

Sample Letter for Tour of Duty

CELRL-OP-E

MEMORANDUM FOR (NAME OF DEPLOYED PERSONNEL)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency _____(name of emergency), you have been tasked to provide emergency assistance to the _____(name of supported MSC/District). As a result, you are placed on the following work schedule for the duration of your assignment.

Sunday through Saturday - 0700-1930

2. Effective _____(current date), your basic 40 hour workweek is Monday through Friday from 0700 to 1530 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is as shown above; it includes 4 hours of scheduled overtime each day, with 1.5 hours of this overtime paid with night differential pay each day. In accordance with 5 CFR section 550.121, night work is regularly **scheduled** work performed by an employee between the hours of 1800 and 0600. Hours in excess of the above tour of duty will be overtime with no additional night differential pay authorized. They will be entered in CEFMs as unscheduled overtime. Work conducted on Saturday and Sunday will be considered regular overtime with the same night differential rule applying. This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by the District Commander.

FOR THE COMMANDER:

George T. Snodgrass
District Emergency Manager