



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1000.16J CH-1
N12
17 June 2002

OPNAV INSTRUCTION 1000.16J CHANGE TRANSMITTAL 1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)
Subj: MANUAL OF NAVY TOTAL FORCE MANPOWER POLICIES AND
PROCEDURES

Encl: (1) Revised pages C-3 and C-5

1. Purpose. Synopsis of change.
2. Action. Remove pages C-3 and C-5 and replace with enclosure (1) of this change transmittal.

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Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower and Personnel)

Distribution:
SNDL Parts 1 and 2

4. Detailed Description of Navy Standard Workweeks

a. Afloat (Wartime) - Military Personnel

Ship Standard Workweek	81.00 hrs
Productive Workweek (NOTE 1)	70.00 hrs

Analysis of Duty Hours

Total hours available weekly	168.00
Less Non-Available Time:	
Sleep	(56.00)
Messing	(14.00)
Personal needs	(14.00)
Sunday (free time)	(3.00)
Scheduled On Duty Hours Per Week	<u>81.00</u>

Less:

Training (NOTE 2)	(7.00)	
Service diversion (NOTE 3)	<u>(4.00)</u>	<u>(11.00)</u>

Total hours available for productive work (NOTE 1)	<u>70.00</u>
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NOTE 1. For watchstanders, 56 hours is allocated to watch stations (8 hours x 7 days) (14 hours available for work in addition to 56 hours watch standing = 70 hrs).

NOTE 2. Training is an activity of an instructional nature which contributes directly to combat readiness and deducts from the individual's capacity to do productive work. Training hours are factored to reflect those scheduled events (e.g., general drills, engineering casualty damage control) for all hands. Hours indicated have been standardized for Condition III in SMDS.

NOTE 3. Service diversion consists of actions required of military personnel by regulations or the nature of shipboard/staff routine. Service diversion includes, but is not limited to, the following types of activities:

(1) Quarters, inspections, and sick call;

(2) Other administrative requirements including: Commanding Officers Non-Judicial Punishment (NJP)(MAST), participation on boards and committees, interviews, and non-training-related assemblies; and

(3) Flight and hangar-deck integrity watches.

(3) Squadron Personnel At Sea

Standard Workweek		81.00 hrs
Productive Workweek		70.00 hrs
Analysis of Duty Hours		
Total hours available weekly		81.00
Less Non Available Time:		
Training	(7.00)	
Diversions	<u>(4.00)</u>	<u>(11.00)</u>
Total hours available for productive work		<u>70.00</u>

c. Military Personnel - Ashore (Peacetime) CONUS and Outside the United States (OUTUS)

(1) Accompanying dependents are authorized

Standard Workweek		40.00 hrs
<u>(Routine is 8 hours per day, 5 days per week, excluding meal hours)</u>		
Productive Workweek		33.38 hrs
Analysis of Duty Hours		
Total hours available weekly		40.00
Less Non-Available Time:		
Training	(1.47)	
Diversions	(1.00)	
Leave	(2.62)	
Holidays	<u>(1.53)</u>	<u>(6.62)</u>
Total hours available for productive work		<u>3.38</u>