

 policy statement ELECTRIC BOAT MANAGEMENT ASSOCIATION	APPROVED	NUMBER PS-8
		ISSUE 1
	DATE Mar 18, 1996	PAGE 1 OF 1
SUBJECT EBMA SHOP ORDER USAGE		

PURPOSE:

To establish a policy which will provide direction to EBMA Officials and Boosters concerning the use of the EBMA Shop Order when conducting EBMA business during their normal working hours.

DEFINITIONS:

- 1) EBMA Business: Board of Directors Meetings, Booster Meetings, Booster Training Meetings, Administration Meetings. Special Board Meetings, Booster Activities, other Official EBMA activities.
- 2) EB Shop Order for EBMA Business: 00001489-5925601

GENERAL:

1. It is the policy of the Association that, where possible, EBMA business shall be conducted outside of "Normal working hours" and not charged to the EBMA shop order. When it is necessary to conduct EBMA business during "Normal working hours", the EBMA business shop order shall be charged by EBMA officials and boosters. Hours charged should be minimized and must reflect only the time spent on EBMA business.
2. EBMA business that requires an EBMA member to be outside the plant during "Normal working hours" shall be authorized via IRM. The EBMA President, Vice President, Chairperson of the Board or his/her alternate shall provide the written direction concerning Shop Order usage prior to conducting the EBMA Business.
3. Any questions concerning this Policy Statement shall be directed to the President or Chairperson of the Board.