



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

TRANSATLANTIC PROGRAMS CENTER  
U.S. ARMY CORPS OF ENGINEERS  
P.O. Box 2250  
Winchester, Virginia 22604-1450

30 MAY 2003

CETAC-RM

### MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** Regularly Scheduled Administrative Workweek for Personnel Deployed in Support of Operations Enduring Freedom and Iraqi Freedom

1. Your deployment in support of Forward Engineering Support Teams, Augmentation Teams, or other teams within the CENTCOM area of operations includes your temporary reassignment to the Transatlantic Programs Center. As a result, you are placed on the following work schedule for the duration of your assignment:

Saturday through Wednesday – 0730-2000

2. Effective with your first deployed pay period, your basic 40 hour workweek is Saturday through Wednesday, 0730 to 1600 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is as shown above; it includes 4 hours of scheduled overtime each day, with 2 hours of this overtime paid with night differential pay each day.

3. In accordance with 5 CFR section 550.121, night work is regularly scheduled work performed by an employee between the hours of 1800 and 0600. Hours in excess of the above tour of duty will be overtime with no additional night differential pay authorized. Those hours will be entered in CEFMS as unscheduled overtime. Work conducted on Thursday and Friday will be considered regular overtime with the same night differential rule applying. This tour of duty will remain in effect for the duration of your assignment or until otherwise directed.

4. Supervisors shall monitor employees for signs of stress-related health problems and seek medical assistance as appropriate. While working extended hours, employee travel time to and from work shall be minimized to allow for sufficient rest. If travel time to and from work exceeds 90 minutes one way, work hours shall be shortened by the travel time in excess of the 180 minute round trip travel time. Group transportation may be used to minimize individual driving time.

GETAC-RM

30 MAY 2003

SUBJECT: Regularly Scheduled Administrative Workweek during Operations Enduring Freedom and Iraqi Freedom

5. Your in-country supervisor has full authority to make alterations in the number of daily overtime hours included in this standard work schedule at any time, to meet either work exigencies or work shortages. You are not authorized by this memorandum to work overtime beyond what your local supervisor deems necessary to meet customer needs. Safety, health, and effectiveness should be considered before deciding to work overtime hours in excess of this standard work schedule. Other alterations are possible upon your supervisor's prior coordination with the TAC customer service representative (CSR), Ms. Joan Inger, (540) 665-3967, [joan.o.inger@tac01.usace.army.mil](mailto:joan.o.inger@tac01.usace.army.mil), or the undersigned.

6. All hours of actual work will be documented on the Time and Attendance Sheet, which must be approved/signed by your in-country supervisor before time is processed. This memo may serve as the official authorization for working overtime in lieu of DA Form 5172, Request, Authorization, and Report of Overtime, provided that your in-country supervisor approves.



NEAL R. THIBAUT  
LTC, EN  
Acting Commander

DISTRIBUTION:

FEST/CREST Members and other Deployed Personnel

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APPO Timekeepers