



STATE OF GEORGIA  
GEORGIA DEPARTMENT OF DEFENSE  
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WILLIAM T. NESBITT  
MAJOR GENERAL, GA ARNG  
THE ADJUTANT GENERAL


TAG-GA

22 January 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Georgia DOD Workweek Policy

1. My desire as Adjutant General is to establish a workweek policy that maximizes customer support in concert with the Governor's customer service initiative and empowers leaders. My intent is to establish a policy that offers DOD customers five days per week service; empowers leaders with the flexibility to set work schedules to best accomplish the mission; is responsive to employee desires, and enhances the Georgia DoD as a great place to work.
2. Georgia Department of Defense Joint Force HQ, ARNG MACOM HQs, ARNG Battalion HQs, ANG Wing HQs, and ANG Geographically Separated Unit HQs (GSUs) will be open for business five days per week, Monday through Friday during the "core hours" of 0730 to 1600. Other units and small sections are authorized to operate four days per week or to vary core hours if mission requirements support the modified schedule with customer service being the overriding priority. Core hours are defined as the time when a "knowledgeable person or decision-maker" is working.
3. Commanders and Selecting Officials will establish the workweek within their units. The workweek should be established in consideration of mission requirements, customer service, and employee desires. Coordination and I & I (impact and implementation) bargaining will continue to be conducted with the Association of Civilian Technicians prior to implementing permanent work schedule changes.
4. Commanders and Selecting Officials are authorized to utilize a combination of the flexible 5x8, 4x10, and 8x9x8 (eight x 9-hour days, one x 8-hour day, and one additional day off during a two week pay period) workweeks. Telecommuting, at the discretion of the Selecting Official, is authorized IAW DOD policy published 22 October 2001. "Flex time" (designated hours during which an employee may elect the time of arrival or departure from work) is not authorized as a general work policy.
5. Commanders and Selecting Officials have the authority to temporarily adjust schedules to accommodate mission requirements. The normal duty day is Monday through Friday and will generally not begin prior to 0600 nor extend beyond 1800, with the exception of shift work. Commanders are authorized to require employees to begin earlier and remain after these times with award of compensatory time when the mission dictates. Commanders, Selecting Officials, and Supervisors, in coordination with employees, may change work schedules IAW the labor contract and I & I bargaining where appropriate.
6. TAG/ATAGs, DJS/CJS, and MACOM/Wing Commanders retain final review and approval authority for all proposed workweek schedules implemented IAW this policy. This policy is effective immediately and supersedes all policies, this subject. The POCs for this policy are: HRO at (678) 569-6440 (federal employees); and SPO at (678) 569-6045 (state employees).

  
WILLIAM T. NESBITT  
Major General, GA ARNG  
The Adjutant General

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