



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTHERN COMMAND
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-5400

12620
G-1
07 May 2013

FORCE POLICY LETTER 07-13

From: Commander

To: Distribution List

Subj: WORK SCHEDULES FOR CIVILIAN MARINE EMPLOYEES

Ref: (a) ForO 12620.1

(b) MCO 12620.2

1. Situation. To restate policy concerning Marine Forces Reserve (MARFORRES) and Marine Forces Northern Command (MARFORNORTH) civilian personnel scheduled hours of duty.
2. Cancellation. MARFORNORTH Policy Letter 01-12
3. Information. In accordance with reference (a), this policy letter establishes procedures for hours of duty for all Government Service and Non-Appropriated Fund civilian employees.
 - a. MARFORRES and MARFORNORTH will utilize the Traditional Work Schedule (8-5-40) and Compressed Work Schedule (9-5-4) as outlined in references (a) and (b) as the standard acceptable forms of civilian work scheduling.
 - b. MARFORRES and MARFORNORTH will not utilize the Gliding, Variable Day, Variable Week, or Maxiflex time and attendance programs as outlined in reference (b) without prior written approval of the Executive Director via the Civilian Personnel Office.
4. Scope. As outlined above, the Traditional Work Schedule and Compressed Work Schedules are the only permanent work schedules to be utilized for civilian employees. However it is recognized that during time of extreme emergencies, other types of flexible work schedules may be required. Such temporary work schedules will be requested via the Civilian Personnel Office on naval letter format. Requests must fully substantiate the request and include:

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- a. Estimated start of the requested flexible schedule.
- b. Exact termination date of the requested schedule.
- c. Specific reason or need for the requested schedule.
- d. Additional estimated costs associated with the requested schedule IE; Night Differential, Holiday Pay, and Overtime Pay.
- e. Negative impact should the requested schedule not be approved.


S. A. HUMMER

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