



DEPARTMENT OF THE NAVY

NAVAL RESERVE OFFICERS TRAINING CORPS
THE TULANE UNIVERSITY OF LOUISIANA
NEW ORLEANS, LA 70118

IN REPLY REFER TO:

NROTCTUINST 5330.1C
5 October 2012

NROTC UNIT TULANE UNIVERSITY INSTRUCTION 5330.1C

Subj: ADMINISTRATIVE OFFICE POLICY ON WORKING HOURS/CONDUCT/RESPONSIBILITIES

1. Purpose. To establish a command policy on working hours, conduct, and responsibilities in the Administrative Office.
2. Cancellation. NROTCUTUINST 5330.1B
3. Background. The primary mission of the Administrative Office at NROTC Tulane is support of Tulane midshipmen and assigned staff personnel. This is a unique and challenging work environment. Successful completion of primary military responsibilities is the number one work priority. Official tasks are critical to mission accomplishment and time will always be of the essence. Wasted time creates additional work, generates inter-personal conflict, and can damage our professional credibility.
4. Policy. The Administrative Office at NROTC Tulane is committed to an administrative work program that ensures effective accomplishment of all required tasks with maximum efficiency.
5. Responsibilities. The Administrative Officer has direct supervisory authority over all administrative personnel and is responsible for the effective management of the Administrative Office. In this role he shall:
 - a. Manage all administrative office duties and requirements through daily work assignments and weekly staff meetings.
 - b. Supervise assigned civilian employees in the performance of their official duties and monitor accounting of their daily working hours.
 - c. Ensure accountability of all incoming and outgoing correspondence. Staff and civilian personnel will route all correspondence through the Administrative Officer for management control.
6. Action. NROTC Tulane policy on civilian employee working hours, personnel conduct, and professional duties/responsibilities are provided as follows:
 - a. Working hours are from 0730-1630 (XO approves all deviations including overtime). Tulane Assistant - 0800-1600; HRO - 0730-1630; Supply Tech and Administrative Assistant - 0730-1630.
 - b. Lunch hours are from 1100-1300 daily. Individual eating times will be arranged during the morning between the two assigned civilian employees to maintain a minimum of one person in the office during lunch. Participation in lunches of an official nature will be approved by the Admin supervisor.

Lunch may be consumed in the Conference Room or outside the office or building.

c. Breaks are allotted once in the morning for 15 minutes and once in the afternoon for 15 minutes. Sequencing of daily breaks will be worked out by each employee in advance and coordinated with the Admin supervisor. Any eating during breaks will be accomplished in the Conference Room, if available, or outside the working office or building. The eating of snacks, reading of the newspaper, or conduct of extensive personal business, etc., is inappropriate conduct in the office during working hours.

d. The Wardroom is designed specifically for Midshipman use during the school year. It is therefore not available for employee meals, breaks, reading, or watching TV.

e. The office phone is not a private phone and personal phone calls will be kept to a minimum. Abuse of phone privileges will not be tolerated. Tact and diplomacy should always be used when answering and speaking on the phone.

f. Leave and time off. Requests for leave, time off etc., will be submitted in writing and approved by the Admin supervisor at least one week in advance.

g. Attendance at official staff or midshipman functions, during working hours, will be approved by the Admin supervisor.

h. Customers or visitors to the office require immediate service and have priority over personal business.

i. Derogatory comments and verbally expressed opinions toward others are unacceptable and will not be tolerated in the Administrative office.

j. Civilian employees have no disciplinary or other authority over midshipman.

7. The policy and actions listed above will be enforced in order to ensure that demonstration of a professional attitude and positive image are paramount. Respecting, communicating, and assisting each other become crucial ingredients in the creation and maintenance of an effective workforce. Teamwork becomes contagious. Personal pride and professionalism lead to mission accomplishment.


A. P. CHATHAM

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