

ROUTING AND RECORD SHEET

DDA 79-2222/11

SUBJECT: (Optional)

Flexible Work Schedule

DDA REGISTRY

FILE: PERSONNEL

FROM:

James H. McDonald
Director of Logistics

EXTENSION

NO.

PERS

27-6817

DATE

28 NOV 1979

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Personnel
5E13 Hqs.

7 DEC 1979

J

1 - 5: Recommend that you approve this request as it is in compliance with the provisions of (Experimental Flexible and Compressed Work Schedules).

3. Director of Finance
616 Key Building

13 DEC 1979

AS

Recommend DD/A's approval line include the following statement:

4. *EO/DDA*

12/17

B

This request is approved with the understanding that the Office of Personnel will require an assessment report upon completion of the six months experimental flexible work schedule in June 1980.

5. DDA
7D18 Hqs.

18 DEC 1979

DW

6. D/Pers
5E58 Hqs.

Harry E. Fitzwater

7. Director of Logistics

8.

5-6:

HARRY - Use your judgement but at some point you may want to summarize for Frank, Stan and other Deputies the amount, type of experimentation a flex-compressed work schedule approved in agency.

9. C/P&TS/OL

10.

11.

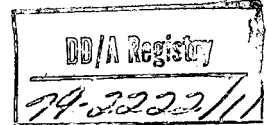
12.

13.

14.

15.

79-6817



29 OCT 1979

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Personnel
Director of Finance

FROM: James H. McDonald
Director of Logistics

SUBJECT: Flexible Work Schedule

REFERENCE: 3 Oct 79

STAT

1. Paragraph 5 contains a recommendation for your approval.
2. The Office of Logistics (OL) has reviewed its functions and staffing requirements with the aim of possibly implementing flexible and/or compressed work schedules. It was determined that the compressed schedule was not feasible at this time. The flexible schedule, however, appears to have considerable potential for success.
3. We already have been experimenting with a flexible schedule in our Printing and Photography Division (P&PD) and are pleased with the results. We believe other areas in OL also will benefit through greater operational efficiency. For example, the Data Control and Systems Analysis Branches, OL, use computers. It often is beneficial for some of their personnel to begin work at an early hour to take advantage of the computers before peak time. Other branches in Supply or Procurement Divisions frequently deal with West Coast firms. It would be of benefit for the responsible officer to adjust his/her schedule to accommodate the time difference, when necessary. There are similar types of situations in every branch/staff which are conducive to flexible scheduling. In addition to the benefits gained by the Office, we believe individuals will gain also. We anticipate improved morale since employees will have the flexibility to handle routine personal business and emergencies without being tardy or charging leave.
4. If OL implements a flexible schedule, the core time will be 9:30 A.M. to 3:30 P.M., with flexible time from 7:00 to 9:30 A.M. and 3:30 to 6:00 P.M. We will ensure that adequate

OL 9 4881

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supervision is available at all times and that employees work 8 hours per day, 5 days per week.

5. It is requested that approval be granted for the Office of Logistics to experiment for 6 months with a flexible work schedule. Separate approval and reporting already have been obtained for the Printing and Photography Division, and the Division is excluded from this request.

/s/
 James H. McDonald

ILLEGIB
APPROVED:

[Redacted Signature]

Deputy Director for Administration

13 DEC 1979

Date

Distribution:

- Orig - Adse and return to OL
- 2 - DDA
- 1 - D/Pers
- 1 - D/Finance

CONCUR:

[Redacted Signature]

Director of Personnel

Date

(signed) Edward L. Sherman
Director of Finance *

13 DEC 1979
Date

*Provided official tour of duty for all OL employees will be between 6:00 a.m. and 6:00 p.m. Employees may volunteer for and supervisors may authorize schedules outside this tour of duty with the provision that no night differential will be payable.