

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-107**



28 MARCH 2019

Personnel

OFFICIAL DUTY HOURS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Ellwood P. Hinman IV)

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This instruction establishes and defines duty hours and requirements for all federal civilian personnel assigned or attached to the Air Force Personnel Center (AFPC) at Joint Base San Antonio (JBSA) as instructed by Air Force Instruction (AFI) 36-807, *Scheduling of Work, Holiday Observances, and Overtime*. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). This publication may not be supplemented or further implemented/extended.

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 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

Waivers to this publication are authorized and shall be processed IAW AFI 33-360, *Publications and Forms Management*. AFPC/CC has delegated the waiver approval authority for tiered items in this publication to AFPC/DS. Waivers must be approved by the Director of Staff (DS). Human Resources Programs (DSHC) Branch is the waiver approving authority for non-tiered requirements in this publication. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Waivers to this instruction are authorized and shall be processed IAW AFI 33-360, *Publications and Forms Management*.

Waiver requests will be submitted using the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or via e-mail or memorandum if the form is unavailable. Waivers may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter. Waivers automatically expire 30 days after a change of command unless the new commander renews the waiver. A copy of approved waivers are required to become part of the approver's and requestor's official records. Within 7 days of waiver approval notification, the appropriate waiver information is entered in the Management Internal Control Toolset (MICT).

Refer to [attachment 1](#) for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the addition and clarification of the Compressed Work Schedule (CWS), refer to [chapter 4, paragraphs 4.1 - 4.6, table 4.1.](#), and [table 4.2.](#)

1. Duties and Responsibilities. The Chief of Human Resources Program Branch will develop implementation guidance on the operations maintenance of AFPC Official Duty Hours; provide guidance, and advice regarding Official Duty Hours; establish guidance and procedures for AFPC Telework Program; and serve as the approval authority for waiver requests for AFPC Official Duty Hours.

2. Normal Duty Hours. Normal duty hours are from 0730 to 1630, Monday – Friday, with a 1-hour lunch period unless an Alternative Work Schedule (AWS) or Uncommon Tour of Duty has been approved by the employee's director. The normal lunch schedule is between 1100 and 1300. Lunch may be scheduled at another time at the discretion of the supervisor; however, the lunch period may **not** vary to shorten the duty day. Daily accounting of normal duty hours is documented through utilization of the Automated Time Attendance and Production System (ATAAPS).

3. Alternate Work Schedule (AWS). An AWS may be approved by the Director for employees in lieu of the fixed Normal Duty Hours. AWS enables employees to select and alter their work schedules to better fit personal needs and help balance work, family and personal responsibilities. One of the categories under AWS that is approved for AFPC usage is the Flexible Work Schedule (FWS).

3.1. Flexible Work Schedule (FWS). The FWS is used as a management tool to improve mission effectiveness and productivity by flexing work schedules to meet workload requirements. Directors/Deputy Directors have the authority to designate which of their offices may operate under a flexible work schedule. Supervisors of these designated areas approve flexible schedules to ensure effective use of personnel to meet mission requirements. The flexible work schedule, under the Flexitour model, consists of workdays with (1) core hours and (2) flexible hours. The employee is allowed to select starting and stopping times within the flexible hours which are approved by the supervisor. Supervisors will schedule all personnel to work a 5-day, 8-hour per day work week. Hours of work in excess of the scheduled 8 hours a day for civilians must comply with AFPC Instruction (AFPCI) 36-105, *Civilian Overtime*, 4 April 2012. The following is criteria for FWS:

3.1.1. Fixed Core Hours are: 0900-1500, Monday – Friday.

3.1.2. Permissible Flexible Hours are: Between 0600-0900 and 1500-1800, Monday – Friday. A variance to these hours may be allowed where customer service would require beginning and ending times to differ from permissible hours. (an example extend 15 min past permissible hours [1815 hours] to accommodate customers at closing time.)

3.1.3. A minimum of 30 minutes for lunch break between 1100 and 1300, Monday – Friday. The lunch period may **not** vary to shorten the duty day.

3.1.4. Supervisors must maintain adequate staffing during normal duty hours to be fully responsive to mission and supervisory requirements.

3.2. Credit Hours. Credit Hours are non-overtime hours worked within a FWS. They are available to all [eligible] civilian supervisory and non-supervisory employees which allows employees to **periodically** vary his/her work schedule based on working extra hours, within the FWS (0600 to 1800) listed in **paragraph 3.1**, for credit to be applied to extra hours or days off. Approval of Credit Hours must be requested by employee, before they are worked, via written request to first-line supervisor. **(T-3)**. Supervisors will retain credit hour approval documentation to support Time and Attendance entries. **(T-3)**. Supervisors' certification of time and attendance in ATAAPS at the end of the pay period will validate all entries to include credit hours. No more than 2 Credit Hours can be earned in a workday, for a maximum 10-hour workday and 50-hour workweek. Credit Hours are generally earned during a normal workweek (Monday – Friday) and up to 8 Credit Hours can be earned on Saturday with prior approval. Credit hours are generally not earned on Sunday; on a holiday; or on days when physical fitness (LN) or other leave is used. A maximum of 24 Credit Hours can be “banked” or carried over from one pay period to another. Credit Hours in excess of the 24-hour carryover limitation will be forfeited. Credit Hours may be earned and taken in 15 minute increments. Credit Hours are documented as earned on the time sheet using code “CD” and as taken on the time sheet using the code “CN.” Credit Hour usage requires advanced supervisor approval, and may be taken in the pay period in which they are earned or in subsequent pay periods, but not before they are earned. Employees participating in Credit Hours will normally work normal duty hours (5 days/8 hours) while either in Temporary Duty (TDY) status or training for the pay period involved. When absent from work other than a holiday, employees will be charged with leave equal in hours to the schedule length of his/her workday. While the goal is to allow as many employees as possible to utilize Credit Hours if they choose, management reserves the following rights: to determine participation, the level of participation, set up or change any work schedule in order to assure adequate employee and supervisory coverage to meet operational demands of mission requirements (this will be accomplished on a case-by-case basis and will be based on mission needs); to modify or discontinue the use of Credit Hours for individuals or group of employees at any time based on mission needs; to temporarily suspend Credit Hours to meet peak or unusual mission demands; and to limit participation for new hires requiring close supervision, employees schedule for formal training, and for employees with documented performance deficiencies or misconduct, essentially those employees that would require close supervision.

4. Uncommon Tour of Duty. An uncommon tour of duty is 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. An uncommon tour of duty may be established when necessary for efficient operations or when the cost of operations can be reduced without imposing undue hardship on employees. When supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of 20 minutes or less. Supervisors will document this schedule on the Uncommon Tour of Duty Worksheet ([Attachment 2](#)), also found in AFI 36-807, *Scheduling of Work; Holiday Observances and Overtime*, and file in the Supervisor's Work Folder. Supervisor's certification of time and attendance in ATAAPS at the end of the pay period will validate all entries of this schedule. AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, 25 August 2015, requires the 802 FSS OL--B/FSMC to approve shifts that include a Saturday or a Sunday. Any new requests for approval will be submitted via Staff Summary Sheet (SSS) through the Directorate office, and in turn to AFPC/DSHC. (T-3). AFPC/DSHC will staff the request and provide to the JBSA Civilian Personnel Officer at the 802 FSS OL-B/FSMC for final approval.

4.1. Compressed Work Schedule (CWS). A CWS allows an employee to complete their biweekly basic work hours' requirement in fewer working days than a Regular Tour of Duty.

4.1.1. Examples of CWS "4-10 compressed plan and the 5/4-9 compressed plan."

Table 4.1. 4-10 Compressed Plan (4 workdays per week, 10 hours per workday).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	10	10	10	10	X	X	X	10	10	10	10	X	X
Note: The employee works Monday through Thursday each week with Friday, Saturday and Sunday as scheduled days off each week.													

Table 4.2. 5/4-9 Compressed Plan (9 workdays per pay period).

Workweek 1							Workweek 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
X	9	9	9	9	9	X	X	9	9	9	8	X	X
Note: The employee works Monday through Friday, nine (9) hours per day during the first week and Monday through Wednesday, nine (9) hour per day and Thursday, eight (8) hours during the second week with Friday, Saturday and Sunday as schedule days off (every other week).													

4.2. Regular Day Off. The Regular Day Off (RDO) for an employee on a CWS is fixed days(s) of each pay period that the employee is not scheduled to work. Employees on a RDO are not in a pay or leave status.

4.2.1. The employee should establish arrival and departure time.

4.2.2. When full-time employees on a CWS are relieved (e.g. absences of less than 1 hour excused by the supervisor) or prevented (e.g. inclement weather) from working on a

day designated as a holiday, they are entitled to basic pay for the number of hours they are regularly scheduled to work for that day.

4.2.3. When a holiday falls on the regularly scheduled day off of the employee's compressed work schedule and:

4.2.3.1. Is a Sunday, the employee's in lieu of holiday is the first regularly scheduled workday following the Sunday holiday; or

4.2.3.2. Is not a Sunday; the employee's in lieu of holiday is the last regularly scheduled workday preceding the holiday.

4.2.4. If the President issues an Executive Order granting a "half-day" holiday, a full-time employee on a compressed work schedule is entitled to basic pay for half the number of hours he or she would otherwise work on that day.

5. Telework Program. The AFPC Telework policy outlines procedures for employees that participate in teleworking, without diminished employee performance. The telework policy is located on the AFPC/DSHC SharePoint.

6. Deviations. Any deviation from the normal tour of duty will be approved by the appropriate AFPC employee's supervisor/director.

6.1. Excused Absence for Organizational Activities and Physical Fitness for Air Force Appropriated Fund Civilian Employees. The AFPC policy on excused absence for organizational activities/physical fitness is located on the AFPC/DSHC SharePoint.

ANDREW J. TOTH, Maj General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 1035.01, *Telework Policy*, 4 April 2012

AFI 36-807, *Scheduling of Work, Holiday Observances, and Overtime*, 25 August 2015

AFI 36-816, *Civilian Telework Program*, 29 October 2018

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFPC Telework Guide, 30 November 2018

AFPCI 36-105, *Civilian Overtime*, 11 July 2016

AFPCI 36-119, *DoD Civilian Participation in Physical Fitness and Wellness Activities*, 24 January 2019

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Changes of Publication*

Abbreviations and Acronyms

ATAAPS—Automated Time Attendance and Production System

AWS—Alternative Work Schedule

CWS—Compressed Work Schedule

DSHC—Human Resources Programs Branch

FWS—Flexible Work Schedule

MICT—Management Internal Control Toolset

RDO—Rotating Day Off

Terms

Tier 0 (T-0)—May be used in publications at any level.

Determined by respective non—AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The Waiver Authority is external to AF. Requests for waivers are processed through command channels to HAF publication OPR/HAF functional for submission consideration to non-AF authority.

Tier 1 (T-1)—May be used in publications at Departmental Level Only. Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy, or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than the appropriate MAJCOM Director) with the concurrence of the publication's Approving Official.

Tier 2 (T-2)—May be used in publications at Departmental, MAJCOM, and ANG levels only. Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than the first General Office in the Chain of command).

Tier 3 (T-3)—May be used in publications at Departmental, MAJCOM, FOA, and NAF levels. Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/CC or Equivalent (delegable no lower than Squadron/CC or equivalent).

Attachment 2

UNCOMMON /IRREGULAR TOUR OF DUTY

1. Organizational Unit: _____
(Complete in full and do not use office symbols)

2. Position Title:

3. Reason for uncommon/irregular tour of duty:

4. Propose Tour (do not include the employee's name)

a. Complete the following items:

<u>#of Employees</u>	<u>Work Days</u>	<u>Duty Hours</u>	<u>Lunch Period</u>
	<u>For Example:</u>	<u>From To</u>	<u>From To</u>
	Tuesday-Saturday		
	Monday-Friday		

b. Are employees to be rotated? Yes _____ No _____ If yes, how often? _____

Organizational Commander

Date

802 FSS OL-B/FSMC Reviewer

Date