's Time." This policy shall not be interpreted as a reduction of the normal 40-hour workweek for a U.S. civilian employee.
2. It is the responsibility of each employee interested in an early release on Thursday to submit the request to his/her immediate supervisor. Supervisors have final authority for approval based on mission requirements. The adjusted work schedule will be documented by the supervisor in writing, with a copy furnished to the BENELUX Civilian Personnel Advisory Center (CPAC). These adjustments will become part of the employee's regularly scheduled workweek. All changes to the approved schedule must be coordinated with the supervisor.
3. Criteria for adjusting work schedules are as follows:
 - a. Work schedule will be five (5) days per week.
 - b. Report to work no earlier than 0700.
 - c. Take lunch break no less than 30 minutes.
 - d. Workweek must total 40 hours.
4. The proponent office of this policy is the CPAC. Users are invited to send comments and suggested improvements directly to Headquarters, United States Army Europe & Seventh Army Training Command, BENELUX Civilian Personnel Advisory Center, Unit 21419, ATTN: AERSH-Z, APO AE 09708 or telephonically at DSN 361-5628.

TIMOTHY J. QUINN
COL, MI
Commanding

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A, plus
CDR, 254th BSB

*This memorandum supersedes 80th ASG Policy Letter 019-00, dated 30 October 2000.
This memorandum is available at <http://www.80asg.army.mil/Staff/policies.htm>.*