

**BY ORDER OF THE COMMANDER
926TH FIGHTER WING**

926TH FIGHTER WING INSTRUCTION 36-801

28 JUNE 2004



Personnel

ALTERNATE WORK SCHEDULE WORK PLAN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 926 MSG/DPC
(Wendy M. Joramo-Carter)
Supersedes 926 FWI 36-801, 18 July 2003

Certified by: 926 FW/CC (Col Randall G. Falcon)

Pages: 16
Distribution: F

This instruction implements AFD 36-8, *Employees Benefits and Entitlements*. It establishes procedures and provides information, definitions, and instructions essential to the administration of the Alternate Work Schedule (AWS) Work Plan for employees assigned to the 926th Fighter Wing (926 FW), NAS JRB New Orleans, LA.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision further defines credit hours which allow employees to earn credit hours outside the normal tour of duty to include weekends.

Chapter 1

INTRODUCTION

1.1. Scope. The purpose of this instruction is to serve as a general reference document describing the 926 FW AWS work plan.

1.2. Policies. The procedures outlined in this instruction are directive in nature and apply to all units within the 926 FW.

1.3. Responsibilities. The Civilian Personnel Office (926 MSG/DPC) is responsible for this instruction and will process any changes, additions and deletions approved by the Commander (926 FW/CC). Units should forward recommended changes to 926 MSG/DPC and provide a point of contact (POC) for changes submitted.

1.4. Local Distribution. This instruction shall be made accessible to all 926 FW civilian personnel.

Chapter 2

926 FW ALTERNATE WORK SCHEDULE WORK PLAN

2.1. References:

- 2.1.1. Title 5, United States Code (U.S.C.), Part III, Chapter 61, Subpart E, Chapter 61, Subchapter II, *Flexible and Compressed Work Schedules*
- 2.1.2. Title 5, Code of Federal Regulations (CFR), Part 610, Subpart D, *Flexible and Compressed Work Schedules*
- 2.1.3. Defense Civilian Pay System (DCPS) - UM-04
- 2.1.4. Department of Defense (DoD) 7000.14-R, *DoD Financial Management Regulations (FMR)*, Volume 8, *Civilian Pay Policy and Procedures*
- 2.1.5. Air Force Instruction (AFI) 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*
- 2.1.6. Memorandum of Agreement between 926 FW and NFFE Local 513
- 2.1.7. Executive Order (E.O.) 11582, *"In Lieu Of" Holidays*, February 11, 1971

2.2. Objectives: To improve morale and quality of life while maintaining mission readiness/capability and quality productivity, and to give employees the opportunity to balance work and family responsibilities more easily.

2.3. Duration: This plan and procedures are effective beginning 28 Jun 2004 and shall remain in effect until otherwise rescinded or revised. If the agency determines that any portion of this plan has had an adverse agency impact, it shall promptly take corrective action to reverse same utilizing the criteria in Section 6131 of 5 U.S.C.

2.4. Conditions and Regulatory Restrictions:

2.4.1. The "agency/organizational unit" as a whole will remain open for business five days per workweek. The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the next following Saturday. Within these parameters, the 926 FW's basic workweek is established as Monday through Friday. The basic workday (not on AWS) will commence at 0700, consist of one unpaid 45 minute meal period between 1100 and 1300 and end at 1545, for a total of 8 working hours. Exceptions must be approved on a case by case basis by the wing commander after times have been coordinated between employee and supervisor. Individual group commanders (operations, maintenance, and mission support) will be responsible for developing and documenting alternate work schedules within their respective groups to ensure adequate section/office coverage, as well as to provide for customer service. The AWS may also be utilized to extend office coverage for primary unit training assemblies (UTA). Meal periods authorized under the AWS will be a minimum of thirty minutes and a maximum of one hour.

2.4.2. This AWS work plan is designed to provide flexibility for both the employee and the organization. Bargaining unit employees are eligible to participate in the AWS program; however, no employee will be required to participate in this program.

2.4.2.1. Authorized Work Schedules are:

DEFENSE CIVILIAN PAY	SYSTEM CODES (DCPS)
Not on AWS	Code "0"
Flexitour	Code "1"
Gliding	Code "2"
Maxiflex	Code "5" (Available to Pilots only)
Compressed Work Schedule	Code "6" (Not normally authorized)

NOTE: See [Attachment 1](#) and [Attachment 5](#) for further terms, definitions and explanations of each type of AWS.

2.4.2.2. Core hours are defined as those hours during each work day that an employee on an AWS must be present for duty or in an appropriate leave status. For the normal day shift, AWS core hours will be: 0800 to 1100 and 1300 to 1430 hours. The agency’s bandwidth (earliest starting and latest ending times) will normally be 0600 to 1800. To accommodate a second shift, the agency's bandwidth may be extended to accommodate the flying schedule or at the discretion of the fighter wing, operations group, and maintenance group commander. Core hours for the second shift will consist of 4.5 hours, (3 hours before a 2 hour lunch window with a 1.5 hour block after the window). The agency may approve a core time deviation in which the absence during core time shall be made up during flexible time bands. The agency may authorize the employee to make up the absence during the same work day or subsequent work day within the work week, or the same biweekly pay period.

2.4.2.3. With operations group and maintenance group commander approval, work-centers that schedule shifts based on the flying schedule may vary the bandwidth and core times for mission accomplishment.

2.4.2.4. Within respective groups:

2.4.2.4.1. Employees will submit an initial schedule request similar to the example at [Attachment 3](#) documenting their preferred work schedule, selecting one of the above authorized work schedules. This will remain in effect until a request for change is submitted and approved. Supervisors will be responsible for approving or disapproving an authorized AWS for each employee while ensuring adequate coverage of the work unit. The selection of the AWS and any subsequent changes thereto will be documented and maintained in the individual’s AF IMT 971, **Supervisor's Employee Brief**.

2.5. Responsibilities:

2.5.1. Management/Supervisory Responsibilities:

2.5.1.1. Management/supervisors are to determine the number and skill required of employees on duty during any hours of any given day to ensure that essential work is accomplished. Where appropriate, management/supervisor will determine minimum/maximum number of employees on any given tour of duty within any given work section.

2.5.1.2. Management/supervisors may restrict an employee's choice of days off if it would adversely impact the section's mission accomplishment.

2.5.1.3. Management/supervisors may withdraw or alter an AWS to meet organizational mission requirements or due to employee abuse.

2.5.1.4. As relates to mission requirements, management/supervisors may request an employee change their approved schedule. Volunteers will be solicited, and should no one volunteer, skill requirements and seniority based on total creditable service will be utilized to determine which employee will be required to change their schedule. The maximum possible advance notice will be given to all employees.

2.5.1.5. Supervisors will make every reasonable effort to honor an employee's request subject to constraints such as work requirements, mission impact and safety. However, management and or supervisors may exempt from the AWS any employee or groups of employees and/or restrict an employee's choice of arrival times if the participation in the program has had or is anticipated to: (1) have an adverse impact on the accomplishment of the mission; (2) incur additional cost; or (3) substantially disrupt an office's functions. Nothing in the AWS program represents nor is intended as a relinquishment of any management right according to law and regulatory guidance.

2.5.1.6. Management/supervisors determine the type of work schedule an employee will be on while temporary duty (TDY). If the AWS is changed for the TDY period, the employee will revert to their former schedule upon return to home station unless a change is requested and approved.

2.5.2. Employee Responsibilities:

2.5.2.1. Observe a lunch break unless working 6 hours or less or in a position for which no lunch period is authorized. Maxiflex employees will have a scheduled lunch break each work day unless work schedule is 6 hours or less for that day.

2.5.2.2. Adjust their reporting and departure time to attend meetings, accomplish special projects, etc., when notice is given in advance.

2.5.2.3. Advise their immediate supervisor as soon as possible of occurrences such as doctor, dentist appointments, transportation break downs, oversleeping, etc., which vary significantly (30 minutes or more) from their normal flexitime/gliding schedule.

2.5.2.4. Make known to their supervisors any work-related problems being experienced due to their, or others', participation in the AWS program.

2.6. Premium Pay: Will be computed according to applicable laws and regulations.

2.7. Holiday Pay: An employee on an AWS who performs work on a legal holiday is entitled to pay at a rate of basic pay, plus premium pay which is paid at a rate equal to the basic pay rate for work which is not in excess of the basic work requirement. For hours worked on a legal holiday in excess of the basic work requirement, the employee is entitled to overtime pay in accordance with applicable provisions.

2.8. Charges to Leave: Employees participating in an AWS who are on approved leave will be charged in the same number of hours scheduled on the AWS or for parts absent from the scheduled day (hour per hour; by quarter hour). There is no requirement for employees to use flexible hours for medical or dental appointments or other personal matters if the employee wishes to charge this time to other types of leave.

An employee may choose to charge time off during flexible hours to the appropriate leave category or use credit time.

2.9. Time Accounting Method: Draft timecards will be updated on a daily basis for each employee on an AWS that will provide affirmative evidence that each employee subject to the AWS has worked the proper number of hours in a biweekly pay period.

2.10. Holiday Scheduling: See [Attachment 2](#) for guidance as set forth in Section 6103(b) (2) of 5 U.S.C. and E.O. 11582 in determining holidays under an AWS. An employee on a flexible work schedule (including Maxi-flex) will be entitled to basic pay for eight hours.

2.11. New Employees: New employees may be allowed to work an AWS as soon as possible. However, supervisors may require a new employee to work during the official business hours until they become sufficiently oriented to work independently during flexible time without supervision.

2.12. Second Shift: Those employees, whose duties temporarily require them to work a second shift, will revert back to their approved AWS each time after working the second shift.

2.13. Duty Hours: All eligible employees who desire to participate in an AWS may begin the work day normally no earlier than 0600 or any later time up to the beginning of the applicable core hours. During the specified core hours, employees must either be present for duty or in an authorized leave status. Individuals on Maxiflex (AWS 5) have no mandated core hours or minimum number of work days in a week. All employees are required to schedule a minimum thirty-minute meal period unless scheduled for 6 hours or less. The maximum length of time authorized for a meal period is one hour. Meal periods will not be taken at the end of the workday in order to shorten the duty day during core hours, nor will they be skipped in order to shorten the length of the duty day.

2.13.1. Not on AWS: Employees are to complete a Work Schedule Request documenting their preference not to participate in the AWS work plan. Employees are to be present for duty or on an approved leave status 0700 – 1545, Monday through Friday, except for the 45-minute meal period at between the 1100 to 1300 time period.

2.13.2. Flexitour (AWS 1) - employees will submit an initial schedule request. Flexitour schedules have a fixed arrival time established. Meal periods may vary from thirty minutes to one hour, which in turn would alter departure times. If the employee needs to change their initial schedule, another request must be submitted. If the supervisor cannot approve an employee's request, the employee and the supervisor will discuss possible alternatives. Supervisors will make every reasonable effort to honor an employee's request subject to constraints such as work requirements, mission impact and safety.

2.13.3. Gliding Schedule (AWS 2) - employees will submit an initial schedule request approximating a predominant pattern of arrival and departure. If the employee needs to change their initial schedule, another request must be submitted. If the supervisor cannot approve an employee's request, the employee and the supervisor will discuss possible alternatives.

2.13.4. Maxiflex Work Schedule (AWS 5) (Available to Pilots only) - Each pay period employees will submit a proposed work schedule no later than Wednesday prior to the beginning of the following pay

period to their respective supervisor (see [Attachment 4](#)). Submissions are not required if the requested work hours/day on the initial request have not changed from the initial requested schedule.

2.13.5. Compressed Work Schedule (AWS 6) - This type of work schedule is not normally authorized within the 926FW unless it significantly impacts and enhances the unit's mission accomplishment. May be authorized for a limited duration. Must be approved by the 926 FW/CC on a case-by-case basis. Employees under a compressed work schedule (CWS) must work 40 hours in a week or 80 hours in a biweekly pay period but must be scheduled to work fewer than 5 or 10 days, respectively. The 4/10 CWS consists of eight 10-hour days and one scheduled day off each week. Starting and ending times and scheduled day off will be established by the supervisor.

2.14. Credit Hours: Credit hours are defined as non-overtime hours of work in excess of an employee's basic work requirement, which the employee elects to work. Work performed for credit may take place at any time within the administrative workweek, to include weekends and hours outside of the flexible band. Supervisors may require employees to obtain verbal approval prior to "working/earning" credit hours. Credit hours will not be earned while TDY for training. Credit hours will be recorded in the DCPS.

2.14.1. Credit hours may be worked only by employees on flexible schedules. Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management. Credit hours are not authorized for employees not on an AWS or on a compressed work schedule. Credit hours may be earned prior to the beginning of the work day but not normally before 0600 without supervisor approval. Credit hours may not be 'regularly scheduled' on a daily basis in order to have a set day off each week (i.e., earn two hours each day Monday through Thursday in order to have each Friday off or to create any other "hybrid" work schedule). The fulfillment of an employee's basic work requirements in less than ten days during the biweekly pay period constitutes a compressed work schedule (other than Maxiflex), not a flexible schedule.

2.14.2. A full-time employee cannot carry more than 24 credit hours from one pay period to the next pay period. There is no limit on the total number of credit hours which may be accumulated and used during any one biweekly pay period, however, any credit hours in excess of the 24 hour maximum carryover must be taken during the pay period or they will be forfeited. Credit hours must be earned before used. The use of credit hours, like any other authorized leave, will be scheduled by the employee in advance. Final approval for use of credit hours is up to the supervisor based on mission needs.

2.14.3. Work performed for credit may take place at any time within the administrative workweek, to include weekends and hours outside of the flexible band. Supervisors may require employees to obtain verbal approval prior to "working/earning" credit hours.

2.14.4. Employees must volunteer or agree to earn credit hours. If an employee is ordered/directed to work beyond their 8-hour schedule, they will receive overtime or compensatory time off in accordance with governing laws and regulations.

2.14.5. The employee receives no additional pay for credit hours when these hours are credited to his or her account. Supervisors must maintain proper documentation of credit hours through their established time account method. It is the employee's and supervisor's responsibility to zero out any credit time prior to employee transfer or termination. Credit hours, not to exceed 24 hours total, shall be paid at the employee's current hourly rate when an employee is no longer subject to a flexible work schedule program or upon separation.

2.14.6. Credit hours shall not be used by an employee to increase the entitlement to overtime pay. Credit hours shall be considered daytime hours whenever possible. Credit hours are considered a part of the basic work requirement (non-overtime work) in the biweekly pay period to which they are applied. Premium pay and/or shift differentials will be applied in accordance with regulatory guidelines.

2.14.7. Credit hours shall be earned and used in the same increments as other leave. All credit hours earned and taken must be accounted for in the same manner as other types of leave.

2.15. Excused Absences: Are those periods of time when an employee is absent from the work place in an approved leave status.

2.15.1. Administrative Leave: In order to minimize the problem of determining how much excused absence should be granted to employees on AWS, parties agree that determination of the amount of time should be retained by the employer to be based on various conditions and situations. In determining the amount of excused absence for voting, donating blood, or inclement weather, use the pre-approved schedule or predominant pattern of arrival (i.e., the employee arrives at 7:30 on four out of five days). In case of inclement weather, employees on an AWS will report to work at the same specified time as other employees when the base opening has been delayed. Employees who are sent home early because of adverse conditions will depart at the time so designated by the appropriate authority.

2.15.2. All Other Periods of Excused Absences: In order to minimize the problem of determining the amount of chargeable leave, use the pre-approved schedule or predominate pattern of arrival and departure. Leave (except for military) will be charged in quarter-hour increments, based upon the employee's established AWS.

2.16. Lunch/Meal Periods:

2.16.1. Supervisors may authorize an on-the-job meal period of twenty minutes or less only for overlapping shift work. On-the-job meal periods require that employees spend their on-the-job meal at or near their work stations; and the time covered by the twenty minute on-the-job meal period is compensable. Employees given duty free meal periods will not receive compensation for that time. On-the-job meal periods will be annotated on the time and attendance records as "No Lunch Period" (NLP).

2.16.2. When a meal is consumed during a long distance flight, an on-the-job meal not to exceed twenty minutes may be authorized if time to take a meal break on the ground is not possible (Pilots Only). Additional restrictions apply, see appropriate regulation.

2.16.3. If the supervisor assigns work to an employee during their authorized meal period, appropriate compensation must be provided. Also, working through lunch for credit time is not a NLP. Credit time, compensatory time, or overtime will be earned.

2.16.4. Active duty/Inactive duty training (AD/IDT) periods during the scheduled lunch period is not annotated as a NLP but contributes that scheduled time as part of the requirement to be on the appropriate leave status.

2.16.5. Maxiflex and part-time employees must schedule a meal period when their scheduled work day exceeds 6 hours.

RANDALL G. FALCON, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Agency/Organizational Unit—926th Fighter Wing, NAS JRB New Orleans, Louisiana.

Alternate Work Schedule (AWS)—Any flexible or compressed work schedule which differentiates from the standard 8-hour day, 40-hour week, 80-hour biweekly, Monday through Friday administrative workweek.

Band Width—The band width is normally that period of time between 0600 and 1800 hours, allowing for a minimum 30-minute meal period.

Basic Work Week Requirement—The number of hours, excluding overtime hours, an employee must work or otherwise account for by leave, credit hours, etc. A full-time employee must work 80 hours per biweekly pay period. The basic work week shall normally be Monday through Friday, unless changed by the employer to accomplish special work requirements.

Biweekly Pay Period—A two-week period for which an employee is scheduled to perform work.

Compensatory Time—Compensatory time off under the General Schedule is distinguished from credit hours in that compensatory time off derives from entitlement to pay for overtime work. Entitlement to compensation in the form of credit hours derives from work performed at the option of the employee in excess of the employee's basic work requirement. An agency may grant compensatory time off in lieu of overtime pay at the request of the employee.

Compressed Schedule—This type of work schedule, 4/10, is not normally authorized within the 926 FW unless it significantly impacts and enhances the unit's mission accomplishment. May be authorized for a specific duration of time. Must be approved by 926 FW/CC, case by case.

Core Time—That period of time during each work day when an employee must be present for work or in an appropriate leave status. Not applicable for Maxiflex.

Credit Hours—Credit hours are defined as non-overtime hours of work in excess of an employee's basic work requirement, which the employee elects to work. Work performed for credit may take place at any time within the administrative workweek, to include weekends and hours outside of the flexible band. Supervisors may require employees to obtain verbal approval prior to "working/earning" credit hours. Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management. Credit hours are authorized only for employees on a flexible schedule.

Excused Absences—That period of time when an employee is absent from the work place in an approved leave status.

Flexitour Schedule—A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established. Meal periods may vary as well as departure times. Credit hours may be authorized.

Gliding Schedule—A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. Arrival and departure times may be varied within the core times. Deviations to the predominant pattern of arrival and departure will require notification to management as soon as possible. Credit hours may be authorized.

Holidays—Employees will be credited with the appropriate number of holiday hours based upon their previously established /approved AWS, not to exceed 10 hours per holiday.

Lunch/Meal Period—A minimum of one 30-minute unpaid lunch/meal period is authorized during any administrative work day. The specific meal period is to be determined by the day shift supervisor for each function to occur within 1100 to 1300 hours. Employees on second shift will have their meal period determined by their supervisor to meet mission needs. Meal periods will not exceed one hour in duration in a basic work day. Periods in excess of one hour will be charged to an appropriate leave status. Employees are to be entirely free of the duties of his or her position during an unpaid meal period.

Maxiflex Work Schedule—A flexible schedule which has a basic work requirement of 80 hours bi-weekly. The administrative workweek may be less than five days per week, and/or less than ten days during the biweekly pay period. Arrival and departure times may be varied and there are no core hour requirements. Credit hours are authorized.

Overtime Hours—Flexible Schedule: Overtime hours are all hours of work in excess of 8 in a day or 40 in a week which are officially ordered in advance by management, but does not include credit time. General: The requirement that overtime hours be officially ordered in advance also applies to nonexempt employees under FLSA. There is no concept of “suffer and permit” for overtime work performed under the AWS program.

TDY—Temporary duty away from home station.

Time Accounting Records—Will be maintained in accordance with applicable regulations and are subject to audit on an unannounced basis.

Tour of Duty—The tour of duty comprises all hours and days for which flexible and core hours have been designated. Agencies establish flexible and core hours, which may include one or two sets of core hours. A single core hour set includes a standard meal period. A double set of core hours allows for flexible hours at midday.

Work Day—The basic administrative work day will normally consist of 8-hours with a minimum 30-minute meal period, subject to management approval, based on work requirements. Under an AWS, work days may be less than, or exceed 8-hours, depending upon each employee’s particular approved AWS.

Attachment 2

IN LIEU OF HOLIDAYS

NOTE: Under Section 6103(b) (2) of 5 U.S.C. and E.O. 11582. Determining Holidays Under Alternative Work Schedules (FAS Ref Guide PT-4).

A2.1. With the sunset of Chapter 610 of the Federal Personnel Manual, the guidance provided in Subchapter 4, "Alternative Work Schedules," concerning in lieu of holidays is no longer applicable or appropriate. Therefore, agencies must follow the strict reading of the law and the Executive Order to designate in lieu of holidays for employees covered by AWS.

A2.2. When a holiday falls on a day that an employee is regularly scheduled to work under a flexible work schedule, the scheduled workday is the employee's holiday.

A2.2.1. If the employee is covered by a flexible work schedule, the employee's holiday will comprise 8 hours.

A2.2.2. An employee who is required to work on a regularly scheduled workday that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday.

A2.2.3. If the employee is covered by a flexible work schedule, the employee is entitled to holiday premium pay for 8 hours.

A2.3. When a holiday falls on a non-workday for an employee covered by a flexible work schedule, excluding a flexitime schedule, and:

A2.3.1. The employee's day off is the same day as the holiday, that day is the employee's holiday, and no in lieu of day will be designated. Instead, the employee must choose another day off following the agency's rules for administering its flexible work schedule.

A2.3.2. The holiday falls on Sunday, the first regularly scheduled workday following the Sunday-holiday is the employee's in lieu of holiday.

A2.3.3. The holiday is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday (e.g., An employee's administrative workweek is Monday through Friday. The employee has chosen to take Friday off, but the holiday falls on Friday. The Friday is the employee's holiday. The employee must choose another day off under the agency's rules for administering its flexible work schedule (see [A2.3.1.](#)) An employee's administrative workweek is Monday through Friday. A holiday falls on Sunday, so the employee's in lieu of holiday is the following Monday (see [A2.3.2.](#)) An employee's administrative workweek is Thursday through Monday; Tuesday and Wednesday are nonworkdays. A holiday falls on Wednesday, so the employee's in lieu of holiday is the preceding Monday (see [A2.3.3.](#))).

Attachment 3

WORK SCHEDULE REQUEST

(Command Letterhead)

(Date)

MEMORANDUM FOR *(SUPERVISOR)*

FROM: *(EMPLOYEE)*

SUBJECT: Work Schedule Request Under the Provisions of the 926FW Alternate Work Schedule Plan

According to the terms of the 926 FW Alternate Work Schedule Plan, I

_____ ,

request consideration of the following schedule for the pay period beginning

_____ .

Circle preference:

Not on AWS (DCPS Code "0")

Flexitour (DCPS Code "1")

Gliding (DCPS Code "2")

Maxiflex (DCPS Code "5")

*Compressed Work Schedule 4/10 (DCPS Code 6) {With 926 FW/CC Approval Only}

*Compressed Work Schedule 5/4 9 (DCPS Code 6) {With 926 FW/CC Approval Only}

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							
Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

(Employee's Signature)

1st Ind, (*SUPERVISOR*)
(*Date*)

TO: (*Employee*)

Your request is approved.

Your request is disapproved for the following reason(s):

(Supervisor's Signature)

Attachment 4

926 FW TIME CARD WORKSHEET

EMPLOYEE ID (SSN)	Pay Blk #	ACT/PAS	Organization	OFFICE SYMBOL	EMPLOYEE NAME (Last Name, First Name, MI)								PPD #	PERIOD BEGIN	PERIOD ENDING			
													1	12/14/03	12/27/03			
AWS	TIMEKEEPER		Ext:		Credit Time Balance								HOURS	0700-1545				
WEEK NUMBER 1													WEEK NUMBER 2				Frequently Used Codes	
DATE	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	LA	Annual Leave		
DAY NUMBER	1	2	3	4	5	6	7	1	2	3	4	5	6	7	LM	Military Leave		
DAY OF THE WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	LS	Sick Leave		
# OF HOURS/TOUR		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		CN	Credit Time Earned		
PAY TYPE SHIFT		RG	RG	RG	RG	RG			RG	RG	RG	RG	RG		CE	Comp Time Earned		
SHIFT CODE		0	0	0	0	0			0	0	0	0	0		CT	Comp Time Taken		
Graded/ND Hours																		
Week #	Day #	TYPE HOUR CODE	# OF HRS	REMARKS				From:	To:	E/H OTHER	LST HR	TEMP SHIFT	NIGHT DIFF	INJ #	START TIME	Running Credit Balance	EMPLOYEE INITIALS	
																0.00		
Net Time Used/Earned: 0.00																		
NOTE: EMPLOYEE MUST INITIAL TIME CARD FOR EACH EXCEPTION.																		
REG	0.00	OT	Comp	0.00	Hol	0.00	Sun	2nd	3rd	ND	LV	NP/LV						
SCHEDULED HOURS								ACTUAL WORK HOURS								REMARKS/COMMENTS		
WEEK 1								WEEK 1										
	IN	OUT	IN	OUT	IN	OUT	TOTAL		IN	OUT	IN	OUT	IN	OUT	TOTAL			
SUN	0:00	0:00	0:00	0:00	0:00	0:00	0.00	SUN							0.00			
MON	7:00	11:30	12:15	15:45	0:00	0:00	8.00	MON							0.00			
TUE	7:00	11:30	12:15	15:45	0:00	0:00	8.00	TUE							0.00			
WED	7:00	11:30	12:15	15:45	0:00	0:00	8.00	WED							0.00			
THR	7:00	11:30	12:15	15:45	0:00	0:00	8.00	THR							0.00	Scheduled	Worked	
FRI	7:00	11:30	12:15	15:45	0:00	0:00	8.00	FRI							0.00	1stWk	40.00	0.00
SAT	0:00	0:00	0:00	0:00	0:00	0:00	0.00	SAT							0.00	2ndWk	40.00	0.00
WEEK 2								WEEK 2										
	IN	OUT	IN	OUT	IN	OUT	TOTAL		IN	OUT	IN	OUT	IN	OUT	TOTAL			
SUN	0:00	0:00	0:00	0:00	0:00	0:00	0.00	SUN							0.00	CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA EMPLOYEES. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.		
MON	7:00	11:30	12:15	15:45	0:00	0:00	8.00	MON							0.00			
TUE	7:00	11:30	12:15	15:45	0:00	0:00	8.00	TUE							0.00			
WED	7:00	11:30	12:15	15:45	0:00	0:00	8.00	WED							0.00			
THR	7:00	11:30	12:15	15:45	0:00	0:00	8.00	THR							0.00			
FRI	7:00	11:30	12:15	15:45	0:00	0:00	8.00	FRI							0.00			
SAT	0:00	0:00	0:00	0:00	0:00	0:00	0.00	SAT							0.00			
AUTHORIZED SIGNATURE																		
CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.																		
Revised 09 Dec 03																		

Attachment 5

926 FW AWS WORK PLAN

CATEGORY	AWS CODES	IN/OUT TIME	HOURS IN DAY	HOURS IN WEEK	HOURS BI-WEEKLY	CREDIT HRS AUTH	COMP HRS AUTH	OVERTIME AUTH
Not on AWS	0	Set	8	40	80	No	Yes	Yes
Flexitour *	1	Set	8	40	80	Yes	Yes	Yes
Gliding *	2	Varies	8	40	80	Yes	Yes	Yes
Maxiflex Work Schedule */**	5	Varies	Varies	Varies	80	Yes	Yes	Yes
*4/10 CWS**	6	Set	10	40	80	No	Yes	Yes
*5/4-9 CWS**	6	Set	8 or 9	Varies	80	No	Yes	Yes

* - Schedule Permits Use of Credit Hours at Activity Discretion

** - Schedule Allows Fewer Than 10 Work Days in the Bi-Weekly Period