

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



**DEPARTMENT OF DEFENSE
INSTRUCTION 1400.25V610**

17 APRIL 2024

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-152**

944TH FIGHTER WING SUPPLEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 944 FSS/CPO

Certified by: 944 MSG/CC
(Col Reginald G. Trujillo)

Supersedes: AFI36-807_944FWSUP, 24 February 2019

Pages: 3

This supplement implements and extends the guidance of Department of Defense Instruction 1400.25V610, Department of the Air Force Instruction 36-152, *Hours of Work and Holiday Observances*, 6 April 2023. It authorizes the use of 944th Fighter Wing Form (944 FW) 13, *Work Schedule Request*. Additional reference is Luke Air Force Base (AFB) and Local 1547 American Federation of Government Employees (AFL-CIO), *Labor Management Agreement*, and Air Force Reserve Command Manual 36-104, *Air Force Reserve Time and Attendance Program*. This instruction applies to all Air Reserve Technician (ART) and civilian personnel assigned to the 944th Fighter Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847s through unit publications and forms managers. Ensure that all records created as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

This is the initial Supplement of DODI1400.25V610_DAFI36-152

ENCLOSURE 1

4. (Added-DAF) TOURS OF DUTY AND SCHEDULING WORK b. (Added)(DAF) Scheduling Work

(6) (Added)(944FW) 944 FW Form 13, Work Schedule Request. Supervisors and employees will use and comply with 944 FW Form 13 to initiate, change, or terminate tour of duty and or duty hours according to AFRCMAN36-104 and DODI400.24V610_DAFI36-152. The tour of duty is one of five types: regular, flexible, gliding, maxi-flex, 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.

(a) (Added)(944 FW) Procedures:

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

(2) (Added)(944 FW) 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.

(3) (Added)(944 FW) 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.

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

(5) (Added)(944 FW) DCPS and ATAAPS operators initial and return processed 944 FW Forms 13 to their designated timekeeper.

(6) (Added)(944 FW) Timekeepers will file approved/processed 944 FW Forms 13 in unit's electronic official records under Table [65-22](#). Rule 03.00.

TODD D. RIDDLE, Colonel, USAF
Commander

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

(Added) (944 FW) AFB – Air Force Base

(Added) (944 FW) AFI – Air Force Instruction

(Added) (944 FW) AFRCMAN – Air Force Reserve Command Manual

(Added) (944 FW) ART – Air Reserve Technician

(Added) (944 FW) ATAAPS – Automated Time Attendance and Production System

(Added) (944 FW) DAF – Department of the Air Force

(Added) (944 FW) DAFI – Department of the Air Force Instruction

(Added) (944 FW) DCPS – Defense Civilian Pay System

OPR – Office of Primary Responsibility

(Added) (944 FW) RDS – Records Disposition Schedule