

JAN 6 1998

Appendix C

NAVY STANDARD WORKWEEKS1. General

a. An integral part of manpower requirements determination is the establishment of standard workweeks for utilization of personnel. Workweeks for sea duty units and detachments are based upon operational requirements under projected wartime conditions. The workweek for ashore units is based upon peacetime conditions. They are used by CNO in the documentation of manpower requirements.

b. The Navy's standard workweeks are key elements in the calculation of Navy manpower requirements. They are guidelines for sustained personnel utilization under projected wartime or peacetime conditions and are not intended to reflect the limits of personnel endurance. They are for planning purposes only and are not restrictive nor binding on commanders or commanding officers in establishing individual working hours. Daily workload intensity is a function of operational requirements; as such, the actual day-to-day management of personnel is the responsibility of the commanding officer. Under certain circumstances it may become necessary to exceed the standard workweek; however, extending working hours on a routine basis could adversely affect such matters as morale, retention, safety, etc., and as policy, such extensions should be avoided.

2. Policy. To reduce the total number of hours personnel are required to be on board for work and duty, commanding officers shall maintain the maximum feasible number of duty sections. The size of each duty section shall be the minimum necessary to ensure safety, security, and the performance of required functions. When in Condition V, ships in U.S. ports shall maintain six duty sections, unless otherwise authorized and directed to the contrary by CNO/FLTCINCs. Shore activities in the U.S. or overseas where accompanying dependents are authorized shall maintain a minimum of four duty sections, unless precluded by urgent and extreme circumstances.

3. Basic Workweek Considerations

a. Work Averaging. The nature of Navy work, watch, and duty requirements makes it difficult under all circumstances to fix work periods on a daily or weekly basis. Averaging techniques

JAN 6 1998

are, therefore, employed in determining the elements comprising the various workweeks. As a result, workweeks are not necessarily an expression of the maximum weekly hours that may be expended by an individual in any particular week, but rather regulate the average weekly hours that will be expended on a monthly or annual basis.

b. Assumptions. Average weekly hours expressed in each Navy standard workweek are guidelines for sustained personnel utilization. Basic assumptions are as follows:

(1) At-Sea. The afloat workweek assumes a unit steaming in Condition III (Wartime/Deployed Cruising Readiness) on a three-section watch basis.

(2) Ashore. The workweek for activities where accompanying dependents are authorized is based on a 5-day, 40-hour workweek.

c. Mobilization. The Navy standard workweek for mobilization is used to measure the Navy's ability to respond during contingencies. The measurement of this workload under such conditions is a difficult task. Establishment of specific workweek elements provides an analytical base for manpower planning during mobilization.

d. Overseas. The determination of standard workweeks for foreign national employees is the responsibility of manpower claimants. The standard workweek for foreign national employees should be developed by locale and used in the development of shore manpower requirements. DCNO (M&P) (N1) approval of foreign national workweeks is not required. The current standard workweek will continue to be used in determining U.S. civilian manpower requirements overseas.

e. Workweek Analysis. Use the Navy standard workweeks in paragraph 4.

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>
--	--------------

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.

JAN 6 1998

b. Aircraft Squadrons - Military Personnel

(1) Shore-Based Squadrons (e.g., HT, VT) Where Accompanying Dependents are Authorized:

Standard Workweek	40.00 hrs
(Routine is 8 hours per day, 5 days per week, excluding meal hours)	

Productive Workweek	33.38 hrs
---------------------	-----------

Analysis of Duty Hours

Total hours available weekly	40.00	
Less Non-Available Time:		
Training	(1.47)	
Service Diversion	(1.00)	
Leave	(2.62)	
Holidays	(1.53)	(6.62)

Total hours available for productive work	<u>33.38</u>
---	--------------

(2) Shore-Based Deployable Squadrons (e.g., VP) - Accounting for Diversion Incident to Messing

Standard Workweek	81.00 hrs
-------------------	-----------

Productive Workweek	60.00 hrs
---------------------	-----------

Analysis of Duty Hours

Total hours available weekly	81.00	
Less Non-Available Time:		
Training	(7.00)	
Diversions	(14.00)	(21.00)

Total hours available for productive work	<u>60.00</u>
---	--------------

(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>

JAN 6 1998

(2) Accompanying Dependents are not Authorized

Standard Workweek 57.00 hrs
 (Routine is 9½ hours per day, 6 days per week)

Productive Workweek 49.60 hrs

Analysis of Duty Hours

Total hours available weekly		57.00	
Less Non-Available Time:			
Training	(1.47)		
Diversion	(1.00)		
Leave	(3.11)		
Holidays	(1.82)		(7.40)

Total hours available for productive work		<u>49.60</u>
---	--	--------------

(3) Military Firefighters and other Watchstanding Personnel Employing the 72-hour Workweek

Standard Workweek 72.00 hrs

Productive Workweek 62.10 hrs

Analysis of Duty Hours

Total hours available weekly		72.00	
Less Non-Available Time:			
Diversions/Training	(4.83)		
Leave	(5.07)		(9.90)

Total hours available for productive work		<u>62.10</u>
---	--	--------------

JAN 6 1998

d. U.S. Civilian Personnel Ashore CONUS and OUTUS

(1) Civilian personnel assigned to shore activities

Standard Workweek (<u>Routine</u> is 8 hours per day, 5 days per week)	40.00 hrs
--	-----------

Productive Workweek	33.38 hrs
---------------------	-----------

Analysis of Duty Hours

Total hours available weekly	40.00	
Less Non-Available Time:		
Training	(0.32)	
Diversions	(0.20)	
Leave	(4.57)	
Holidays	<u>(1.53)</u>	<u>(6.62)</u>

Total hours available for productive work	<u>33.38</u>
--	--------------

NOTE: For foreign national employees the scheduled workweek and the non-available times may vary. Manpower claimants should verify these time factors and/or develop new factors for use in determining manpower requirements.

(2) Civilian Supervisory Firefighters Employing the 56-hour Workweek

Standard Workweek (<u>Routine</u> is four 8-hour days and one 24-hour day per week)	56.00 hrs
--	-----------

Productive Workweek	48.99 hrs
---------------------	-----------

Analysis of Duty Hours

Total hours available weekly	56.00	
Less Non-Available Time:		
Training	(0.20)	
Diversions	(0.44)	
Leave	<u>(6.37)</u>	<u>(7.01)</u>

Total hours available for productive work	<u>48.99</u>
--	--------------

JAN 6 1998

(3) Civilian Firefighters Employing the 72-hour Workweek

Standard Workweek (Routine is 12 hours per day, 6 days per week)	72.00 hrs
Productive Workweek	63.15 hrs

Analysis of Duty Hours

Total hours available weekly	72.00
Less Non-Available Time:	
Training	(0.20)
Diversions	(0.44)
Leave	<u>(8.21)</u>
	<u>(8.85)</u>
 Total hours available for productive work	 <u>63.15</u>

5. Determination of Manpower Requirements

a. In cases where manpower requirements are derived through weekly work-hour measurement, calculation, or validation, use the following general equation to determine the number of manpower requirements:

$$\text{Number of Requirements} = \frac{\text{Total Weekly Work-hours (WHs) Required}}{\text{Applicable Productive Workweek}}$$

b. In cases where manpower requirements are derived through monthly work-hour measurement, calculation, or validation, use the following general equation to determine the number of manpower requirements:

$$\text{Number of Requirements} = \frac{\text{Total Monthly WHs Required}}{\text{Applicable Productive Workmonth}}$$

c. Requirements per watch needs for continuous watchstanders (24-hour days/7 days per week) for accompanied and unaccompanied tours are derived as follows:

$$\begin{aligned} 24 \text{ hrs} \times 7 \text{ days} &= 168 \text{ hrs per week} \\ 168 \text{ hrs/week} \times 4.348 \text{ weeks/month (MO)} &= 730.464 \text{ WHs/MO} \end{aligned}$$

(1) Accompanied

$$\frac{168 \text{ WHs/Week}}{33.38 \text{ Available WHs/Week}} \quad \text{or} \quad \frac{730.464 \text{ WHs/}}{145.136 \text{ Avail. WHs/MO}} = 5.03 \text{ requirements per watch}$$

JAN 6 1998

(2) Unaccompanied

$$\frac{168 \text{ WHs/Week}}{56.00 \text{ Avail. WHs/Week}} \text{ or } \frac{730.464 \text{ WHs/MO}}{243.488 \text{ Avail. WHs/MO}} = 3.00 \text{ requirements per watch}$$

6. Ashore Activities During Mobilization

a. A mobilization workweek is established to provide increased capabilities with assigned military and civilian manpower resources during emergency operations, combat build-up, or war. The mobilization workweek expands the peacetime available work hours.

b. The mobilization workweek is projected as a planning factor and may be adjusted as required to meet the command mobilization mission.

c. The mobilization workweek for ashore activities is:

Standard Workweek (<u>Routine</u> is 10 hours per day, 6 days per week)	60.00 hrs
---	-----------

Productive Workweek	57.22 hrs
---------------------	-----------

Analysis of Duty Hours

Total hours available weekly	60.00
Less Non-Available Time:	
Training	(0.08)
Diversions	(1.98)
Leave	(0.00)
Holidays	<u>(0.72)</u> <u>(2.78)</u>

Total hours available for productive work	<u>57.22</u>
--	--------------

NOTE: This equates to a monthly WAF of 249 (248.7925) monthly work-hours.