

IFIB: IFIB-ACT-SACT-22-119, Two Strategic Thinkers Contractor Support for Strategic Alternatives Branch

Reference: Q & A # 4

Date of Issue: 3 November 2022

The following questions were raised with respect to subject IFIB. Responses are to provide clarification.

Questions	Responses
NATO has a 38-hour work week, observes many holidays, and typically closes over the winter holiday period. Can you share the NATO ACT observed holidays and break periods for increased understanding of the NATO ACT work hour requirement per year?	HQ SACT Special Terms and Conditions, Definitions: Man Year. 1800 hours of service to be rendered by one Contractor Personnel within one calendar year. The basis of this calculation is 46 weeks of contract performance at 37.5 hours assuming 5 HQ SACT work days per week. As a baseline the further assumption is: 15 days of HQ SACT holidays and 15 days as the minimum individual leave, thus allowing for the allocation of a minimum of 75 hours per year as possible overtime. As, in particular, the number of individual leave days may be greater and the number of HQ SACT holidays may vary, the allowable overtime figure will change accordingly. In no event shall the ceiling of 1800 hours per man year or corresponding fraction thereof be exceeded.