

## ALTERNATE WORK SCHEDULE (AWS) ENROLLMENT & APPROVAL REQUEST

### SECTION A: EMPLOYEE ENROLLMENT/REQUEST TO CHANGE WORK SCHEDULE

NAME: (Last, First, Middle Initial)		ORGANIZATION			
<input type="checkbox"/>	NORMAL DUTY HOURS 5 days/8 hours (0715 to 1600)	LUNCH  (45 minute lunch)	EFFECTIVE DATE: (YYYYMMDD)		
<input type="checkbox"/>	FLEXTIME WORK SCHEDULE am to pm	LUNCH  (30 minute lunch)	EFFECTIVE DATE: (YYYYMMDD)		
<input type="checkbox"/>	COMPRESSED WORK SCHEDULE am to pm	LUNCH  (30 minute lunch)	EFFECTIVE DATE: (YYYYMMDD)		
COMPRESSED WORK SCHEDULE OPTIONS	RDO: Friday	Week 1 <input type="checkbox"/>	Week 2 <input type="checkbox"/>		
	Monday	Week 1 <input type="checkbox"/>	Week 2 <input type="checkbox"/>		
	8-Hour	M <input type="checkbox"/>	T <input type="checkbox"/>	W <input type="checkbox"/>	Th <input type="checkbox"/>
		Week 1 <input type="checkbox"/>	Week 2 <input type="checkbox"/>		

THIS FORM IS TO BE UTILIZED BY APPROPRIATED FUND CIVILIAN EMPLOYEES AND MILITARY PERSONNEL TO DOCUMENT PARTICIPATION IN THE ALTERNATE WORK SCHEDULE (AWS) PROGRAM. THE UNDERSIGNED HEREBY REQUESTS THE ABOVE WORK SCHEDULE SELECTION UNDERSTANDING THAT IT MUST COVER CORE WORK HOURS. I UNDERSTAND THAT:

- THE NORMAL SMC DUTY HOURS ARE AN EIGHT-HOUR DAY FROM 0715-1600. THE NORMAL SCHEDULE MAY BE MODIFIED IN ACCORDANCE WITH AWS PROCEDURES. AWS SCHEDULES (TO INCLUDE CWS AND FLEXTIME) MAY BE ESTABLISHED BETWEEN 0600 AND 1800 WITH THE EMPLOYEE PRESENT FOR DUTY DURING THE CORE HOURS OF 0900-1100 AND 1300-1500.
- EMPLOYEES AND SUPERVISORS MAY NEGOTIATE SPECIFIC CWS DUTY HOURS IN ACCORDANCE WITH AWS PROCEDURES.
- IN THE EVENT OF ANY DISAGREEMENT BETWEEN CIVILIAN APPROPRIATE FUND EMPLOYEES REGARDING THEIR PREFERRED REGULAR DAY OFF (RDO), THE SUPERVISOR WILL RESOLVE DISAGREEMENTS ON THE BASIS OF FIRST, MISSION REQUIREMENTS AND SECOND SENIORITY USING LEAVE SERVICE COMPUTATION DATE (SCD). IF BOTH INDIVIDUALS HAVE THE SAME SCD, THEN DISAGREEMENTS WILL BE RESOLVED BASED ON THE DATE ENTERED ON DUTY AT LA AFB.
- THERE WILL BE NO CHANGE TO MY PAY OR BENEFITS.
- WHEN MY REQUESTED CWS IS APPROVED, I HAVE 90 DAYS TO REQUEST A CHANGE TO MY FINAL CWS OPTION, AND CANNOT REQUEST ANOTHER CHANGE IN MY CWS OPTION FOR SIX MONTHS (EXCEPT TO ACCOMMODATE A DEMONSTRATED HARDSHIP).
- AT ANY TIME, I CAN ELECT, FOR ANY REASON, TO RETURN TO A NORMAL SCHEDULE OR APPROVED FLEXTIME SCHEDULE, EFFECTIVE AT THE BEGINNING OF THE NEXT PAY PERIOD. I MUST WAIT SIX MONTHS FROM THE DATE I RETURNED TO NORMAL SCHEDULE TO REQUEST TO RETURN TO A CWS SCHEDULE.
- MISSION REQUIREMENTS REMAIN PARAMOUNT. I ACKNOWLEDGE THAT, DUE TO MISSION REQUIREMENTS, I MAY BE REQUIRED TO WORK ON MY RDO. IF FLSA NON-EXEMPT, I WILL RECEIVE OVERTIME PAY FOR WORK PERFORMED ON MY RDO UNLESS I REQUEST COMPENSATORY TIME INSTEAD. IF FLSA EXEMPT, I UNDERSTAND THAT I MAY BE REQUIRED TO ACCEPT COMPENSATORY TIME IN LIEU OF OVERTIME.

TYPED NAME OF EMPLOYEE	SIGNATURE	DATE (YYYYMMDD)
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### SECTION B: SUPERVISOR'S APPROVAL

TYPED NAME, GRADE, TITLE OF SUPERVISOR	SIGNATURE	DATE (YYYYMMDD)
TYPED NAME, GRADE, TITLE OF TWO-LETTER (if required)	SIGNATURE	DATE (YYYYMMDD)

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

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