

**DEPARTMENT OF THE INTERIOR  
BUREAU OF OCEAN ENERGY MANAGEMENT**

**TRANSMITTAL SHEET**

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Version No. 001

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SUBJECT:   Administrative Series  
              Part 370.610: Hours of Duty and Work Schedules  
              Chapter 2: Work Weeks

EXPLANATION OF MATERIAL TRANSMITTED:

This Chapter revises the policy and procedures that govern the work weeks.



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Deputy Director

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FILING INSTRUCTIONS:

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**Department of the Interior**  
**Bureau of Ocean Energy Management Manual**

**Effective Date:** JUL 06 2015

**Series:** Administrative

**Part 370.610:** Hours of Duty and Work Schedules

**Chapter 2:** Work Weeks

Originating Office: Office of Budget and Program Coordination

**1. Purpose and Scope.** The purpose of this guidance is to establish policy and standard procedures for the administration of hours of duty and work schedules within the Bureau of Ocean Energy Management (BOEM).

**2. Objectives.** The objectives of this guidance are to ensure uniformity and understanding of the hours of duty and available work schedules and to provide a basis for pay and leave administration.

**3. Authority.** Title 5, United States Code, Chapter 61.

**4. Policy.** This chapter addresses the definitions of work weeks and basic work requirements.

**A. Administrative Work Week.** The administrative work week for BOEM is the 7-day calendar week extending from Sunday through Saturday.

**B. Basic 40-hour Work Week.** The basic 40-hour work week for BOEM is scheduled on 5 days, Monday through Friday, and the 2 days outside the basic work week are consecutive.

**C. Basic Work Requirement for Full-Time Employees.** The BOEM basic work requirement for full-time employees is either the basic 40-hour work week or an AWS that requires an 80-hour biweekly basic work requirement.

**D. Basic Work Requirement for Part-Time Employees.** The basic work requirement for part-time BOEM employees shall be no less than 16 hours or more than 32 hours per week.

**E. Basic Work Requirement for Employees Covered by Collective Bargaining Agreements.** The BOEM employees covered by collective bargaining agreements that provide for a basic work week other than that described above may work the agreed upon work week.

**F. Deviations from Basic Work Requirement.** Deviations from the basic work requirement described above may be requested and authorized in accordance with BOEM Administrative Delegations of Authority.