

U.S. ARMY SECURITY ASSISTANCE COMMAND  
5001 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22333-0001

USASAC POLICY STATEMENT NUMBER: 103.3

**SUBJECT:** U.S. Army Security Assistance Command (USASAC) Hours of Duty

**POLICY:** The standard hours of duty for the USASAC are 0730-1600 daily, Monday through Friday, to provide responsive service and mission accomplishment. Directors and Office Chiefs must ensure that adequate coverage is maintained during this time period. Standard lunch period will be 1/2 hour period between 1100-1300.

**DISCUSSION:**

1. Responsive customer service is our number one priority. Key personnel must be available during standard hours for internal and external communications critical to customer service and mission accomplishment.
2. Alternative work schedules such as flex-time and compressed work schedules are permissible for USASAC employees as provided for in the Union agreements. The flex-time workday is a minimum 8 1/2 hours consisting of 6 hours of core time which includes 1/2 hour lunch period and 2 1/2 hours of flexible time. The flex-hours are from 0600 to 0900 and 1430 to 1730, with core hours (that time during which all personnel must be present for duty less the 1/2 hour lunch period) from 0900 to 1430.
3. Supervisors may grant exceptions to this policy on an individual, case-by-case basis to facilitate mission accomplishment or when hardships occur due to car pools, medical conditions and short term family emergencies.

**PROPONENT AREA:** Personnel

**PROPONENT:** AMSAC-SA

**SUPERSESION:** This Policy Statement supersedes Policy No. 103.3, 1 April 1990.

FOR THE COMMANDER:

CARL W. BRIESKE  
Colonel, GS  
Chief of Staff