



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

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JUN 13 2016

MEMORANDUM FOR US Army Garrison Rock Island Arsenal (USAG RIA) General Schedule (GS) Non-Bargaining Unit Employees

SUBJECT: USAG RIA Non-Bargaining Unit Employee Hours – Policy Memorandum #B-15a

1. **Applicability and Effective Date.** This policy applies to all Garrison GS Non-Bargaining Unit employees, excepting employees regularly assigned to shift work, and is effective immediately.
2. **General.** The Garrison work force provides critical support and essential services to all organizations on the installation. Having maximum coverage of first line and second line supervisors is necessary to ensure we are prepared and staffed to meet customer requirements, accomplish our vital mission and to support our Soldiers and their Families.
3. **Operational Procedures.**
 - a. Garrison Directors will ensure that the hours between 0730 and 1700 will be covered, by a staffing level of one half of each Director's available non-bargaining unit employees. No non-bargaining unit employee will start work prior to 0730 or end work later than 1700. There will be no compressed work schedules for non-bargaining unit employees.
 - b. The requirement to provide coverage during minimal staffing hours is sufficient cause for a Director to disapprove an individual non-bargaining unit employee's request for a specific tour of duty and to be assigned to a specific tour of duty.
 - c. Garrison Directors will ensure that all work schedules for non-bargaining unit employees are changed accordingly by the start of the second pay period from the date of this memorandum.
4. USAG RIA POC for this policy is Lisa K. Alderson, Director of Human Resources, 309-782-8221, e-mail lisa.k.alderson.civ@mail.mil.


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