



Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

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OPR

Hours of Work and Work Schedules

(b)(3):10 USC
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- References
- (a) DIAM 22-23, Chapter 5, Subchapter 1, "Hours of Duty and Schedules" and Subchapter 2 "Alternative Work Schedules (AWS), dated 10 January 2003. (canceled)
 - (b) Title 5 U.S.C., Chapter 41, Training.
 - (c) Title 5 U.S.C., Chapter 61, Hours of Work.
 - (d) Title 5 CFR, Part 610, Hours of Duty.
 - (e) DIAR 46-2, Time and Attendance Reporting.

1. Purpose

- 1.1. This instruction replaces reference (a).
- 1.2. Establishes the regulatory framework for determining employees basic work requirements and provides employees with alternatives and flexibilities in determining hours he or she is scheduled to work.
- 1.3. The instruction is applicable to all DIA civilian employees except for employees appointed into positions as Defense Intelligence Senior Executive Service (DISES), and Defense Intelligence Senior Level (DISL). Hours of duty for foreign national employees are established by the individual U.S. Embassies under Department of State Regulations.

2. Definitions

- 2.1. Basic work requirement - number of hours, excluding overtime hours, that an employee is required to work or account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award each week.
- 2.2. Basic work schedule - for full-time employees is comprised of 5 consecutive workdays of 8 ½ consecutive hours, accomplished Sunday through Saturday, and includes a daily 30-minute non-compensable meal period, for a total of 40 hours.

