



**DEPARTMENT OF DEFENSE**  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
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NORTH CHICAGO, ILLINOIS 60064-3094

J-1/MHR

APR 21 2009

**MEMORANDUM FOR SECTOR COMMANDERS  
MEPS COMMANDERS  
DIRECTORS AND SPECIAL STAFF OFFICERS**

**SUBJECT: Policy Memorandum 6-2, Civilian Employee Hours of Duty/Work Schedules**

**PURPOSE.** This memorandum supersedes MHR-CP, subject: Hours of Duty for Civilian Employees, dated March 19, 2003. This memorandum provides specific guidance on hours of duty for civilian employees and institutes a standard policy for taking breaks and lunch periods.

**APPLICABILITY.** This policy applies to all United States Military Entrance Processing Command (USMEPCOM) civilian employees.

**POLICY.**

**Hours of Duty/Work Schedules:**

A USMEPCOM civilian employee's Tour of Duty is established by his/her supervisor. Civilian employees are normally scheduled to work 5 consecutive days in an administrative workweek; each day normally consists of 8 consecutive hours of work, except for those employees on an approved alternative work schedule. An employee's work tour may be changed to accommodate a valid mission-related requirement. Employees will be provided with at least one week advance notice of any changes in their work schedules, unless an emergent work situation arises that does not allow for this. In such a case, an employee will be provided with as much advance notification as practical. For unionized Military Entrance Processing Stations (MEPS), the existing Collective Bargaining Agreements must be consulted for this requirement.

**Lunch Periods:**

a. Lunch periods of a minimum of 30 minutes (unpaid period of time) are required for all employees who perform 8 hours or more of continuous work. All civilian employees must have a 30 minute non-work lunch period scheduled as part of their daily tour of duty, as near to the mid-point of their workday to provide a bona fide break in the workday. This break is considered non-duty and the employee will not be compensated for the break. Should an employee desire to go out to purchase a lunch, this period may be extended to no more than one hour (60 minutes), to provide for allowable travel time. This time must have prior supervisor approval, and is non-duty and non-compensable.

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b. On a case-by-case basis, Commanders or their Deputy Commander, i.e., HQ and Sector and HQ directors and special staff officers, may approve work schedules which exclude a lunch period. Requests must contain detailed justification. Copies of these approvals will be maintained in the appropriate administrative files.

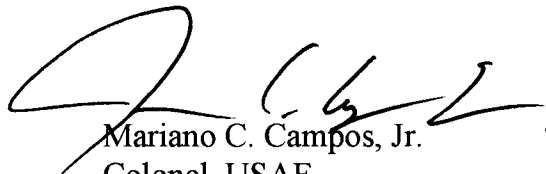
c. If a civilian employee is directed to work through their lunch period they will be compensated by payment of overtime or the granting of compensatory time or credit time. Questions to which method of compensation should be directed to your servicing Civilian Personnel Advisory Center (CPAC), or the HQ USMEPCOM J-1/MHR-Civilian Personnel Division.

Rest Periods: Each civilian employee will be given two 15-minute rest breaks (with pay), one during the first 4 hours of work and the other during the last 4 hours of work. Only one 15-minute rest period may be authorized during 4 hours of continuous work. A supervisor may not extend a regularly scheduled lunch break by permitting an employee to take one or both authorized rest breaks prior to or immediately following a lunch period.

Union Notification/Coordination: If the policies outlined above are different than those currently in place for unionized MEPS, the MEPS Commander should contact their Servicing CPAC for assistance in coordinating the above policy changes with the local bargaining unit representatives, prior to implementing this policy.

All civilian employees scheduled for an 8 hour work period will have an unpaid meal period and two paid scheduled breaks. I expect all personnel to comply with the intent and spirit of this policy which is effective upon receipt except as noted above. This policy will be incorporated into the next regulation update.

The point of contact for this policy is J-1/MHR-Civilian Personnel Division, (847) 688-3680, ext. 7209 or 7207.

  
Mariano C. Campos, Jr.  
Colonel, USAF  
Commanding

cc:  
Ea CPAC