

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

**AIR FORCE INSTRUCTION 36-807
KEESLER AIR FORCE BASE
Supplement**



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Personnel

**WEEKLY AND DAILY SCHEDULING OF
WORK AND HOLIDAY OBSERVANCES**

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AFI 36-807, 21 Jun 99, is supplemented as follows. This directive applies to organizations serviced by the Keesler AFB Civilian Personnel Flight (CPF). This supplement applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changed to align with new AFI and to address personnel work scheduling.

2.5.1. (Added) A work schedule consists of the span of hours in which employees are authorized to perform their work-related duties, e.g., compressed, flexible, basic workweek (40 hrs.). Within the work schedule, the employees' duty hours are set, e.g., 0700-1700 hours (9 hours, plus the lunch hour). The employees must remain within the work schedule unless an exception

is granted by appropriate levels of authority. Several work schedules are authorized within the Federal Government. The schedule used most often at Keesler, however, is the compressed work schedule, defined at para 2.5.2.

2.5.2. (Added) A compressed work schedule (CWS) is authorized for civilian employees assigned to Keesler AFB organizations and serviced by the CPF, except for employees assigned to exempted organizations. For most full-time employees, the CWS is normally a “5-4/9” schedule, consisting of eight 9-hour days and one 8-hour day per pay period. The CWS day off will be observed by most employees every other Friday, which is normally the civilian pay day. Employees assigned to organizations having variations of the “5-4/9” schedule will follow the work schedule and CWS day off approved for that organization. Under the CWS, as well as most other schedules, the beginning and ending duty time is set by the respective commander as defined at para 2.5.3.

2.5.3. (Added) Work schedules and duty hours for 81st Training Wing (AETC) civilian employees are set by the Wing Commander. Group Commanders are granted authority to change work schedules and tours of duty. Supervisors may adjust duty hours provided that the employee remains in the same work schedule. Any changes in work hours or schedules must be in accordance with local negotiated agreements.

2.5.4. (Added) Tenant units may work a traditional schedule or adopt any schedule which meets their mission requirements, including a flexible schedule. Under a flexible schedule, the Tenant Unit Commander sets the overall range of working hours, e.g., 0600 to 1800 hours. The employee is basically able to adjust his/her working hours each day, without advance supervisory approval, as long as he/she is on duty during specified core hours and works the required number of hours, e.g., 8 hours per day, before the end of the duty day. If a unit elects to work under a flexible schedule, it must ensure its employees comply completely with the provisions of the schedule. Employees working a flexible schedule may earn credit hours, but cannot earn a scheduled day off as provided under CWS. Employees cannot combine flexible and compressed work schedules.

2.5.5. (Added) Organizations wishing to obtain exemption from the CWS or modification to the basic CWS schedule will submit a request through the chain of command to their Group or Tenant Commander for approval/disapproval. If an exemption is approved, the commander will provide appropriate notification to the appropriate employee union through the Work Force Effectiveness Element, CPF, IAW United States Code, Title 5, Chapter 61, Section 6131.

2.13.1. (Added) On-Call. IAW Title 5, Code of Federal Regulations, 551.431, *Special Situations – On Call Status*, an employee will be considered off duty and time spent in an on-call status shall not be considered hours of work (compensated) if the employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being notified. Even if the employee is required to remain within a reasonable call-back radius, hours of work do not begin until the employee performs work. Work would include time spent resolving work related issues. The two-hour minimum of compensation would only apply when the employee actually reported to the work site.

4.6. (Added) Personnel TDY to Another Operating Location.

4.6. 1. (Added) Supervisors of CWS employees who perform temporary duty (TDY) assignments may take one of the following actions regarding their work schedule:

4.6.1.1. (Added) Modify the employees work schedules and place them on a regular five-day, 8-hour-a-day work schedule for the duration of their TDY assignment.

4.6.1.2. (Added) Upon completion of the TDY assignment, release employees from duty once they have performed 80 hours of work in the pay period.

4.6.1.3. (Added) Upon completion of the TDY assignment, compensate employees through overtime or compensatory time off, as appropriate, for hours worked in excess of 80 hours during the pay period. Supervisors are reminded that WG, WL, and WS employees are entitled to compensatory time off or overtime at their request.

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