



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVY REGIONAL MAINTENANCE CENTER  
9170 SECOND STREET, SUITE 245  
NORFOLK, VA

CNRMCINST 12600.1  
100A  
21 Aug 15

CNRMC INSTRUCTION 12600.1

From: Commander, Navy Regional Maintenance Center

Subj: ALTERNATE WORK SCHEDULE (AWS), COMPRESSED WORK SCHEDULE (CWS), TELEWORK, AND CREDIT HOURS

Ref: (a) NAVSEAINST 12620.1B  
(b) NAVSEAINST 12610.3

Encl: (1) NAVSEA Form 12620/1B-1 (Telework Arrangement Request, Recommendation, and Approval Form)  
(2) DD Form 2946 (Department of Defense Telework Agreement)  
(3) CNRMC Form 12000/1 (Work Schedule Change)

1. Purpose. To provide the staff of Commander, Navy Regional Maintenance Center (CNRMC) Government employees with the policy and procedures governing Alternate Work Schedule (AWS), Compressed Work Schedule (CWS), Telework, and Credit Hours per references (a) and (b) as they apply.

2. Scope. The provisions of this instruction are applicable to Government employees who voluntarily request to participate in AWS, CWS, Telework, or Credit Hours as approved by respective Department Heads. The policies that pertain in this instruction exclude all Government contractor employees.

3. Background

a. Telework. Telework is defined as any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular or recurring, or a situational basis. Telework is a privilege requiring self-discipline and is not for everyone. Protect the workplace privilege by ensuring your telework arrangement works for everyone it affects and is meant to support. Approval of telework rests at the Department Head level. All telework shall be executed at no additional cost to the Government.

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(1) Ad Hoc, situational: Telework that occurs on an occasional basis to complete short-term special assignments or to accommodate special circumstances.

(2) Regular/Recurring: Telework where employees regularly work at least two days per bi-weekly pay period at an alternate worksite.

b. Alternate/Compressed Work Schedule ((AWS) (CWS))

(1) Flexitour - (AWS-1). Flexitour (AWS-1) is a fixed work schedule. The full time employee adheres to the same start/stop times each day (8 hours per day and 40 hours per week).

(2) Compressed Work Schedule (CWS) - (AWS-6). This schedule is a FIXED work schedule. A full time employee is required to work 80 hours in a biweekly pay period and this work must be scheduled for FEWER than 10 workdays in a biweekly pay period. A full time employee will adhere to the same start/stop time each day for eight days (nine hours per day) during a biweekly pay period and the same start/stop times for one eight hour day during the same biweekly pay period and the same Regular Day Off (RDO) in the biweekly pay period. The right to approve the RDO rests with each Department Head/Supervisor.

c. Credit Hour Program. Government employees who desire to remain in a Flexitour (AWS-1) status and those participating in Ad Hoc, situational Telework may earn up to 24 credit hours in a biweekly pay period. Subsequent to achieving and maintaining 24 credit hours, any additional hours earned shall be lost. However, Government personnel participating in AWS-6 (CWS) and Regular/Recurring Telework cannot earn credit hours while in the AWS-6 or Regular/Recurring Telework status and shall be excluded from the Credit Hour program.

4. Policy. Department Heads shall maintain a balanced workforce each workday to ensure efficient conduct of the Command's business, including effective response to emergency situations. Each department is responsible for establishing work schedules, including arrival and departure times, for civilian/military employees. All civilian/military employees are subject to recall subsequent to a four hour minimum notification to return to their place of duty.

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a. All CNRMC civilian employees are currently in the AWS-1 (Flexitour) status. If an employee desires to remain in their current (AWS-1) status, no action is required to be taken.

b. All CNRMC Government employees desiring to participate in either Ad Hoc, situational or Regular/Recurring Telework will submit enclosures (1) and (2) through the appropriate Supervisor of Record/Department Head. All employees participating in Regular/Recurring Telework shall request leave or work during severe weather or emergency closures and will not be entitled to administrative leave in this capacity. Employees may not concurrently participate in Regular/Recurring Telework and AWS-6 (CWS).

c. All CNRMC Government employees desiring to participate in AWS-6 (CWS) will submit their request utilizing enclosure (3) through the appropriate Supervisor of Record/Department Head. Employees may not concurrently participate in Regular/Recurring Telework and AWS-6 (CWS).

d. For the purposes of this instruction, workdays will remain as is for those personnel desiring to remain in AWS-1 (Flexitour). For those personnel participating in AWS-6 (CWS), and telework, windows for flexible work schedules to begin and end each workday are 0530 to 0900 and 1400 to 1730. CNRMC core hours are established as 0730 to 1600.

e. Management reserves the right to rescind these privileges as deemed appropriate so not to interfere with mission accomplishment.



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