

DECLASSIFIED

Authority: E.O. 13526

By: NDC NARA Date: Dec 31, 2012

6. WORKING HOURS

1. The normal working hours at this base, except for designated watches, shall be from 0700 to 1700, with one hour off for lunch. Sunday working hours shall be the same as weekdays except that men shall be allowed to attend church services when possible. As a matter of policy it is intended that all personnel shall, for rest and relaxation, be allowed one day off per week or its equivalent in off duty hours, but it must be clearly realized that this is a privilege and not a right, and shall be carried out only if, in the opinion of the division officers, the essential work of the base and the squadrons in support of the war effort will not suffer thereby.

7. DISCIPLINARY ACTION

1. All disciplinary reports will be submitted directly to, or via, the Naval Air Base Officer of the Day who will keep a supply of report slips on hand and will dispense them when requested to any officer, department or activity on the base. Disciplinary reports will not be submitted direct to Headquarters or to any other Naval Air Base department.

2. The OOD will refer all disciplinary reports to the Executive Officer and will check with him as to the time and date for cases requiring preliminary hearing, and will, through the Chief Master at Arms, arrange for all