



## Military and Naval Affairs

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ANTHONY P. GERMAN  
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MNAG-TAG

9 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Latham/Watervliet Federal & State Employee Duty Hour Policy Update

1. References:

a. MNAG-CS memorandum, subject: Duty Hours for State and Federal Employees at Latham Facility/State Campus, 2 November 1992.

b. MNAG-TAG memorandum, subject: Implementation of Alternate Work Schedule, 8 July 1994.

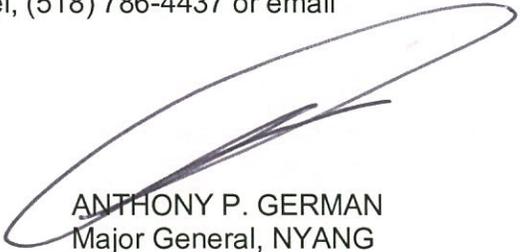
c. MNHF memorandum, subject: NYARNG Technician Alternate Work Schedule (AWS) Realignment, 12 July 2007.

2. Effective immediately the MNAG-CS memorandum, subject: Duty Hours for State and Federal Employees at Latham Facility/State Campus, 2 November 1992 is rescinded.

3. With Directorate/Supervisor approval, Federal and State employees will be given the flexibility to adjust their work schedule to start and end times that meet the mission requirements. Their duty day must fall within the core period of 0900-1500 and, in accordance with all applicable attendance and leave policies and procedures. A standard five day work week will remain in effect.

4. Physical Fitness time for Federal employees will not exceed a maximum of 3 hours per week with supervisory approval.

5. Questions may be directed to the Federal Human Resources Office (MNHF), Ms. Haydee Sullivan, (518) 786-4730 or email [Haydee.e.sullivan.civ@mail.mil](mailto:Haydee.e.sullivan.civ@mail.mil) or to the State Human Resources Office (MNHS), Ms. Aimee Hommel, (518) 786-4437 or email [Aimee.m.hommel.nfg@mail.mil](mailto:Aimee.m.hommel.nfg@mail.mil).



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