

**ARIZONA**  
Department of Emergency and Military Affairs

**POLICY LETTER NO. 20.12**

**POLICY LETTER**

**DATE 14 Nov 2014**

**OPR** NGAZ-HRZ  
DEMA/SA-A

**SUBJECT: Alternative Work Schedules**

**REGULAR POLICY LETTER DISTRIBUTION  
(POLICY LETTER 10.01)**

1. References.

- a. Title 32, United States Code, sections 502 and 709
- b. Title 5, United States Code, chapter 61
- c. Title 5, US Code of Federal Regulations, part 610
- d. DoD Civilian Personnel Management Service, Field Advisory Service (FAS), Reference Guide 804 (December 2007)
- e. Labor Management Agreements with Association of Civilian Technicians (ACT), Chapter 16 for Air and 11 for Army
- f. A.R.S. 38-401
- g. A.A.C. R2-5A-502

2. The standard work week is comprised of five 8-hour days (referred to as a 5-eight schedule), resulting in 80 hours being worked in ten work days. Based on mission requirements, employees may be required to work a compressed work schedule.

3. Pursuant to the above references, The Adjutant General is authorized to approve alternative work schedules as long as agency functions are maintained as required by the above references.

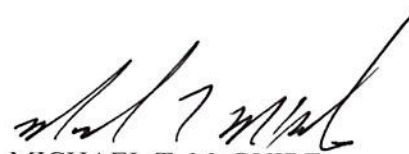
4. Authorized compressed schedules for AGR and Federal Technician work force are 4 ten-hour days or 5-4-9 schedule. Authorized compressed schedules for State work force are 4 ten-hour days or 9/9/9/9/4.

5. The JFHQ Staff assigned to support unit missions (i.e. HRO, USPFO, and State Activities) are only authorized to execute a 5-4-9 (Federal) or 9/9/9/9/4 (State) compressed schedule.

6. Approval authorities are Land Component Commander, Air Component Commander, Director of Emergency Management, and Director Joint Staff.

7. Exception authority for this policy is The Adjutant General. TAG reserves the right to determine other alternative work schedules for those employees whose mission may require such adjustments.

8. FMO/CE, through coordination from each facility manager, has the responsibility to ensure the Energy Management System is programmed in facilities participating in an alternate work schedule to maximize energy savings.



MICHAEL T. MCGUIRE  
Major General, AZNG  
The Adjutant General