

**BY ORDER OF THE COMMANDER
AIR FORCE TECHNICAL
APPLICATIONS CENTER**



**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION 36-801**

18 MAY 2022

Certified Current, 24 June 2026

Personnel

**CIVILIAN PERSONNEL TIME
ATTENDANCE REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 709 SPTS/MSPC

Certified by: 709 SPTS/CC
(Maj David E. Roth)

Supersedes: AFTACI 36-801 23 Nov 2016

Pages: 9

This Air Force Technical Applications Center Instruction (AFTACI) establishes uniform procedures for the processing of Civilian Employees' Time and Attendance records and associated time and attendance reporting requirements for Air Force Technical Applications Center civilian employees. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 5, United States Code (USC) 301, Departmental Regulations; Title 5 USC Chapter 53, 55, and 81; and Executive Order (EO) 9397 as amended. Privacy Act System of Records T7335, Defense Civilian Pay System (DCPS), applies. This publication does not apply to Air Force Reserve Command (AFRC), and other individual reservists administered by Headquarters AFRC. It does not apply to the Air National Guard. Refer recommended changes and questions about this publication to Human Resources, 709 SPTS/MSPC, using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from your unit through Publications and Forms Manager, 709 CYS/CYBK. Maintain all records created as a result of processes prescribed in this publication in accordance with Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS), *Records Disposition Schedule* (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfin>. Contact supporting records managers as required. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324, The Information Collections and Reports Management Program.

SUMMARY OF CHANGES

This instruction has been revised based upon revision of AFIs pertaining to time and attendance as well as allowances of workplace flexibilities that have not previously been permitted at AFTAC. AFI 36-807 has been revised and reissued as DODI 1400.25V610_AFI 36-807, Hours of Work and Holiday Observances; AFI 36-808 has been revised and reissued as DODI 1400.25V550_AFI 36-808, Pay Administration (General); AFI 36-815 has been revised and reissued as DODI 1400.25V630_AFI 36-815, Leave. References to DODI 1035.01_DAFI 36-816_DAFGM 2021-01, Civilian Telework Program have been added to this instruction. This AFTACI has been significantly revised and should be reviewed in its entirety.

1. Work Schedules.

1.1. Supervisors are responsible for ensuring their employees are working scheduled hours through diligent management and time card documentation.

1.2. Core hours for civilian employees are from 0900 to 1400, which means that the approved work schedule for all employees on a standard schedule, flexitour, gliding schedule and compressed work schedule (CWS) will require the employee to be present during the core hours. The remainder of the normal duty day is comprised of time between the hours of 0600-0900 and 1400-1800.

1.3. Based on mission needs, supervisors can require employees to work specific hours and can change these hours as needed. Employees should be notified of permanent changes to the work schedule at least one pay period prior to schedule change. Supervisors can also require employees to work additional hours (compensatory time/overtime), as needed to meet mission requirements.

1.4. Most AFTAC employees are on an alternate work schedule (AWS). Supervisors will approve, document and file employee work schedules in the employee work folder.

1.4.1. There are two categories of AWS, the flexible work schedule (FWS) and the compressed work schedule (CWS). AWS are voluntary and must not interfere with mission requirements. A standard work schedule can be implemented for employees on a case-by-case basis when an AWS is not appropriate.

1.4.2. There are three allowed categories of FWS - flexitour, gliding and maxiflex. Compensatory time, overtime, and credit hours are authorized for all three categories of FWS.

1.4.2.1. A flexitour is a type of FWS in which an employee is allowed to select starting and stopping times within supervisor approved flexible hours (including core hours). Once selected, the hours are fixed until the supervisor provides an opportunity to select different starting and stopping times.

1.4.2.2. A gliding schedule is a type of FWS in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week. The employee may select a starting and stopping time each day and may change starting and stopping times daily within the established flexible hours (including core hours). The supervisor must have personal knowledge of each employee's number of hours of duty, attendance time, and the nature and length of absences. When a supervisor does not have personal knowledge, other options of time accounting must be used. These options can include

sign-in and sign-out sheets, email documenting time in/time out, or other options required by supervisor.

1.4.2.3. A maxiflex schedule provides the employee the ability to flex within the pay period with informal approval from the supervisor. Under this schedule, the minimum requirement is that an employee must work 80 hours in a pay period. The 80 hours can be accomplished by working more than 8 hours per day, and may be accomplished in less than 10 days for full-time employees. Week 1 can be different than week 2. For example, an employee could work 3 10-hour days on week 1 and 5 10-hour days on week 2. With supervisor approval, employees may choose to work outside of 0600–1800 on Monday–Saturday. Employees are not entitled to night differential pay for hours worked after 1800 and before 0600 while on a maxiflex schedule unless directed to work by their supervisor.

1.4.3. CWS is a fixed work schedule that provides for an employee to complete their biweekly basic work hours' requirement in less than 10 days. CWS may include a "5/4-9" plan and a "4-10" plan. The regular day off for an employee on CWS is a fixed day of each pay period that the employee is not scheduled to work. An employee's request for a CWS must be approved by the supervisor. The employee may establish fixed arrival and departure times with the supervisor's approval. Reasons for disapproval must be supportable, documented, and maintained by immediate supervisor. Approved requests (email is acceptable) must be sent to 709 SPTS/MSPC, once received by MSPC the request will take effect at the beginning of the next pay period. Compensatory time and overtime are authorized on a CWS. Earning credit hours on a CWS is not authorized per OPM guidance and 5 U.S.C. 6126.

1.5. The standard work schedule is a fixed schedule with duty hours determined by the supervisor. Credit hours are not authorized for employees on a standard work schedule. Compensatory time and overtime are authorized.

1.6. Supervisors may approve meal periods which can range from 30 to 90 minutes for those on a flexible work schedule and 30 to 60 minutes for those on a standard or compressed work schedule. Meal periods are unpaid time and the employee shall be free of any work requirements during that time.

2. Telework.

2.1. Telework is a discretionary workplace flexibility. Employees who exhibit suitable work performance, conduct, and occupy eligible positions may be permitted to telework. There are two categories of telework, regular/recurring (includes remote work) and situational.

2.1.1. Squadron commanders/equivalent, with input from supervisors, designate positions eligible for telework. Supervisors are responsible for determining employee eligibility and notifying employees of their eligibility. Supervisors must update employee telework eligibility code in MyBiz+.

2.1.2. Multiple factors should be considered when determining position and employee eligibility as not every position nor every individual is suited for telework arrangements. DODI 1035.01_DAFI 36-816_DAFGM2021-01 should be thoroughly reviewed by squadron commanders/equivalent and supervisors when determining position and employee eligibility.

2.2. Telework agreements are required for all employees who are participating in telework. AFTAC requires the use of a center specific telework agreement which can be obtained from 709 SPTS/MSPC.

2.3. Telework arrangements should be terminated if/when an employee's performance and/or conduct fails to comply with the terms of the telework agreement, if the telework arrangement no longer meets organization needs, or an employee requests termination of the agreement.

2.4. Approved telework agreements and required training certificates should be filed in the supervisor's employee work folder.

2.5. Timekeepers should verify that all employees using telework codes in ATAAPS have an approved telework agreement on file.

3. Time Card Procedures.

3.1. Accurately documenting time and attendance is a shared responsibility between the individual employee and supervisor.

3.2. Time cards must be prepared and concurred by each employee in ATAAPS no later than close of business on the second Wednesday of the pay period per the 45 CPTS Civilian Pay office.

3.3. Supervisors/certifiers may track employees' absences using notes, calendars, and other administrative tools and will carefully review/validate employee inputs in ATAAPS. Supervisors/certifiers will ensure that employees accurately record and support their presence/absence as required and will certify time cards no later than 1400 on the second Thursday of the pay period per the 45 CPTS Civilian Pay office.

3.4. Timekeepers are responsible for the following each pay period:

3.4.1. Enter time on behalf of employee only if employee is not available. Make corrections to previous periods in ATAAPS if applicable.

3.4.2. Ensure employees have concurred with their electronic timecard, attesting to the accuracy of current pay period's time and attendance and any adjustments or corrections which are required after time and attendance are approved.

3.4.3. Ensure all documentation (to include compensatory time, overtime, travel compensatory time, and holiday premium pay) is submitted/approved in ATAAPS and any supporting documentation is filed on unit file plan.

3.4.4. Timekeepers will report overtime, compensatory time, and holiday hours to squadron commanders/equivalent, group commanders, and directors as requested.

3.5. Procedures to adjust or correct inaccurate time cards.

3.5.1. Employee must contact their respective directorate or squadron timekeeper to request adjustments. Timekeepers are highly encouraged to have employees submit requests in writing (email).

3.5.2. Adjustments should be requested in a timely manner, but timekeepers may enter retroactive changes on behalf of the employee for up to 26 past pay periods.

3.5.3. Adjustments must be recertified by the certifier in order for the changes to become effective. Although time card certification should not be delayed for the purpose of obtaining the employee's signature when employee is not available, employees must attest to the accuracy of hours entered by concurring on the timesheet in ATAAPS before certification or as soon as possible.

4. Authorizations.

4.1. Timekeepers. A delegation letter for timekeepers must be completed and signed by director or squadron commander/equivalent and forwarded to 709 SPTS/MSPC. Timekeepers are also required to complete DD Form 2875, System Authorization Access Request, an ATAAPS worksheet and take annual refresher training.

4.2. Certifiers. Certifying officials are required to complete DD Form 577, Appointment/Termination Record, DD Form 2875, System Authorization Access Request, an ATAAPS worksheet and take the "Certifying Officer and Accountable Official Course" annually.

5. Procedures for Requesting Overtime Pay, Compensatory Time, and Holiday Premium Pay.

5.1. The requirement to work more than the established tour of duty (8, 9, or 10 hour days, depending on employee's schedule) is considered overtime work.

5.2. Supervisors must ensure overtime/compensatory time is approved prior to time actually worked. EXCEPTION: In an emergency, supervisors may order overtime without authorization, but must document the overtime no later than the following workday.

5.2.1. AFTAC/CC delegates premium request approval to two-letter positions. Two-letter positions may further delegate premium request approval to three-letter positions. Premium request approving officials must complete certifier requirements and obtain an ATAAPS certifier account.

5.2.2. Employees must complete a premium request in ATAAPS and enter approved time on electronic time card using appropriate time and attendance code.

5.2.3. Certifiers must approve premium request in advance of hours worked and ensure time cards reflect only the hours actually worked.

6. Credit Hours.

6.1. Credit hours are hours an employee on a FWS voluntarily requests to work in excess of their basic work requirement (e.g. 8 hours a day) due to mission requirements. Credit hours will be worked with prior approval of the supervisor. Credit hours are distinguished from overtime and compensatory time in that they are not officially ordered/directed by management. Credit hours may not be worked under CWS.

6.2. Employees may accumulate no more than 24 credit hours to be carried forward for credit against a later pay period. Any credit hours worked in a pay period that exceed the 24-hour maximum carryover must be taken during that pay period or they will be forfeited. Credit hours do not expire.

6.3. Credit hours are earned in 15-minute increments during flexible time-band hours (Sun-Sun, 0001-2400). There are no restrictions to the number of credit hours earned per day.

6.4. Credit hours are not earned during a scheduled lunch or on days when leave (annual, sick, credit hours, compensatory time, time-off awards) or excused absence (such as participation in physical fitness activities) is used.

6.5. Credit hours taken are requested like any other leave and approved by the supervisor. They may be used in lieu of other types of leave, must be earned before they are used, and may be used during a subsequent day, week, or pay period. Credit hours may not be used to create a form of CWS.

6.6. Employees who earn credit hours will code their time cards CD (credit hours earned). Supervisors may request employee submit a premium request in ATAAPS for CD hours.

6.7. When employees use CN (credit hours taken) on the time card, a leave request must be submitted in ATAAPS.

6.8. It is the responsibility of the supervisor and employee to keep an accurate record of credit hours. Informal accounting of credit hours is not acceptable. All credit hours will be officially recorded in ATAAPS.

7. On-Call Status.

7.1. If an employee in an on-call status is required to return to his or her place of employment to perform work, they are entitled to at least 2 hours of compensation (overtime or compensatory time). This is referred to as “Call-back overtime work”. Getting ready and travel time is not counted as part of the overtime.

7.2. At times, on-call employees are asked to diagnose or troubleshoot problems/issues by phone, rather than physically returning to work. Depending on the nature of the problem/issue and the time taken to resolve it, the employee could be performing actual work over the phone, which is compensable.

8. Civilian Health, Wellness, and Physical Fitness Activities.

8.1. Civilian employees are allowed to be excused without charge to leave for up to 3 hours per week to participate in health, wellness, and physical fitness activities. Time off for any of these activities must be pre-approved and is subject to change at the supervisor's discretion, based on mission and workload requirements.

8.2. Employees are required to complete and sign the Physical Fitness Agreement. Supervisors must keep the physical fitness agreement form in the supervisor's employee 6-part work folder.

8.3. Employees will code the time card LN (administrative leave) with PF (physical fitness) as the reason code. Employees are required to submit a leave request in ATAAPS for physical fitness activities.

8.4. Supervisors are responsible for reviewing requests for administrative leave for wellness activities and ensuring their mission and workload demands allow for the absence. Employees should not normally require or be directed to charge premium hours during pay periods the employee used administrative leave for wellness activities except in unusual circumstances. Regular or recurring charges of premium hours suggests the mission demands exceed the organization's ability to support administrative leave for wellness.

9. Volunteer Hours.

9.1. Employees may claim up to 12 hours per month of excused administrative leave to participate in Air Force sponsored volunteer activities or approved STEM/Outreach activities. This includes travel time to and from the event. AF sponsored volunteer activities will be approved by squadron commanders/equivalent. Non-AF sponsored STEM/Outreach activities will be approved by the AFTAC/CC or STEM Outreach Coordinator.

9.2. Employees must complete a leave request in ATAAPS and code their timecard with LN (administrative leave).

9.3. Supervisors will approve participation in volunteer activities based on mission and workload requirements.

10. Leave.

10.1. Employees must submit leave requests to their supervisor in ATAAPS and must enter it on the electronic time card.

10.2. Use of advanced annual and advanced sick leave: If the employee is granted advanced annual or advanced sick leave, employees and supervisors must provide a copy of the signed Request for Advanced Annual Leave or Request for Advanced Sick Leave form to 709 SPTS/MSPC before the end of the pay period. Advanced sick leave requests require medical documentation. Employees will enter either code LB (advanced annual leave) or LG (advanced sick leave) on their electronic time card.

KATHARINE G. BRANSON, Colonel, USAF
Commander

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

DoD 7000.14-R, Vol 8, *Civilian Pay Policy*

AFI 33-324, *The Information Collections and Reports Management Program*

DODI 1400.25V610_AFI 36-807, *Hours of Work and Holiday Observances*

DODI 1400.25V550_AFI 36-808, *Pay Administration (General)*

DODI 1400.25V630_AFI 36-815, *Leave*

DODI 1035.01_DAFI 36-816_DAFGM 2021-01, *Civilian Telework Program*

Prescribed Forms

AFTAC FORM 104, Physical Fitness Agreement

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTAC—Air Force Technical Applications Center

AFTACI—Air Force Technical Applications Center Instruction

ASD—AFTAC Service Desk

ATAAPS—Automated Time Attendance and Production System

AWS—Alternate Work Schedule

CWS—Compressed Work Schedule

DCPS—Defense Civilian Pay System

DODI—Department of Defense Instruction

EO—Executive Order

FWS—Flexible Work Schedule

OPM—Office of Personnel Management

RDS—Records Disposition Schedule

STEM—Science, Technology, Engineering, Math

USC—United States Code