



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation
No 210-4

15 August 2002

**Installations
DUTY HOURS**

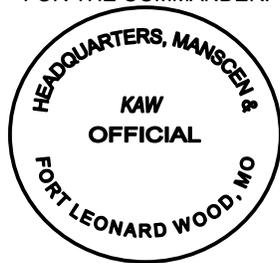
Summary. The change to this regulation reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

Applicability. This regulation is applicable to all activities employing civilian personnel at this installation.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Civilian Personnel Advisory Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, MANSCEN, ATTN: ATZT-CP, 140 Replacement Avenue, Suite 2203, Fort Leonard Wood, MO 65473-8935.

FOR THE COMMANDER:



JEFFREY J. DORKO
Colonel, GS
Chief of Staff

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Acting Director, Information
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1. Purpose. To prescribe duty hours for the installation.
2. Special Provisions. Negotiated agreements with unions representing civilian employees have special provisions which apply to employees covered by such agreements. Provisions of negotiated agreements take precedence when they differ from this regulation.
3. Duty Hours. Duty hours for this command are based on a 5-day work week.
 - a. The regular tour of duty is Monday through Friday, 0730 to 1630 with one hour for lunch.
 - b. Authority is hereby delegated to operating officials (brigade commanders, directors, and special staff) to establish rotating and irregular tours of duty as necessary to operate facilities on a two or three-shift basis to accomplish work which cannot be accomplished during the regular tour of duty.
 - c. Operating officials are authorized to establish alternative work schedules or flexitours which encompass core hours of 0830 to 1500 that will improve morale, reduce absenteeism and result in a more effective and efficient operation.

*This regulation supersedes FLW Regulation 210-4, 27 June 1996.