

BY ORDER OF THE COMMANDER
302D AIRLIFT WING

302 AIRLIFT WING INSTRUCTION 36-801

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Personnel

CIVILIAN TIME AND ATTENDANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and complies with the requirements of Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements*. See **Attachment 1** for a glossary of references and supporting information. It establishes guidance and procedures to accurately document time and attendance for all civilian employees in conjunction with governing directives to prevent excess and/or inappropriate dual compensation. It combines guidance from AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*; AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*; AFI 36-815, *Absence and Leave*. This instruction applies to all civilian and Air Reserve Technician (ART) employees of the 302 Airlift Wing (AW) and establishes the responsibility and procedures for time and attendance and audit processes. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, **Recommendation for Change of Publication**; route AF Forms 847 directly to the OPR at the 302AW/FM, Peterson AFB, CO. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

1. Office of Primary Responsibility. The 302 AW/Financial Management (FM) is the Office Primary Responsibility for time and attendance to include auditing.

2. Responsibilities:

2.1. 302D Wing Commander/Senior ART. The Wing Commander/Senior ART will ensure all assigned personnel comply with this instruction. The Wing Commander/Senior ART is the

waiver authority for deviations from this instruction. Waivers will be documented and kept on file with the OPR for this instruction.

2.1.1. The Wing Commander/Senior ART will appoint, in writing, a Time and Attendance OPR for the Wing who will be responsible for training the workforce on proper leave accounting for all civilian employees and will ensure audits are conducted and the results reported to the Wing Commander/Senior ART.

2.2. **Employee.** Employees are responsible for requesting prior supervisor approval for all exceptions to the normal civilian duty day. Unless covered by written Wing policy, the following forms, when applicable, will be submitted to their supervisor for approval. Employee will provide the completed forms to their timekeeper with the bi-weekly timecard.

2.2.1. AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour.**

2.2.2. OPM 71, **Request for Leave or Approved Absence.** If required by supervisor the OPM 71 will be used for requesting/authorizing all leave request. Attach the OPM 71 to the timecard when given to unit timekeeper.

2.2.3. AF Form 40A, **Record of Individual Inactive Duty Training.**

2.2.4. Work Schedule Change Request. This form is use to request any change to an employee's work schedule.

2.2.5. AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time.**

2.2.6. Additional supporting documentation, as appropriate, i.e., court leave certificate of attendance, medical certifications.

2.3. **Timekeeper.** Timekeepers are responsible for maintenance of time and attendance accounting. They will coordinate with the supervisors and employees to ensure accurate and timely documentation.

2.3.1. Records all exceptions to employees' scheduled tours of duty on a daily basis, i.e., leave, overtime, compensatory time, premium pay (night differential, Sunday premium, holiday pay).

2.3.2. Ensure copies of all supporting documentation are on file, to include required statements, certifications, and signatures/initials.

2.4. **Supervisor.** Supervisors are responsible for time and attendance management of assigned employees; to include scheduling, tracking and documenting of assigned work. Supervisors will normally have direct personal knowledge of employee's work schedule and will verify actual hours worked. Supervisors at all levels must work closely with timekeepers to ensure accuracy of time and attendance accounting on a daily basis.

- 2.4.1. Approves the employee's work schedule.
 - 2.4.2. Authorizes all types of leave.
 - 2.4.3. Submits overtime requests through the Group Commander, Financial Management to the Wing Commander/Senior ART for approval.
 - 2.4.4. Monitors overtime/compensatory time earned. Supervisors will receive bi-weekly reports from Financial Management.
 - 2.4.5. Ensures time and attendance folders are created and maintained for employees to include copies of all applicable supporting documentation. (Refer to this instruction, Para 5).
 - 2.4.6. Reviews and certifies time and attendance reports. NOTE: In the absence of the immediate supervisor, the next level supervisor will perform this function.
 - 2.5. **Certifying Official.** Verifies military duty performance and/or civilian time and attendance.
 - 2.6. **Squadron Senior ART.** Appoint, in writing, primary and alternate timekeepers for their areas.
 - 2.7. **Wing Time and Attendance OPR.** Responsible for training the workforce on proper leave and accounting and premium pay procedures and will ensure audits are conducted and the results reported to the commander quarterly.
 - 2.8. **Commanders.** Will ensure audits are conducted within the time limits set by the Wing OPR and results sent in time to be consolidated into a quarterly report. Commanders should take appropriate action through proper channels if any adverse trends are identified in the audits.
- 3. Work Schedule Policy.** The following outlines policy guidance to all work schedules. Allowable work band for Monday through Friday is 0600-1800, subject to supervisory approval and missions requirements. Core hours for the wing are 0900-1500.
- 3.1. **Alternate Work Schedule.** In addition to the standard 8-hour day 40-hours a week and 80-hours biweekly schedule, 302 AW mission requirements allow supervisors to offer 302 AW civilian employees the option of one of three alternate work schedule: (1) the 5/4 – 9 Compressed Work Schedule (CWS); (2) the Flexible Work Schedule (FWS) or (3) the Gliding Schedule. Each employee will discuss with his/her supervisor the type of work schedule suitable to the work environment.
 - 3.1.1. **Compressed Work Schedule.** The tour of duty for employees under the CWS program is defined by a fixed schedule as approved by the supervisor. The CWS, also known as the 5/4 – 9 plan, consists of working eight 9 hour days, one 8 hour day and one Scheduled Day Off (SDO) for a total of 80 hours in a bi-weekly pay period. There are no provisions for employee flexibility in reporting or quitting times. Credit hours are not earned under the CWS program.

Under this option, the SDO must be approved by the supervisor and is not necessarily Monday or Friday. Employees cannot change their SDO without supervisor pre-approval and submission of a new work schedule change letter.

3.1.2. Flexible Work Schedule (FWS). Flexible work schedule; in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

3.1.3. The Gliding Schedule. The employee has a basic work requirement of 8 hours each day and a 40 hour work week. The employee may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours with pre-coordination from the supervisor. Hours in excess of 40 hours in a week will be coordinated with the supervisor and should be reported as credit hours. Adjusting start and stop times must permit performance of the eight-hour duty period plus the applicable lunch period while covering the core hours.

3.2. Rules Governing Alternative Work Schedule. A basic premise of the AWS program is that there will be no negative impact on work productivity or increased costs of operation.

3.2.1. Supervisors at all levels are authorized, not directed, to approve alternative work schedules within their areas.

3.2.2. Work centers will be manned during prime customer service hours as established and /or published by the work center supervisor.

3.2.3. Full-time employees will be scheduled to work eighty (80) hours.

3.2.4. Employees desiring to use annual leave, Leave With Out Pay (LWOP), sick leave, credit hours, or compensatory time off for an entire work shift will be charged the amount of time equal to the alternative work shift that was scheduled for that day, e.g., if alternative work shift schedule was nine hours and employee requested sick leave, the employee is charged for nine hours of sick leave.

3.2.5. Only FWS employees may earn credit hours. They are worked at the option of the employee when the supervisor recognizes a valid need for work to be performed outside the employee's basic work requirement. They are distinguished from overtime hours in that they are not officially ordered and approved in advance by management. Employees may request to earn credit hours. An employee's right to use earned credit hours is subject to supervisor approval. There is no limit on the number of credit hours that may be earned during a pay period. However, a full time employee cannot carry forward more than 24 hours from one pay period to another. Both the employee and the supervisor must closely monitor the credit hour balance to preclude losses. If not closely monitored and a work requirement exists, it may be necessary for the supervisor to approve compensatory time in lieu of credit hours to avoid loss.

3.3. Procedures for Implementing Alternative Work Schedule. Employees interested in participating in the AWS program must submit a written request to their supervisor outlining their tour of duty hours.

3.3.2. Alternative work schedules must be requested and approved in writing no later than termination of the work shift Wednesday, prior to the start of the affected bi-weekly work period. After an alternative work schedule has been approved, it remains in effect until a new schedule is requested and approved. Normally, changes to an approved alternative work schedule cannot be made for the current bi-weekly work period. Mission requirements or emergency situations may require exceptions to these procedures.

3.3.3. Approved alternative work schedules will be filed in the Time and Attendance folder and copy returned to the employee. (Refer to this instruction Para. 5)

3.3.4. Employee integrity and a relationship of trust between the employee and the supervisor are the keystones of a successful AWS program. If a documented pattern of duty absence or credit hour/leave abuse on the part of an employee is established, the supervisor may remove the employee from the program and return them to their pre-AWS work schedule.

3.4. Lunch Period. The lunch period must be at least 30 minutes in length and is to be observed during the midday time frame between 1100 and 1300 hours. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday. There is an authorized deviation from the 30 minutes lunch period when the lunch period is consumed in flight, an on the job lunch period not to exceed 20 minute lunch period is permitted. The requirement to establish and take a lunch period may not be waived solely on the basis of an aircrew member flying an AFTP, short duration mission or performing an AGTP/RMP; nor may it be waived for other ground personnel supporting such missions.

4. Internal Controls and Processes. The purpose of internal audits is to ensure compliance with established procedures, as well as identify inappropriate compensation and time and attendance accounting errors.

5. Member's Time and Attendance Folders. Timekeepers will a standard six part folder for each ART/Civilian (name only on the outside of the folder) that will contain the following in pay period order:

5.1. Timecard for each pay period with copies of all supporting documentation (military documents, AF Form 428s, work schedule changes, leave requests if required, DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**).

5.1.1. Timecards for each quarter will be in a separate section of the six-part folder. The two remaining sections of the folder may contain other local information as considered necessary by the units.

5.1.2. Timekeepers are responsible for maintaining the six-part folders as prescribed above for six years IAW Records and Disposition Schedule T65-22 R 03.00.

6. Adopted Forms: AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*. OPM 71, *Request for Leave or Approved Absence*, and AF Form 40A, *Record of Individual Inactive Duty Training*, and AF Form 847, *Recommendation for Change of Publication*.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*; 21 June 1999

AFI 36-815; *Absence and Leave*. 5 September 2002

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*; 22 January 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

ART—Air Reserve Technician

AFRC—Air Force Reserve Command

AW—Airlift Wing

AWS—Alternate Work Schedule

CC—Commander

CWS—Compressed Work Schedule

FM—Financial Management

LWOP—Leave Without Pay

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SDO—Scheduled Day Off