

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
36-802**



25 NOVEMBER 2013

Personnel

**ALTERNATIVE WORK SCHEDULE (AWS)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements*. This instruction provides guidance and establishes local criteria on the administration of the Alternate Work Schedule Program (AWS) program for the 439th Airlift Wing (439 AW) federal civilian employees assigned to Westover Air Reserve Base, which enables them to participate in either a Flexible Work Schedule (FWS) or Compressed Work Schedule (CWS). The guidance contained herein complies with 5 U.S.C. 6122; Title 5, 5 C.F.R. Part 610; and Air Force Instruction (AFI) 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*. While in effect, this program supplements Article 10 of the collective bargaining agreement between this installation and American Federation of Government Employees (AFGE) Local 3707. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MSG/DPCE, 975 Patriot Avenue, Box 51, Westover ARB, MA 01022-1843.

SUMMARY OF CHANGES

This revision clarifies when lunch cannot be taken and types of schedules with and without a lunch period. It requires commander approval for any other FWS schedules not identified in the instruction. It aligned the AWI with the language in the AFRCI.

1. Objective. Alternative Work Schedule (AWS) enables managers, supervisors, and employees to meet or exceed mission requirements, program effectiveness, and personal goals through the increased flexibility available in AWS programs. The goal of AWS programs is to provide top quality support for our customers while allowing employees an opportunity to enhance their quality of work life.

2. Conditions and Regulatory Restrictions.

2.1. The head of the agency or designee will schedule the work of their employees to accomplish the mission of the agency. The head of the agency will schedule an employee's regularly scheduled administrative workweek so that it corresponds with the employee's actual work requirements. The agency/organizational unit as a whole will remain open for business five days per workweek. Within these parameters, the 439 AW basic workweek is established as a 40-hour workweek, scheduled on five days, Monday through Friday. The basic nonovertime workday (the working hours in each day in the basic workweek are the same, not on AWS), may not exceed eight hours, (breaks in working hours of more than one hour may not be scheduled in a basic workday). The administrative hours of the base will be 0730-1615 throughout the year, including a 45 minute lunch period. The basic workweek for an uncommon tour of duty or AWS may include Saturday and/or Sunday. Wing and Group Commanders (Operations, Maintenance, and Mission Support) will be responsible for developing and documenting AWS within their respective groups, and must ensure adequate section/office coverage, as well as provide for customer service, during the 439 AW administrative hours of the base.

2.2. Adjustments to tours of duty may not be made for the personal convenience of individual employees, except those attending school as provided in AFI 36-807, paragraph 4.1.

2.3. All full-time employees must take an unpaid/nonwork meal period. Employees must take a minimum 30-minute meal period. The meal period is usually at a time midway between the beginning and end of the work schedule. The supervisor will establish the meal period for each employee. The meal period on any work schedule will not be taken at the beginning or end of the workday in order to shorten the duty day, nor will the meal period be skipped in order to shorten the length of the duty day. The meal period cannot be combined with rest periods. When an unpaid meal period is scheduled, the employee may leave their place of employment for the established period of time or may be required to be on call or restricted to the premises. Exceptions to the meal period are as provided.

2.3.1. When a meal is consumed during a long duration flight as defined in Air Force Reserve Command Instruction (AFRCI) 36-803, paragraph 7.2.2.1., or a long distance flight as defined in AFRCI 36-803, paragraph 8.1., an on-the-job meal period, not to exceed 20 minutes may be authorized, if time to take a meal break on the ground is not possible. The requirement to take a meal period cannot be waived on the basis of an aircrew member flying an Additional Flying Training Period (AFTP), Additional Ground

Training Period (AGTP), short civilian training flight that occurs during the midday timeframe, or active duty military flights. On such instances, the meal timeframe must be identified.

2.3.2. When supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit time off for a meal is not possible, supervisors may authorize an on-the-job meal period of 20 minutes or less. A memorandum with the reason for the on-the-job meal period will be filed with the AW Form 6. All other requests for 20 minute on-the-job meal period will be submitted through the civilian personnel office to the Wing/Group commander for approval. Approved requests will be filed with the AW Form 6. On-the-job meal periods require that:

2.3.2.1. The employees spend their on-the-job meal period at or near their work stations; and the time covered by the 20-minute on-the-job meal period is compensable. If times are set aside for eating then the time is not considered hours of work and the time is noncompensable unless it is shown that substantial official duties were performed during this period.

2.3.3. Temporary and part-time employees who work less than six hours in a day may not be required to observe a meal period. Any other exceptions will be submitted through civilian personnel to the Wing/Group Commander.

2.4. Management/Supervisors may restrict an employee's choice of days off, if it would adversely impact the section's mission accomplishment.

2.5. Management/Supervisors may withdraw or alter an AWS, to meet organizational mission requirements or due to employee abuse. Maximum possible advance notice will be given to employee.

2.5.1. Employees who abuse AWS privileges may be removed from their schedule and may be subject to disciplinary action as appropriate.

2.6. Management/Supervisors may exempt from the AWS any employee or groups of employees and/or restrict an employee's choice of arrival times if the participation in the program has had or is anticipated to:

2.6.1. Have an adverse impact on the accomplishment of the mission;

2.6.2. Incur additional cost;

2.6.3. Disrupt an office's functions;

2.6.4. Be detrimental to employee health and or safety; or

2.6.5. Be detrimental to organization's security. Nothing in the AWS program represents nor is intended as a relinquishment of any management right according to law and regulatory guidance.

2.7. Exclusion. Sections operating two or more shifts may be excluded from AWS. The Wing/ Group Commander will make the determination. Due to the nature of certain duties and responsibilities, the organizations specifically precluded from participating in the AWS are as follows:

2.7.1. 439th Mission Support Group/Fire Emergency Services (439 MSG/CEF);

2.7.2. 439th Security Forces Squadron (439 SFS) Flights A, B, C; and

2.7.3. Part-time and temporary employees. Note: Temporary employees with an 80-hour biweekly work schedule may be authorized to work the 5/4/9 CWS. All other exceptions will be submitted through civilian personnel to the wing/group commander for approval.

2.8. Organizations participating in an AWS program must establish a time accounting method that provides the supervisor with affirmative or personal knowledge of each employee's entitlement to pay. When a supervisor cannot certify from personal knowledge the entitlement to pay for an employee on a flexible work schedule, one of the following time accounting options may be used:

2.8.1. Work Report system: A report generally covering a biweekly pay period and record of the time allotted to various projects or activities with a portion set aside to record arrival and departure times, as well as any other exceptions to the normal workday.

2.8.2. Sign-in/sign-out sheets: A log that the employee enters his/her name and the time of arrival, departure and other exceptions to the normal workday.

2.8.3. Automatic Time Recording Equipment: Time clock, electro-mechanical time accumulating devices, etc.

3. Responsibilities.

3.1. Managers and Supervisors.

3.1.1. Are ultimately responsible for setting up tours of duty for their employees, in accordance with agency guidelines, activity delegations of authority, and mission requirements.

3.1.2. Plan and organize work assignments to utilize work schedules to the best advantage of the mission.

3.1.3. Establish tour expectations, including policies for recording attendance.

3.1.4. Ensure that employees who are nonexempt from the Fair Labor Standards Act do not exceed an 8-hour workday except when overtime is officially authorized or as permitted by regulations governing flexible or compressed tours.

3.1.5. Ensure that the office is covered during customer service hours.

3.1.6. Are responsible for the certification of Time and Attendance (T&A) records. The supervisor may assign checking of daily attendance and posting of T&A to a subordinate or the timekeeper; however, the supervisor is still responsible for the accuracy of the forms certified.

3.1.6.1. Will maintain the 439 AW Form 6, *Work Schedule Change*, and the present year Air Force Reserve Command (AFRC) Form 270, *AFRC Timecard Worksheet*, for each pay period with the required supporting documentation for each employee filed by quarters, (Quarter 1-PP1-7, Quarter 2-PP8-14, Quarter 3-PP15-21, Quarter 4-PP22-27.) The requirement to provide hard copy OPM Form 71, *Request for Leave or Approved Absence*, may be waived by the supervisor except for leave request to perform military duty.

3.2. For organizations using AWS, Managers and Supervisors will also:

3.2.1. As much as practical, attempt to schedule meetings and other all-employee functions during AWS core hours, to ensure necessary personnel are available to participate in these meetings while maintaining the positive aspects of the AWS;

3.2.2. Resolve differences between employees and subordinate supervisors on tour of duty requests;

3.2.3. Approve/disapprove the tour of duty for each employee and any changes in the schedule;

3.2.4. Submit approved changes to work schedules for employees to the timekeeper the Wednesday before the end of the previous pay period when any changes occur.

3.3. Employees.

3.3.1. Report to work on-time and follow applicable tour rules.

3.3.2. Request approval for all absences from supervisor. Input request into the Automated Time and Attendance Production System, (ATAAPS.) Submit Office of Personnel Management (OPM) Form 71, *Request for Leave or Approved Absence*, for any leave (AL, ML, Credit, etc) required to perform military duty. The requirement for OPM 71 for all other leave request is at the discretion of the supervisor.

3.3.3. Sign the AFRC Form 270 and other appropriate documents (log sheet, daily attendance sheet, etc.) to verify that it accurately reflect hours actually worked/leave taken. Supervisor may waive the signing of the AFRC Form 270.

3.3.4. Maintain appropriate documentation to support scheduled and performed work.

3.3.5. Submit 439 AW Form 6, *Work Schedule Change*, to supervisor. Disapproval of the work schedule change may be submitted for reconsideration through the second-level supervisor or organizational head up to the Wing/Group Commander. Employees reporting directly to the Wing Commander will submit request to the Wing Commander. The Wing/Group commander is the final authority.

3.3.6. Submit 439 AW Form 6, for change in tour of duty by the Wednesday prior to the beginning of any pay period, to the immediate supervisor. The change will be effective the beginning of the next or subsequent pay period, if approved.

4. Tours of Duty. Defense Civilian Pay System (DCPS) Tour of Duty Codes.

Table 1. Defense Civilian Pay System (DCPS) Tour of Duty Codes.

Not on AWS: Code "0"
Fixed – 8 hrs each day/40 hrs per week/unpaid meal period.
Straight – 8 hrs each day/40hrs per week/on the job meal period.
Flexitour: Code "1"
Gliding: Code "2"
Maxiflex: Code "5"

Compressed:
5/4/9: Code "6"
4/10: Code "8"

4.1. Fixed tour of duty (not on AWS), is a tour of duty in which an employee has a basic work requirement of eight hours each day, Monday through Friday, with an unpaid meal period of not less than 30 minutes or not more than 60 minutes, 40 hours each week. Example: Hours are from 0730-1615 hours with lunch between 1130- 1215 hours. There is no flexing of start time and credit hours cannot be earned on a work schedule designated as a fixed schedule.

4.1.1. Straight tour of duty (not on AWS), is a tour of duty in which an employee has a basic work requirement of eight hours each day, 40 hours each week with an on-the-job meal period as outlined in paragraph 2.3.2.

4.2. AWS.

4.2.1. Flexitour is a work schedule in which an employee has a basic work requirement of 8 hours each day, 40 hours each week. The employee selects a starting time within the flexible hours of 0600-0900 hours, within 15-minute increments, and the stopping time will be within the flexible hours of 1500-1800 hours, within 15-minute increments, and the employee continues to adhere to these times. Core hours are between 0900-1500 hours. The meal time band is between 1100-1300 hours. Meal periods may vary from 30 minutes to one hour. Example: Employee starts duty day at 0830 hours with a 30-minute meal period, from 1230-1300 hours. Employee will finish their workday at 1700 hours. Credit hours may be earned and used under this schedule. Credit hours cannot be earned for a missed meal period. Since there is no flexibility in start/stop time, once schedule is established, all deviations in start/stop times and absences during core hours must be accounted for by using credit hours, compensatory time-off, or leave. Duty time, leave used, credit hours earned/taken, etc., will be annotated on the AFRC Form 270. Employees may change their schedule for the beginning of a subsequent pay period by submitting a 439 AW Form 6 to their supervisor for approval by the last Wednesday of the preceding pay period.

4.2.1.1. Sections with a second shift. Employee selects a starting time within the flexible hours of 1400 – 1700 hours, within 15-minute increments and the stopping time will be within the flexible hours of 2300 – 0200 hours, within 15-minute increments, and the employee continues to adhere to these times. Core hours are between 1700-2300 hours. The meal time band is between 1900-2100 hours. Meal periods may vary from 30 minutes to one hour.

4.2.1.2. Sections with a third shift. Employee selects a starting time within the flexible hours of 2200 – 0100 hours, within 15-minute increments and the stopping time will be within the flexible hours of 0700-1000 hours, within 15-minute increments, and the employee continues to adhere to these times. Core hours are between 0100 – 0700 hours. The meal time band is between 0300 – 0500 hours. Meal periods may vary from 30 minutes to on-hour.

4.2.2. Gliding is a flexible work schedule in which an employee has a basic work requirement of 8 hours each day, 40 hours each week. The employee selects a starting time within the flexible hours of 0600-0900 hours, within 15-minute increments, and the stopping time will be within the flexible hours of 1500-1800 hours, within 15 - minute increments. Core hours are between 0900-1500 hours. The meal time band is between 1100-1300 hours. Meal periods may vary from 30 minutes to one hour. Example: An employee selects a schedule start time of 0800 hours with a 30-minute meal period. The stop time will be 1630 hours. Once the schedule is set, the employee may vary the arrival time, i.e. glide. An employee may be permitted to glide in increments, up to a maximum of 120 minutes on either side of the selected arrival time. (Exceptions; employees who begin work at 0600 hours may glide after 0600 hours, but not before 0600 hours. Employees who begin work at the end of the morning flexible period of 0900 hours may glide before 0900 hours, but not after 0900 hours.) Example 1: An employee selects a schedule of 0800–1630 hours, with a 30-minute meal period. The employee is permitted to glide in 15-minute increments on either side of 0800 hours. If the employee begins as early as 0745 hours, that becomes the employee's starting time for that day and that quarter hour counts toward the completion of the 8-hour day. The employee would complete the workday at 1615 hours. Conversely, an employee arriving at 0810 hours, begins the day at that time, is not considered tardy, and completes the workday at 1640 hours. However, the basic schedule is 0800 hours and under normal circumstances the employee would usually adhere to that schedule. Example 2: An employee selects a schedule of 0600–1500 hours, with a 60-minute meal period. The employee is permitted to glide up to 120 minutes after 0600 hours, but not before 0600 hours. Therefore the employee could begin work at 0800 hours and the stop time would be 1700 hours. Gliding of the arrival time must be approved in advance by the supervisor. Unexpected gliding must be requested as soon as possible after the beginning of the absence. Credit hours may be earned and used under this schedule. Credit hours cannot be earned for a missed meal period. All absences during core hours must be accounted for by using credit hours, compensatory time-off, or leave. Duty time, leave used, credit hours earned/taken, etc., will be annotated on the AFRC Form 270. Employees may change their schedule for the beginning of a subsequent pay period by submitting a 439 AW Form 6, to their supervisor for approval by the last Wednesday of the preceding pay period.

4.2.2.1. Sections with second shift. Employee selects a starting time within the flexible hours of 1400-1700 hours, within 15-minute increments and the stopping time will be within the flexible hours of 2300-0200 hours, within 15-minute increments. Core hours are between 1700-2300 hours. The meal time band is between 1900-2100 hours. Meal periods may vary from 30minutes to one hour. Once selected, the arrival time may vary. An employee is allowed 15-minute increments, up to a maximum of 120 minutes, flexibility on either side of the selected arrival time. (Exceptions: Employees who begin work at 1400 hours may flex after 1400 hours, but not before 1400 hours.) Employees who begin work at the end of the flexible period of 1700 hours may flex before 1700 hours, but not after 1700 hours.)

4.2.2.2. Sections with a third shift. Employee selects a starting time within the flexible hours of 2200-0100 hours, within 15-minute increments and the stopping

time within the flexible hours of 0700-1000 hours, within 15-minute increments, and the employee continues to adhere to these times. Core hours are between 0100-0700 hours. The meal time band is between 0300-0500 hours. Meal periods may vary from 30 minutes to one hour. Once selected, the arrival time may vary. An employee is allowed fifteen-minute increments up to a maximum of 120 minutes flexibility on either side of the selected arrival time. (Exception: Employees who begin work at 2200 hours may flex after 2200 hours, but not before 2200 hours. Employees who begin work at the end of the flexible period of 0100 hours may flex before 0100 hours, but not after 0100 hours.)

4.2.3. Maxiflex is a flexible work schedule in which an employee has a basic work requirement of 80 hours per pay period. Employee may choose how many hours they work each workday and/or workweek, as long as employee is present during the core work hours and works or accounts for their whereabouts, by leave, credit hours, compensatory time, etc., to meet the 80 hours over a two-week period. The Commander of the organizations authorized to have a maxiflex schedule will establish the flexible time bands for the start and end of the workday and core hours if any. Core hours can be scheduled on less than 10 days in the pay period and includes the meal time band. Meal periods may vary from 30 minutes to one hour. Credit hours may be earned and used under this schedule. Credit hours can be earned after working eight hours in a day, 40 hours in a week, or 80 hours in a biweekly pay period. Duty time, leave used, credit hours earned/taken, etc., will be annotated on the AFRC Form 270.

4.2.3.1. Because of the flight schedules and unexpected changes which make it difficult to have a fixed schedule; maxiflex will be limited to pilots, loadmasters, and flight engineers on current flying status. The Wing Commander and the Operations Group Commander are the only ones authorized to approve maxiflex schedules for these employees. Individuals on maxiflex must have an AW Form 6 approving maxiflex and must set up their AFRC Form 270 with start and stop times, workdays, and a meal start and stop time for a total of 80 hours in a pay period. Individuals not on current flying status will be expected to maintain that schedule and may flex the arrival time and workday/work hours with approval from their supervisor. If known in advance, changes in the maxiflex schedule should be submitted for approval prior to the beginning of the pay period. The AFRC Form 270 can be used for this purpose. Unexpected changes should be submitted as soon as possible, but no later than two hours if after the beginning of the work day. All other employees are excluded from maxiflex. Exceptions can be submitted to the Wing/Group Commander for approval. Work schedule change form with commander's approval will be filed in the T&A folder. This instruction does not supersede any provisions contained in AFI 36-807, AFRC Sup 1, and aircrew members are required to comply with all applicable provisions.

4.2.4. CWS is a fixed schedule in which an employee has a basic work requirement of 80 hours per pay period in fewer than 10 full workdays in a biweekly period. The only compressed schedules authorized are the 5/4/9 schedule (eight 9-hour days, one 8-hour day, and one scheduled day off (SDO) in a pay period) and 4/10 schedule (four 10-hour days and one scheduled day off (SDO) each week of a pay period). Hours must be fixed between 0630-1800 hours. Sections with more than one shift (day, swings, mids) in

operation may select a start time for the day shift of no earlier than 0600 hours. Earlier start time for mission reasons must be submitted to the Wing/Group Commander for approval. The SDO must be fixed and the meal period must be fixed but can range from 30 minutes to one hour. There are no flexible times in a compressed schedule. Flexible work schedules and CWS cannot be combined. There is no authority for credit hours under a CWS. Because of the nature of work and in consideration of the mission and safety, request for the 4/10 schedule must be submitted to the Wing/Group Commander for final approval. AW Form 6 will be filed in the T&A folder.

4.3. Changes to Work Schedule.

4.3.1. All employees to include part time and temporary employees are required to have a 439 AW Form 6 annotated with their work schedule. Changes in work schedule will be submitted to the supervisor. The 439 AW Form 6 must be used for this purpose. Approved work schedules will be submitted to the timekeeper by the Wednesday before the end of the previous pay period when changes occur and a copy forwarded to 439 MSG/Civilian Personnel (DPCE). The 439 AW Form 6 will be maintained in the T&A folder. The work schedule will remain in effect unless a change is submitted and approved. Work schedule changes must be mission-driven and not done to avoid taking leave.

4.3.2. Disapproval of the employee's program participation or schedule by the supervisor or second level supervisor/organizational head may be elevated to the Wing/Group commander for final decision. The Wing Commander is the final authority for employees directly under the wing.

4.3.3. Civilian tour of duty will not be adjusted to avoid taking proper leave for personal convenience when performing military duties. (An example of an inappropriate schedule change would be an employee's request to change from a regular 8-hour, 5-day-a-week tour of duty to a CWS or, conversely, to perform military duty with no intention of ever working the schedule in a civilian status.)

4.4. Request for AWS tour of duty other than those identified under paragraph 4.2 must be submitted through the group CC and civilian personnel to the Wing Commander for approval.

5. Credit Hours.

5.1. Credit hours are hours that an employee elects to work in excess of the basic work requirement under flexitour, gliding, or maxiflex schedule. Credit hours are not authorized for employees on the fixed tour of duty or compressed work schedule. Approval of credit hours must be based on the needs of the mission. Work requirements must exist for credit hours to be worked. Employees must submit a premium pay request to work credit hours to the supervisor through ATAAPS. Credit hours may not be earned prior to supervisory approval. Credit hours earned must be annotated in ATAAPS and on the AFRC Form 270 and the remarks column of the AFRC Form 270 must be annotated. The remark in the drop down menu on the AFRC Form 270 may be used for this purpose. Hard copy premium pay request for credit hours is not required for filing with the AFRC Form 270.

5.1.1. Credit hours may be earned any time within the administrative workweek. Credit hours cannot be earned for a missed lunch period.

5.1.2. Credit hours may be earned prior to the beginning of the workday. Credit hours must be earned before they can be used. Employees can earn credit hours and use these hours in the same day, provided the hours for which they have earned the credit occurred prior to the hours requested. Credit hours may be used during a subsequent day, week, or pay period. Credit hours may be earned and used in not less than one-quarter hour increments. All credit hours earned and taken must be accounted for in the same manner as other types of leave and are applied in the same way as annual leave or comp time, so as to satisfy the daily hour-per-day basic work requirement.

5.1.3. Only one credit hour is earned for each hour of voluntary work in excess of the basic work requirement. Credit hours are distinguished from overtime hours in that they are not officially ordered.

5.1.4. There is no limit to the amount of credit hours that an employee may earn during a pay period; however, only 24 credit hours may be carried into the next pay period. Therefore, credit hours earned in excess of 24 must be used during the pay period in which earned or forfeited. Carry-over credit hours are retained indefinitely until used. Supervisors may limit the number of credit hours accumulated during the pay period. Employees will schedule the use of credit hours, like any other authorized leave, in advance. Final approval for use of credit hours is up to the supervisor and based on mission needs.

5.1.5. An employee who converts from FWS to CWS or to the fixed tour of duty with a credit hour accumulation, or separates from service with accumulated credit hours will be paid at his/her current rate of pay. A maximum of 24 credit hours is payable at the employee's current rate of pay. Accumulated credit hours over 24 will be lost.

5.1.6. Credit hours may not be regularly scheduled on a daily basis in order to have a set day off each week, i.e., earn two hours each day, Monday through Thursday, in order to have each Friday off. (The fulfillment of an employee's basic work requirements in less than 10 days during the biweekly pay period constitutes a CWS, not a flexitour schedule, and credit hours are not authorized on a CWS.)

5.1.7. Credit hours will be logged on the AFRC Form 270 and recorded in ATAAPS. In addition to logging earned and used credit hours on the AFRC Form 270, the request to use credit hours will be submitted through ATAAPS. The requirement to submit a hard copy OPM Form 71 may be waived by the supervisor.

5.1.8. Credit hours cannot be earned for TDY travel or while attending training. These events are not considered voluntary in nature and therefore do not meet the definition of credit hours.

6. Holiday Pay. A full-time employee on CWS relieved from working on a day designated as a holiday (or an in lieu of holiday) is entitled to be paid for the number of hours they would normally have been scheduled to work that day. A full-time employee on flexible schedule is entitled to their rate of basic pay on that day for a maximum of 8 hours.

7. AFRC Timecard Worksheet. AFRC Form 270 will be filed as part of the employee's T&A folder.

7.1. The employee, supervisor or timekeeper will maintain the AFRC Form 270. If the employee maintains the form, the employee will complete the AFRC Form 270 at the end of each pay period and provide the AFRC Form 270 to their supervisor for certification. If the supervisor or timekeeper maintains the AFRC Form 270 for the employee, the employee will confirm the entries. After the initial set up of the AFRC Form 270, only variances on a day during the pay period need to be annotated/changed. The supervisor may waive the signing of the AFRC Form 270 by the employee. Supervisor and timekeeper are not required to sign the AFRC Form 270.

8. Temporary Duty (TDY). When an employee covered by CWS or FWS is TDY for school, conferences, etc., the employee will be required to follow a traditional fixed schedule (eight hours a day, 40 hours a week) during pay periods of the TDY unless the temporary work site is on a CWS or FWS. Hours will correspond to the hours of the TDY location. Exception: Based on mission requirements, the 439th Operations Group Commander will determine if converting from AWS to fixed schedule for aircrew members on a TDY flying mission is appropriate and based on the flying schedule. For aircrew members on long distance flights, changes that occur by crossing the International Date Line are to be ignored for the purpose of documenting travel time. Duty times while TDY will be recorded on the AFRC Form 270 (timecard) using a 24-hour basis in the hours of the time zone of the TDY location in order to calculate night differential and premium pay. If changes in duty status occur during the tour, the AFRC Form 4 must be completed and will be reviewed and certified by the aircraft commander. Home station and TDY location dates and times will be used on the AFRC Form 4.

8.1. When an employee covered by CWS or FWS is scheduled for school, conferences, etc., at home station, the employee will be required to follow a traditional fixed schedule (eight hours a day, 40 hours a week) during pay periods of the event unless the event has a CWS or FWS as the schedule. If released from the event prior to completing the hours in the workday, employee will report to their duty section to complete their work day.

9. Alternative Workplace Arrangements (AWA) are work arrangements in which an employee regularly performs officially assigned duties at home or other worksites geographically convenient to the residence of the employee. It is a way of getting work done from a different location. The agency may offer AWA to employees and employees may request AWA. All AWA's require a DD Form 2946, *Department of Defense Telework Agreement*. Agreements must be sent to the wing commander through the group commander and civilian personnel for final approval. The AF Form 1768, *Staff Summary Sheet* will be used to route the agreement. The DD Form 2946 and AF Form 1768 will be filed with the timecard.

STEVEN D. VAUTRAIN, Colonel, USAFR
Commander

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

AFPD 36-8, *Employee Benefits and Entitlements*, 10 February 2009

5 U.S.C. 6122, *Flexible schedules; agencies authorized to use*, 1 February 2010

5 C.F.R Part 610, *Hours of Duty*, 1 January 2010

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, 17 February 2009

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

Prescribed Form

439 AW Form 6, *Work Schedule Change*, 21 April 2008

Adopted Forms

OPM Form 71, *Request for Leave or Approved Absence*, September 2009

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFRC Form 270, *Time Card Worksheet*

AF Form 1768, *Staff Summary Sheet*

DD Form 2946, *Department of Defense Telework Agreement*

Terms

Administrative Workweek—The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 the following Saturday. The calendar day on which a shift begins is considered the day of duty for that day even though the day of duty extends into the next calendar day or into the following administrative workweek.

Adverse Impact—A reduction in productivity, a diminished level of services, an increase in the cost of operations, facility security, and/or inadequate supervision.

Alternative Work Schedule (AWS)—Both flexible work schedules and compressed work schedules.

Alternative Work Arrangement (AWA)—Working under a flexiplace arrangement, either at home or other approved location(s), such as a telecommuting center.

Automated Time and Attendance Production System (ATAAPS)— A web-based application that provides an online facility for the entry, update, concurrence and certification of time and

Basic Workweek—The days and hours of an administrative workweek which makes up attendance data for civilian employees. a full- time employee's regularly scheduled 40-hour workweek.

Basic Work Requirement—The number of hours, excluding overtime hours, an employee is required to work or to account for, by charging leave, credit hours, excused absence, holiday

hours, compensatory time-off, or time-off as an award. The basic work requirement is 80-hours per pay period for full-time employees.

Biweekly Pay Period—The two-week period for which an employee is scheduled to perform work.

Compressed Work Schedule (CWS)—An 80-hour biweekly basic work requirement that is scheduled by an agency for less than 10 workdays.

Core Hours—The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a FWS is required by the agency to be present for work. (See 5 U.S.C. 6122(a)(1).)

Credit Hours—Those hours within a FWS that an employee elects (with prior supervisory approval) to work in excess of their basic work requirement so as to vary the length of a workweek or workday.

Flexible Hours—The times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a FWS may choose to vary their times of arrival to and departure from the work site consistent with the duties and requirements of the position. (See 5 U.S.C. 6122(a)(2).)

Flexible work Schedule (FWS)—A work schedule established under 5 U.S.C. 6122 that has an 80-hour biweekly basic work requirement that allows an employee to determine their own schedule within the limits set by the agency.

Flexitour—A type of FWS 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.

Gliding Schedule—A type of FWS in which an employee has a basic work requirement of eight hours each day and 40 hours each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.

Maxiflex Schedule—A type of flexible work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period, in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

Overtime Hours—All hours in excess of eight hours a day or 40 hours a week that are officially ordered in advance, but does not include credit hours. With respect to the CWS program, overtime hours refers to any hours in excess of those specified hours for full-time employees that constitute the CWS.

Tour of Duty—The days of the week and the hours of the day which make up the basic 40-hour workweek.

Tour of Duty under a FWS—The limits set by an agency in which an employee must complete their basic work requirement. Under a CWS or other fixed schedule, tour of duty is synonymous with basic work requirement.

Uncommon Tour of Duty—Any 40-hour basic workweek scheduled to include Saturday and or Sunday, for four workdays or less, but not more than six days of the administrative workweek.