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DEPARTMENT OF THE NAVY
NAVAL ACADEMY PREPARATORY SCHOOL
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NEWPORT, RI 02841-1519

NAPSINST 7420.10G
DEAN
24 Aug 2026

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 7420.10F

From: Commanding Officer, Naval Academy Preparatory School

Subj: TIME AND ATTENDANCE POLICIES AND PROCEDURES FOR NON-BARGAINING UNIT EMPLOYEES

Ref: (a) DoD 7000.14-R, DoD Financial Management Regulations, Volume 8
(b) USNAINST 7420.10A
(c) 5 USC Chapter 61
(d) 10 USC 6952
(e) SECNAVINST 12271.1
(f) Standard Labor Data Collection and Distribution Application (SLDCADA) Training Guide

1. Purpose. To establish work schedule policies and time and attendance (T&A) reporting procedures for Naval Academy Preparatory School (NAPS) civilian non-bargaining unit employees.

2. Cancellation. NAPSINST 7420.10F.

3. Discussion.

a. The NAPS mission is "to enhance midshipman and cadet candidates' moral, mental and physical foundations to prepare them for success at the United States Naval Academy and Coast Guard Academy." This mission is executed by a combined military and civilian staff.

b. References (a) and (b) provide overarching guidance regarding civilian employee pay, time and attendance policies in accordance with references (c) and (d). This instruction establishes specific policies for NAPS. It is applicable to all General Schedule (GS) civilian employees who are not represented by the bargaining unit and to all Administratively Determined (AD) employees.

c. A work schedule which supports NAPS' particular work environment, ensures the accomplishment of the NAPS mission and addresses employee needs is desirable. Use of a flexible work schedule has the potential to increase productivity, improve mission accomplishment and enhance employee satisfaction.

d. GS employee hours of work and work schedule rules are established in reference (c). This law establishes a basic work schedule of 40 hours, 5 days, 8 hours per day workweek.

e. AD employee hours of work and work schedules are established in reference (d). This law does not provide the same level of specificity as reference (c), thus allowing for much greater flexibility in executing work schedules.

f. Core hours are the time periods during the work day during which an employee is required to be present for work unless specifically excused by the immediate supervisor or is on approved leave status; with the exception of any time taken within the core hour period band for lunch.

4. Policy.

a. Regardless of the established work schedule, all employees are required to be present for scheduled meetings and appointments unless excused in advance by the immediate supervisor.

b. Lunch Period. Employees, instructors, and coaches will be required to take a lunch period. Subject to mission needs, lunch periods will normally be as close to the mid-point of the work day as possible and will be a minimum of 30 minutes, but not to exceed 1 hour. Lunch periods are non-paid, non-duty time and employees are free to leave their duty site.

c. GS employees (non-bargaining unit). NAPS non-bargaining unit GS employees will conform to Gliding Schedule with the following characteristics:

(1) Work week consists of the work days Monday – Friday.

(2) Basic work requirement of eight working hours per day, 40 working hours per week and 80 working hours per pay period. GS employees may choose another work schedule by completing the enclosure found in reference (b), having it approved by their immediate supervisor, and submitted to USNA payroll.

(3) Core hours between 0900 -1500.

(4) Flexible hours (time bands) between 0630-0900 and 1500-1730 combine with the core hours to create the 8-hour normal tour of duty.

(5) Additional flexible hours (time bands) are established between 1730 – 2130 during work days and 0800 – 2130 on weekends.

(6) Credit hours are earned if an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule during the additional flexible hours in (5) above. Immediate supervisor's final approval for all credit hours is required for submission on time records.

d. AD academic instructors (full-time).

(1) Work week consists of the work days Monday – Friday.

(2) Basic work requirement of eight working hours per day, 40 working hours per week and 80 working hours per pay period. AD employees may choose another work schedule by completing (b), having it approved by their immediate supervisor, and submitted to USNA payroll.

(3) Core hours between 0900 -1500.

(4) Flexible hours (time bands) between 0630-0900 and 1500-1730 combine with the core

hours to create the 8-hour normal tour of duty.

(5) Additional flexible hours (time bands) are established between 1730 – 2130 during work days and 0800 – 2130 on weekends.

(6) AD classroom instructors are required to attest to 80 hours of work or some combination of regular time, leave types, or Leave Without Pay (LWOP) for each pay period.

(7) AD personnel on “10-month” contracts use 343 hours of LWOP each fiscal year as coordinated with their immediate supervisor.

e. AD supplemental instructors (full-time).

(1) Normal work week consists of Sunday–Thursday. (Individual employment contracts may vary).

(2) Core hours between 1400-2100 on days preceding scheduled class days or exams. Division supervisor will determine hours when workdays do not precede class days.

(3) AD supplemental instructors are required to attest to 80 hours of work or some combination of regular time, leave types, or LWOP for each pay period.

f. AD tutors.

(1) Tutor work schedules are assigned by the immediate supervisor to meet the specific needs of the midshipman candidates.

(2) Tutors are considered to be in a duty status when present at NAPS and available to provide tutoring services to midshipman candidates or when completing required training and other administrative requirements.

(3) Employment offer letters/contracts indicate the authorized number of working hours per week/pay period. Tutors and supervisors will ensure this number is not exceeded.

g. AD coaches (full-time).

(1) Core hours between 1300-1700 on days with a scheduled sports period.

(2) For time and attendance purposes coaches are considered to be in a duty status conducting coaching duties (practice/game preparation, administrative requirements, training, etc.) within normal commuting distance of NAPS and when driving the team to/from and participating in events away from NAPS.

(3) AD coaches are required to attest to 80 hours of work or some combination of regular time, leave types or LWOP for each pay period.

h. AD coaches (intermittent).

(1) Intermittent coach work schedules are assigned by the Athletic Director to meet the specific needs of the assigned student-athletes.

(2) Intermittent coaches are considered to be in a duty status when conducting coaching duties at NAPS and when driving the team to/from and participating in events away from NAPS.

(3) Employment offer letters/contracts indicate the authorized number of working hours per week/pay period. Coaches and the Athletic Director will ensure this number is not exceeded.

i. Leave. An employee may use accrued annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the immediate supervisor to schedule the time at which annual leave may be taken. Due to the NAPS instructional mission, extended periods of annual leave should be requested during the Thanksgiving, winter and spring break periods, as well during the fall battalion trip when classes are not in session.

(1) Approval. Annual leave will be requested by the employee and approved by the immediate supervisor in advance of use. Employees and their immediate supervisors are mutually responsible for planning and scheduling the use of employees' annual leave throughout the leave year.

(2) Leave year. The leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. Employees can carry over to the next leave year a maximum of 240 hours. Employees must use any leave in excess of the maximum prior to the end of a leave year or they will forfeit it. Supervisors and employees must plan leave use throughout the year to avoid getting into a "use or lose" situation at the end of the leave year.

(3) Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty. AD full-time, 10-month employees are placed in an LWOP status during the summer intersessional period each year. These employees are returned to duty in mid-July, the week prior to Induction Day (I-Day). Immediate supervisors may coordinate release/return to duty in order to meet mission requirements and consider employee preferences.

j. Overtime hours. Overtime work means all hours of work in excess of statutory work hours which are officially ordered in advance. Overtime is not normally authorized unless extreme manpower shortages require it.

k. Compensatory Time Off. Compensatory time off is time off with pay in lieu of overtime pay for irregular or occasional overtime work at a rate of one hour of compensatory time for each hour of overtime worked. Overtime must be requested and approved in advance. Approval to work overtime or to earn compensatory time off must be granted by the Commanding Officer before the hours are worked. This approval is documented by a letter from the Commanding Officer. In addition to the letter from the Commanding Officer, employees must request compensatory time using the "My Overtime Requests" quick link in SLDCADA.

I. Time and Attendance.

(1) Time and attendance recording. Employees will enter T&A directly into SLDCADA for each pay period to provide a daily record of time as required by reference (a). Reference (f) provides guidance on making SLDCADA entries. T&A data will be entered in SLDCADA by the date established for the biweekly payroll processing (typically noon on the Monday following the last day of the pay period).

(2) Time and attendance certification. Per reference (a), the certification of T&A is the authorization for the expenditure of government funds. T&A reported in SLDCADA will be reviewed and certified by a Certifying Officer; normally the immediate supervisor, acting supervisor, or other designated representative authorized to act as an alternative certifier and is most knowledgeable of the time worked and absence of the employee. The certification represents, to the best of the certifier's knowledge, that the time worked matches the actual work schedule (including any exceptions) and T&A reported by the employee are true, correct, and accurate. Certification shall be made individually for each employee and an electronic signature in SLDCADA shall be provided for each T&A record. Supervisors will ensure that all T&A recorded in SLDCADA is supported by a T&A record signed electronically (EVT) by the employee.

(3) Time and attendance reporting for full-time AD employees. Time and attendance forms will reflect eight hours of Regular (graded) (RG) work Monday - Friday unless there is a holiday or the employee is on leave. It is understood by all parties (instructors, coaches, time keepers, certifying officials, and payroll officers) that this form of reporting accommodates existing payroll mechanisms rather than actual work and cannot be considered a falsified record. The SLDCADA entry is the employee's attestation to 80 hours of work or some combination of regular time, leave types, or LWOP for each pay period.

5. Responsibilities.

a. Supervisors and Certifying Officials.

(1) Approve/disapprove employee exceptions to work schedule. Ensure all documentation is filed.

(2) Ensure employees are familiar with this instruction and reference (b) and that they electronically enter their T&A data into SLDCADA.

(3) Promptly report to an employee any change(s) made to his/her timecard during certification that is not supported by documentation.

(4) Review and certify that biweekly and prior pay corrections for T&A and reimbursable work hours reported by the employee are true, correct and accurate.

b. Non-bargaining unit employees.

(1) Adhere to the work schedule policy prescribed in paragraph 4.

(2) Request deviation from the work schedule policy from the immediate supervisor in advance of any deviation.

(3) Record time and attendance in SLDCADA per the policy described in paragraph 4.l. and in accordance with reference (f).

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Dean will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of September 2019.



W.P. FALLON

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site,

https://www.usna.edu/NAPS/Instructions.php?_gl=1*hwrx42*_ga*NDE4NDk1Mzk2LjE3ODcxNjgyNzA.*_ga_LY79N0FLBS*czE3ODcxNjgyNjkkbzEkZzEkdDE3ODcxNjgzNjUkaj15JGwwJGgw