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Personnel

USE OF 944 FW FORM 13,
WORK SCHEDULE REQUEST

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-8, *Employee Benefits and Entitlements*. It establishes procedures for use of the 944 FW Form 13, **Work Schedule Request**. Additional references are 944 FW/CC Policy For Alternative Work Schedules Letter (16 April 1996) and Luke AFB and Local 1547 AFL-CIO Labor Management Agreement. This instruction applies to all civilian personnel assigned to the 944th Fighter Wing (FW).

1. General. Employees will use 944 FW Form 13 to initiate, change or terminate their tour of duty and or duty hours. The tour of duty is one of three types: regular, flexible or compressed. Employees cannot change their tour of duty more than three (3) times in a calendar year. 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.

2. Procedures:

2.1. Employees complete 944 FW Form 13 to initiate, change or terminate their tour of duty (regular, flexible, compressed) and or duty hours (start and stop times of each work day). **NOTE:** Specific instructions on how to complete 944 FW Form 13 are provided on the form.

2.2. 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.

2.3. 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.

2.4. Timekeepers forward approved 944 FW Forms 13 to their designated Defense Civilian Pay System (DCPS) operator for input into DCPS. In addition, timekeepers must provide DCPS operator with the necessary employee information (social security number, etc.) to ensure accurate processing of the 944 FW Forms 13.

2.5. DCPS operators initial and return processed 944 FW Forms 13 to their designated timekeeper.

2.6. Timekeepers will file approved/processed 944 FW Forms 13 in the employee's timecard folder.

3. Forms Prescribed. 944 FW Form 13, **Work Schedule Request.**

CRAIG S. FERGUSON, Colonel, USAFR
Commander