



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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JFHQKS-TAG

10 September 2007

MEMORANDUM FOR All full-time Federal Kansas National Guard Employees

SUBJECT: Work Schedule

1. As the Adjutant General, it is my responsibility to ensure the Kansas National Guard is available and ready to execute all missions (Federal, state, and community), is responsive to and supports the needs of our traditional workforce, and exercises good employment practices for our AGRs, technicians, and traditional guardsmen. It is also my responsibility to set the work hours. I have, therefore, determined all full-time activities within the Kansas National Guard will be available Monday through Friday from 0730-1600, excluding Federal holidays.
2. Recently, the Compressed Work Schedule (CWS) has been an area of great concern and discussion. Issues include activities not being available to their customers Monday through Friday, non-compliance with the 20-minute working lunch, etc. The Human Resources Office has done a great deal of research to develop a policy which will both serve our customers and enhance the morale of our full-time employees. That policy is attached to this correspondence. In the policy you will see the basic work week has been defined; however, you will see there are work schedule options available for individual employees with the concurrence of their full-time supervision chain. It will be incumbent on management and supervision to continually assess and reassess the abilities of the workforce to achieve mission readiness and success. It will also be their inherent responsibility to ensure employee compliance with this policy. Concurrently, the policy will offer management and supervision an opportunity to be flexible in balancing mission success with variable work schedules. The effective date of implementation will be 6 January 2008.
3. I am confident the full-time Federal workforce can initiate and maintain the Work Schedule Policy Letter in order to continue to provide the readiness and responsiveness expected from the Kansas National Guard.


TOD M. BUNTING, Major General, KSNG
The Adjutant General