

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

**INCIRLIK AIR BASE INSTRUCTION
36-803**

27 SEPTEMBER 2016

Personnel

**FLEXIBLE WORK SCHEDULE WITH
CREDIT HOURS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits And Entitlements And Work/Life Programs* and provides guidance on policies and procedures for a Flexible Work Schedule (FWS) with Credit Hours Option. This publication applies to all United States (U.S.) civilian employees within 39th Air Base Wing (39 ABW) and Geographically Separated Units (GSU). The purpose of this instruction is to provide guidance regarding the manner in which the credit hours are requested and approved and explain key terms. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 USC 552 (a). System of records notice F065 AF A, *Time and Attendance Feeder Records* (68 FR 59167) applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), 39 FSS/FSMC, using the AF Form 847, *Recommendation for Change of Publication*. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OR CHANGES

The changes made below to INCIRLIKABI36-803 reflect the status of our civilian personnel. These are effective immediately.

1. General. Alternative Work Schedule (AWS) programs enable managers and supervisors to meet their program goals while allowing employees to be more flexible in scheduling their personal activities. As employees gain greater control over their time, they can balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities. All U.S. civilian employees in the 39 ABW are eligible to participate in a FWS with the credit hours option only unless there is a mission requirement that bars their participation. FWS participation is voluntary, not mandatory, on the part of employees.

2. Standard Tour of Duty: The Standard Tour of Duty will be determined by Managers and/or Supervisors. Tours of Duty must remain consistent unless a change in work schedule is submitted to Payroll Liaison.

2.1. Work Day: Organizational core hours are typically 0800-1600. Core hours are time periods an employee must be at work (or in an approved leave status). In a FWS, an employee may request his/her own arrival/departure time within the confines of an organization's core hours. Meaning, an employee may start work as early as 0700, or at 15-minute intervals thereafter. The regular duty day may not end earlier than 1600. End time is computed by adding 8 hours, plus the scheduled lunch period, to the start time. With supervisory approval, workweek start/stop times may vary to accommodate specific organizational needs. Employees selecting start/stop times under FWS must continue to adhere to these times. Additional changes to start/stop times must be requested by the employee and approved by their supervisor.

2.2. Lunch Period: Lunch period is a minimum of 30 minutes but may be extended up to 120 minutes (using 15-minute increments) to participate in health and wellness activities, or attend to personal activities. The employee's arrival or departure time is adjusted to accommodate the longer lunch period. Employees cannot work through a lunch period to shorten a workday.

3. Credit Hours: Credit hours are requested by an employee, rather than directed by management. Credit hours can only be earned by employees participating in a FWS. These are hours an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday. Per the Office of Personnel Management, *Handbook on Alternative Work Schedules*, the accumulation of credit hours is limited to a maximum of 24 hours between pay periods. Hours earned in excess of this amount are lost. Credit hours may be worked on weekends or holidays (outside of the normal duty hours which qualify for holiday premium pay), not to exceed 8 hours per session. Credit hours should not be used to establish a recurring day off.

4. Compensatory Time for Travel: Section 203 of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411) authorized compensatory travel time for time spent by an employee in a travel status. Time in a travel status includes the time an employee spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel. Travel time in connection with an employee's permanent change of station is not time in a travel status.

4.1. Credit Hours vs. Compensatory Time for Travel: An employee may not earn credit hours for travel because travel in connection with Government work is not voluntary in nature and does not meet the definition of credit hours.

5. Management/Supervisor Responsibilities: Supervisors must offer employees maximum opportunity to take advantage of the FWS and credit hours option. In addition, Office of Personnel Management, *Handbook on Alternative Work Schedules*, requires an affirmative means of ensuring FWS employees meet their hours of work requirement. This requirement must be met by use of the organization's Time and Attendance tracking methodology, requiring employees to record their arrival and departure times.

5.1. Supervisor must be able to warrant the need for the request for credit hours.

6. Employee Responsibilities: It is the employee's responsibility to adhere to the FWS requirements:

6.1. Request to earn credit hours in advance when possible. Employee requests to work such hours should be reviewed by the supervisor to determine if work demands warrant the employee working the additional hours, and if so, approved before the work has been performed when feasible.

6.2. Make a reasonable effort to use credit hours earned as soon as work schedule permits.

6.3. Accurately account for all duty hours. If an employee knowingly submits false time and attendance information, they may be subject to disciplinary action.

7. Time Keeper Responsibilities: The timekeeper or Finance Customer Service Representative, who inputs the organization's time and attendance, must submit a Work Schedule Change memo for each employee and update the work schedule change in Defense Civilian Pay System (DCPS) prior to the effective pay period. Additionally, the timekeeper must use appropriate Time and Attendance codes for credit hours earned (CD) and credit hours used (CN).

8. Prescribed and Adopted Forms.

8.1. Prescribed Forms.

8.1.1. Attachment 2, Compensatory Time for Travel Worksheet for Non-Local Travel

8.2. Adopted Forms.

8.2.1. AF Form 847, *Recommendation for Change of Publication*.

JOHN C. WALKER, Colonel, USAF
Commander

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

AFMAN33-363. *Management of Records*, 1 March 2008

Abbreviations and Acronyms

39 ABW—39th Air Base Wing

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Manger System

AWS—Alternative Work Schedule

DCPS—Defense Civilian Pay System

FWS—Flexible Work Schedule

GSU—Geographically Separated Units

RDS—Records Disposition Schedule

U.S—United States

USAFE—United States Air Force in Europe

Attachment 2

COMPENSATORY TIME FOR TRAVEL WORKSHEET FOR NON-LOCAL TRAVEL

Figure A2.1. COMPENSATORY TIME FOR TRAVEL WORKSHEET FOR NON-LOCAL TRAVEL, Part 1.

TDY Period:
Normal Duty hours:

Time Periods	Actual Time ⁱ	Net Time ⁱⁱ	Date/Time
Part I - Travel to TDY Station			
Travel from home or office to terminal ⁱⁱⁱ			
Time waiting at terminal ^{iv}			
- Additional time due to delay or cancellation of scheduled flight/train, if applicable ^v			
Travel time from first terminal to the next one ^{vi}			
Time between flights/trains, if applicable ^{vii}			
Travel time from second terminal to the next one, if applicable ^{viii}			
Travel time from terminal to final destination ^{ix}			
Total			

Part II - Travel from TDY Station	Actual Time ⁱ	Net Time ⁱⁱ	Date/Time
Travel from hotel or worksite to terminal ^x			
Time waiting at terminal ^{xi}			
- Additional time due to delay or cancellation of scheduled flight/train, if applicable ^{xii}			
Travel time from first terminal to the next one ^{xiii}			
Time between flights/trains, if applicable ^{xiv}			
Travel time from second terminal to the next one, if applicable ^{xv}			
Travel from terminal to final destination ^{xvi}			
Total			

Reduce the total hours by:

- a. Time that overlaps regular duty hours.
- b. Personal time for bona fide meal periods, sleep, etc. during the waiting periods.
- c. Regular commuting time for trips to and from the initial and final departure terminal and home.

Acknowledge Receipt _____ Supervisor sign and date

Figure A2.2. COMPENSATORY TIME FOR TRAVEL WORKSHEET FOR NON-LOCAL TRAVEL, Part 2.

Footnotes:

i Record the local time in 15-minute increments; times should be the same as the times used for completing the associated travel voucher

ii Record the net (elapsed) creditable time after any adjustments; recorded in 15-minute increments

iii Reduce time by the amount for employee's regular commute time to his/her office (which is _____) and by the amount that overlaps regular duty hours

iv Actual time at terminal (not to exceed 2 hours); includes time waiting in line to check in, but not in the parking lot or traveling from the parking lot to the terminal; reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

v Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

vi Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

vii Actual time at terminal (not to exceed 2 hours); reduce time by the amount that overlaps regular duty hours and for a bona fide meal period and/or rest/sleep period; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: _____); travel time to and from a hotel may be credited for an overnight stay

viii Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period; when more than 1 intervening stop is involved, insert additional rows below this one

ix Reduce the amount of time for picking up baggage, making transportation arrangements, the amount that overlaps regular duty hours and for a bona fide meal period(s)

x Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

xi Actual time at terminal (not to exceed 2 hours); reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

xii Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

xiii Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)

xiv Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period and/or rest/sleep period; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: _____); travel time to and from a hotel may be credited for an overnight stay (When more than 1 intervening stop is involved, insert additional rows below this one which duplicate periods 4 and 5)

xv Reduce the amount of time for picking up baggage, making transportation arrangements, the amount that overlaps regular duty hours and for a bona fide meal period(s)

xvi Reduce time by the amount for employee's normal commute time from his/her office to home, that overlaps normal duty hours, and for a bona fide meal period(s)

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