



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

IMRI-ZA

JUL 01 2016

MEMORANDUM FOR US Army Garrison Rock Island Arsenal (USAG RIA) Employees

SUBJECT: USAG RIA Core Business Hours – Policy Memorandum #B-15

1. **Applicability and Effective Date:** This policy applies to all employees assigned to the USAG RIA with the exception of employees whose regular tour of duty is shift work. This policy is effective immediately.

2. **General:** The Garrison work force provides critical support and essential services to all organizations on the Installation. Defining the Garrison “Business Day” and establishing “Core Business Hours” is necessary to ensure we are prepared and staffed to meet customer requirements, to accomplish our vital mission and to support our Soldiers and their Families.

3. **Operational Procedures:**

a. The Garrison “Business Day” is defined as the hours of the workday during which Garrison employees are available to serve its customers. Garrison business day hours are from 0600 to 1800, Monday through Friday. No regularly scheduled tour of duty shall begin prior to 0600 or end later than 1800.

b. The hours between 0700 to 1130 and 1300 to 1600 will normally be covered, at a minimum, by a staffing level of one-third of each first line supervisor’s available employees.

c. The period of time between 0830 and 1530 is defined as the Garrison “Core Business Hours”. All Garrison employees who are not on leave, in training or on temporary duty (TDY) will be available to conduct Garrison business during those hours.

d. The requirement to provide coverage during minimal staffing hours is sufficient cause for a supervisor to disapprove an individual employee’s request for a specific tour of duty and to be assigned to a specific tour of duty.

4. **Summary:** The above policy describes the “Business Day” and “Core Business Hours” for all GS employees assigned to the USAG RIA.

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5. 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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