



NATIONAL SECURITY PERSONNEL SYSTEM

Chapter 24

Change in Work Schedule/Change in Hours

1. Coverage.

This chapter provides instructions for documenting a change in the work schedule or time basis on which an employee is paid and a change in the total number of hours per day that a part-time employee is scheduled to work.

USOPM rules and procedures applicable to this chapter are not specifically waived or modified for civilian employees under the National Security Personnel System (NSPS) and will be followed in their entirety.

2. Disposition.

Retain with corresponding GPPA chapter until superseded. File this supplemental flysheet in front of the *USOPM GPPA* Chapter 24.