

Department of the Army
Headquarters, Fort Monroe
Fort Monroe, VA 23651
9 March 1992

*FM Regulation 1-3

Administration

DUTY HOURS

Summary. This regulation prescribes duty hours for Headquarters Fort Monroe.

Applicability. This regulation applies to personnel assigned to or under operational control of Headquarters, Fort Monroe.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-AO, Fort Monroe, VA 23651-6025.

1. **Purpose.** This regulation prescribes duty hours and defines policies governing the use of personnel for periods other than regular duty hours at Headquarters, Fort Monroe.

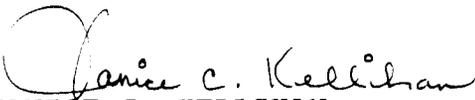
2. **Policies.** With the exception of holidays and shift work, duty hours for this headquarters are as follows:

a. The regular schedule for all military and full-time civilian employees will be five consecutive days, Monday through Friday, 0800-1645.

b. Commanders, directors, and office chiefs may establish other civilian work schedules. When an employee begins the work day prior to 0600 or extends beyond 1800, he/she will receive night differential pay.

c. Supervisors will give a 1-week notice to civilian employees affected by a change in their work schedule.

FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

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*This regulation supersedes FM Regulation 1-3, 1 July 1980.