

17 JUN 02
HQ WEB
2002UNI-00216



Memorandum

From the Director, Total Force Programming
and Manpower (N12)

From: N12
To: CNP

Subj: AT SEA STANDARD NAVY WORKWEEKS

Ref: (a) OPNAVINST 1000.16J

Encl: (1) Proposed OPNAVINST 1000.16J Change 1

1. Studies completed by a CNA/NAVMAC team, have confirmed that the existing distribution of hours within the present Military Wartime Afloat and Squadron At Sea workweeks are no longer in keeping with actual Sailor activity. Reference (a) currently provides for an 81 hour workweek, of which 7 hours are considered unproductive. I recommend shifting 3 hours of time attributed to unproductive work to productive work changing the Wartime Afloat and Squadron at Sea workweeks to 70.00 vice 67.00.

2. Enclosure (1) contains the proposed interim change to reference (a) for your signature.

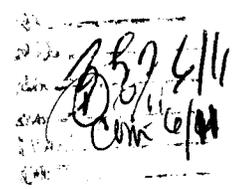
Very respectfully,


J. C. HARVEY, JR.

CNP

This is one of the issues ROME Harvey
briefed at the CEB

Mr Mike W.



HQ WEB
2002UNI-000

MEMORANDUM

Navy Manpower Analysis Center

24 APR 2002

From: CAPT Cason
To: RDML Harvey

Subj: AT SEA STANDARD NAVY WORKWEEKS

Ref: (a) N12 Message to Fleet/Force N1s of 1 Mar 02
(b) OPNAVINST 1000.16J

Encl: (1) Proposed CNO (N12) Memorandum

1. Per reference (a), the Productive Factor of 67.00 for Squadron At Sea and Military Wartime Afloat Workweeks, as shown in reference (b), has been changed to 70.00 hours.

2. Accordingly, enclosure (1) is forwarded.

Very respectfully,



L. A. CASON

JAN 6 1998

4. Detailed Description of Navy Standard Workweeksa. Afloat (Wartime) - Military Personnel

Ship Standard Workweek	81.00 hrs
Productive Workweek (NOTE 1)	67.00 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)	<u>(3.00)</u>
Scheduled On Duty Hours Per Week	<u>81.00</u>

Less:

Training (NOTE 2)	(7.00)
Service diversion (NOTE 3)	<u>(7.00)</u>
	<u>(14.00)</u>

Total hours available for productive work (NOTE 1)	<u>67.00</u>
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NOTE 1. For watchstanders, 56 hours is allocated to watch stations (8 hours x 7 days) (11 hours available for work in addition to 56 hours watch standing = 67 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

(3) Squadron Personnel At Sea

Standard Workweek	81.00 hrs
Productive Workweek	67.00 hrs

Analysis of Duty Hours

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

Total hours available for productive work	<u>67.00</u>
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c. Military Personnel - Ashore (Peacetime) CONUS and Outside the United States (OUTUS)(1) Accompanying dependents are authorized

Standard Workweek (<u>Routine</u> is 8 hours per day, 5 days per week, excluding meal hours)	40.00 hrs
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Productive Workweek	33.38 hrs
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Analysis of Duty Hours

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

Total hours available for productive work	<u>33.38</u>
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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1000.16J CH-1
N121

JUN 17 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 Military Wartime Afloat Workweek
(2) Revised Squadron at Sea Workweek

1. Purpose. To transmit change 1 to the basic instruction.
2. Action.
 - a. Remove page C-3 and replace with enclosure (1).
 - b. Remove page C-5 and replace with enclosure (2).
3. Cancellation. Upon completion of required action.

A handwritten signature in black ink, appearing to read "Norbert R. Ryan, Jr.", written in a cursive style.

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

Distribution:
SNDL Parts 1 and 2

Copy to:
NAVMAC MILLINGTON TN
CNO (N09B34)

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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)	(87.00)
Scheduled On Duty Hours Per Week	<u>81.00</u>
Less:	
Training (NOTE 2) (7.00)	
Service diversion (NOTE 3) (4.00)	<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.

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JUN 17 2002

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