

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION
36-802**



1 MAY 2013

Personnel

**USE OF 944 FW FORM 13, WORK
SCHEDULE REQUEST**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil

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This instruction implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements*. It establishes procedures for use of the 944th Fighter Wing Form 13, *Work Schedule Request*. Additional references are Air Force Reserve Command Instruction (AFRCI) 36-803_944th Fighter Wing (944 FW) Supplement, *Air Reserve Technician Time and Attendance Procedures and Audits* and Luke Air Force Base (AFB) and Local 1547 American Federation of Government Employees (AFL-CIO), *Labor Management Agreement*. This instruction applies to all civilian personnel assigned to the 944th Fighter Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through unit publications and forms managers. 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) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates office symbols, OPR, publication format throughout and adds Attachment 1. Replaces 944 FW/CC policy for Alternative Work Schedules (16 Apr 1996), with AFRCI 36-803_944 FW Supplement in the purpose paragraph and includes gliding and maxiflex as a type of tour of duty in **paragraphs 1 and 2.1**.

1. General. Employees will use 944 FW Form 13 to initiate, change or terminate their tour of duty and or duty hours. The tour of duty is one of three types: regular, flexible, gliding, maxiflex, or compressed. Employees will be prudent in requesting changes to their work schedules and keep the requests to a minimum. A change to the employees work schedule is at the supervisor's discretion. Employees will ensure the 944 FW Form 13 is submitted to the supervisor at least one full pay period in advance of the effective date.

2. Procedures:

2.1. Employees complete 944 FW Form 13 to initiate, change or terminate their tour of duty (regular, flexible, gliding, compressed, maxiflex) and or duty hours (start and stop times of each work day). **Note:** Specific instructions on how to complete 944 FW Form 13 is provided on the form.

2.2. Employees submit completed 944 FW Form 13 to their supervisor. **Note:** The form must be submitted to the supervisor at least one pay period before the effective date.

2.3. Supervisors complete the Official Action of Request section of the 944 FW Form 13 and notify employees of action taken. Supervisors forward all approved 944 FW Forms 13 to their designated timekeeper.

2.4. Timekeepers forward approved 944 FW Forms 13 to their designated Defense Civilian Pay System (DCPS) operator for input into DCPS. In addition, timekeepers must provide DCPS operator with the necessary employee information to ensure accurate processing of the 944 FW Forms 13.

2.5. DCPS operators initial and return processed 944 FW Forms 13 to their designated timekeeper.

2.6. Timekeepers will file approved/processed 944 FW Forms 13 in the employee's timecard folder.

KURT J. GALLEGOS, Col, USAFR
Commander

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

AFRCI 36-803_944th Fighter Wing (944 FW) Supplement, *Air Reserve Technician Time and Attendance Procedures and Audits*, 19 Sep 12

AFPD 36-8, *Employee Benefits and Entitlements*, 10 Feb 09

AFMAN 33-363, *Management of Records*, 1 Mar 08

Luke AFB and Local 1547 AFL-CIO, *Labor Management Agreement*, 3 Dec 96

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms

944 FW Form 13, *Work Schedule Request*

Abbreviations and Acronyms

AFB—Air Force Base

AFMAN—Air Force Manual

AFL-CIO—American Federation of Government Employees

AFPD—Air Force Policy Directive

AFRCI—Air Force Reserve Command Instruction

DCPS—Defense Civilian Pay System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule