



DEPARTMENT OF THE AIR FORCE
AIR FORCE LIFE CYCLE MANAGEMENT CENTER (AFLCMC)
TINKER AIR FORCE BASE, OKLAHOMA

MEMORANDUM FOR AFLCMC/HBDH ALL EMPLOYEES

SUBJECT: Flexible Work Schedule Plan Adjustment

1. The following adjustment to Tinker AFB Flexible Work Schedule Plan policy dated 1 May 2017, in reference to the listed sections:

a. Section V - Requirements, Sub C - Core Hours and Flexible Hours, Para (1).

(1) **Replace** current core hours with Core Hours: 0900-1100 1300-1500

b. Section V - Requirements, Sub C - Core Hours and Flexible Hours, Para (2)

(2) **Replace** current Flexible Hours with: 0600-0900 1500-1800

c. Section V - Requirements, Sub E - Credit Hours, Para (1)

Credit hours are earned when an excess of 8 hours is worked in a day and may only be earned during the flexible hours, i.e., **replace** existing time to 0600 to 0900 and 1500 to 1800.

2. This change allows for branch employees with flexibility of off-duty quality of life, and temper issues for a global work environment with tasks/meetings that fall into different global timezones; while staying aligned with 5 U.S.C. Chapter 61, Subchapter II - Flexible and Compressed Work Schedules, 5 C.F.R. Part 610, Subpart D- Flexible and Compressed Work Schedules, and the O.P.M. Handbook on Alternative Work Schedules.

3. Point of contact for any questions reference this subject is Kenneth Pitre, DSN: 884-1234, or kenneth.pitre@us.af.mil.

2/24/2025

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X Kristopher Camil

Kris Camil
AFGE Local 916
Signed by: USAF

X Kathy Clutter

Kathy Clutter
Labor Relations Specialist
Signed by: CLUTTER.KATHY.DAWN.1242548929

cc: each individual