

MEMORANDUM OF AGREEMENT

On

Tours of Duty for Department of Air Force Civilian Defenders (Police Officers)

1. **Purpose:** This agreement establishes the Tours of Duty for Department of the Air Force Civilian Defenders (Police Officers) at Tinker AFB, OK. It describes the work schedules to be observed during normal operating conditions and the schedules to be followed in the event of contingency or security support operations that impact 72 SFS manning levels or the installation security posture.

2. Normal Operating Conditions Tour of Duty (Schedule A):

2.1. Schedule A will be composed of three Day Shift elements, three Swing Shift elements and two Mid Shift elements consisting of five 8-hour shifts and two days off, to equal 80 regular hours in a bi-weekly period, excluding any authorized overtime requirements. Overtime work is work ordered and approved by management in excess of regular scheduled hours each duty day.

2.1.1. DAY SHIFT (Element 1)

Report Time: 0415 hrs, Sunday through Thursday

Duty Hours: 0415 to 1215 hrs, Sunday through Thursday

Overtime: 1215 hrs to the time weapon is turned-in at the SF Armory

Days Off: Friday and Saturday

2.1.2. DAY SHIFT (Element 2)

Report Time: 0415 hrs, Tuesday through Saturday

Duty Hours: 0415 to 1215 hrs, Tuesday through Saturday

Overtime: 1215 hrs to the time weapons is turned-in at the SF Armory

Days Off: Sunday and Monday

2.1.3. DAY SHIFT (Element 3)

Report Time: 0415 hrs, Monday through Friday

Duty Hours: 0415 to 1215 hrs, Monday through Friday

Overtime: 1215 hrs to the time weapons is turned-in at the SF Armory

Days Off; Saturday and Sunday

2.1.4. SWING SHIFT (Element 1)

Report Time: 1215 hrs, Sunday through Thursday

Duty Hours: 1215 to 2015 hrs, Sunday through Thursday

Overtime: 2015 hrs to the time weapon is turned-in at the SF Armory

Days Off: Friday and Saturday

2.1.5. SWING SHIFT (Element 2)

Report Time: 1215 hrs, Tuesday through Saturday

Duty Hours: 1215 to 2015 hrs, Tuesday through Saturday

Overtime: 2015 hrs to the time weapons is turned-in at the SF Armory

Days Off: Sunday and Monday

2.1.6. SWING SHIFT (Element 3)

Report Time: 1215 hrs, Monday through Friday

Duty Hours: 1215 to 2015 hrs, Monday through Friday

Overtime: 2015 hrs to the time weapons is turned-in at the SF Armory

Days Off; Saturday and Sunday

2.1.7. MID SHIFT (Element 1)

Report Time: 0215 hrs, Saturday through Wednesday

Duty Hours: 2015 to 0415 hrs, Saturday through Wednesday

Overtime: 0415 hrs to the time weapon is turned-in at the SF Armory

Days Off: Thursday and Friday

2.1.8. MID SHIFT (Element 2)

Report Time: 2015 hrs, Monday through Friday

Duty Hours: 2015 to 0415 hrs, Monday through Friday

Overtime: 0415 hrs to the time weapons is turned-in at the SF Armory

Days Off: Saturday and Sunday

***NOTE:** While overtime is pre-built into the work schedules, additional overtime may be required due to mission requirements.*

3. Contingency and Security Support Operations Tour of Duty (Schedule B):

3.1. When contingency or support operations impact the SF manning levels or the over-all security posture for the installation, the 72 SFS may implement of Schedule B outlined below. Employees will be given a minimum of 14 days notice prior to the schedule being implemented. Employees will also be informed of the anticipated duration of Schedule B, with the understanding the schedule may be extended based upon mission requirements.

***NOTE:** 72 SFS will secure coordination from 72 ABW/CC prior to implementing Schedule B.*

3.1.1. Schedule B is a compressed work schedule consisting of a three-day work week in which employees must work 13 hours and 20 minutes a day, 40 hours in a week and 80 hours in a bi-weekly pay period, excluding any authorized overtime requirements. Overtime work is work ordered and approved by management in excess of 13 hours and 20 minutes on a duty day. When working under Schedule B, employees who take leave will be charged 13 hours and 20 minutes of the appropriate leave category.

3.1.2. Schedule B will be composed of Day Shift (Element 1 & 2) and Mid Shift (Element 1 & 2). Employees currently working Day Shift and Mid Shift under Schedule A will remain assigned to that flight under Schedule B. Employees currently working Swing Shift under Schedule A will be re-assigned to either Day Shift or Mid Shift under Schedule B by SCD.

3.1.2.1. DAY SHIFT (Element 1)

Report Time: 0415 hrs, Monday through Wednesday

Duty Hours: 0415 to 1735 hrs, Monday through Wednesday

Overtime: 1735 hrs to the time weapon is turned-in at the SF Armory

Days Off: Thursday through Sunday

3.1.2.2. DAY SHIFT (Element 2)

Report Time: 0415 hrs, Wednesday through Friday
Duty Hours: 0415 to 1735 hrs, Wednesday through Friday
Overtime: 1735 hrs to the time weapon is turned-in at the SF Armory
Days Off: Saturday through Tuesday

3.1.2.3. MID SHIFT (Element 1)

Report Time: 1615 hrs, Monday through Wednesday
Duty Hours: 1615 to 0535 hrs, Monday through Wednesday
Overtime: 0535 hrs to the time weapon is turned-in at the SF Armory
Days Off: Thursday through Sunday

3.1.2.4. MID SHIFT (Element 2)

Report Time: 1615 hrs, Wednesday through Friday
Duty Hours: 1615 to 0535 hrs, Wednesday through Friday
Overtime: 0535 hrs to the time weapon is turned-in at the SF Armory
Days Off: Saturday through Tuesday

***NOTE:** While overtime is pre-built into the work schedules, additional overtime may be required due to mission requirements.*

4. Contingency and Security Support Operations Tour of Duty (Schedule C):

4.1. When contingency or support operations impact the SF manning levels or the over-all security posture for the installation, the 72 SFS may implement of Schedule C outlined below. Employees will be given a minimum of 14 days notice prior to the schedule being implemented. Employees will also be informed of the anticipated duration of Schedule C, with the understanding the schedule may be extended based upon mission requirements.

NOTE: 72 SFS will secure coordination from 72 ABW/CC prior to implementing Schedule C.

4.1.1. Schedule C is a compressed work schedule consisting of a four-day work week in which employees must work 10 hours a day, and 80 hours in a bi-weekly pay period, excluding any authorized overtime requirements. This schedule utilizes a rotation of duty days and days off over a two week cycle, commonly referred to as a "Panama Schedule". Overtime work is work ordered and approved by management in excess of 10 hours on a duty day and may be required daily to cover gaps in Security Support Operations coverage. When working under Schedule C, employees who take leave will be charged 10 hours of the appropriate leave category.

4.1.2. Schedule C will be composed of Day Shift (Alpha & Bravo Flights) and Mid Shift (Charlie & Delta Flights). Employees working Day Shift and Mid Shift under Schedule B will remain assigned to that shift under Schedule C. Employees currently working Swing Shift under Schedule A will be re-assigned to either Day Shift or Mid Shift under Schedule B by SCD.

4.1.2.1. DAY SHIFT (Alpha Flight)

Report Time: 0415 hrs,
Duty Hours: 0415 to 1415 hrs,
Overtime: 1415 hrs to the time weapon is turned-in at the SF Armory
Days Off: Week 1: Mon, Fri, Sat / Week 2: Sun, Wed, Thu

4.1.2.2. DAY SHIFT (Bravo Flight)

Report Time: 0415 hrs,
Duty Hours: 0415 to 1415 hrs,
Overtime: 1415 hrs to the time weapon is turned-in at the SF Armory
Days Off: Week 1: Sun, Wed, Thu / Week 2: Mon, Fri, Sat

4.1.2.3. MID SHIFT (Charlie Flight)

Report Time: 1615 hrs,
Duty Hours: 1615 to 0215 hrs,
Overtime: 0215 hrs to the time weapon is turned-in at the SF Armory
Days Off: Week 1: Mon, Fri, Sat / Week 2: Sun, Wed, Thu

4.1.2.4. MID SHIFT (Delta Flight)

Report Time: 1615 hrs,
Duty Hours: 1615 to 0215 hrs,
Overtime: 0215 hrs to the time weapon is turned-in at the SF Armory
Days Off: Week 1: Sun, Wed, Thu / Week 2: Mon, Fri, Sat

NOTE: While overtime is pre-built into the work schedules, additional overtime may be required daily to cover gaps in Security Support Operations coverage. For all Military Leave (Reserves and National Guard members) we will abide by Title 5 U.S.C. 6323(a) and (b).

5. Scheduling Considerations for Reserve & National Guard Personnel:

5.1 Employees who are members of the Reserve or National Guard will provide the Agency with a copy of their Unit's published drill schedule (UTA/MUTA) or official military documentation as soon as it is made available to them. Late changes to schedules will be accommodated to the extent practicable.

5.1.1 Upon receipt of such documentation, the Agency will make every reasonable effort to ensure the military member is not required to work during scheduled Reserve or Guard duty obligations provided on their (UTA/ MUTA) or official military documentation. To avoid excessive depletion of military leave attributable to the civilian schedule design, the Agency will structure accommodation so that a Guard/Reserve member is not required to use more than the total hours of military leave the member is entitled to accrue for regularly scheduled military obligations per fiscal year (160 hrs./year) Any resulting gaps in weekend coverage will be equitably distributed among non-military & military members that are not in a military leave status on a rotating basis, consistent with qualifications and mission needs.

5.1.1.1 This provision does not limit or expand any statutory entitlement but is intended to help limit the extent to which the civilian tour of duty compels use of such leave. Mission-driven exceptions to the accommodations will be approved by the Squadron Commander, or deputy, with a written notice to the Union within 5 days. Exceptions at the employee's request will not require notification to the Union.

5.1.1.2 Schedule accommodation under Section 5.1.1 will cover up to two drill days per month for routine UTA/MUTA. For additional days in a given month, every reasonable effort will be accommodated when supported by official military documentation (e.g., rescheduled/split UTAs, additional unit-directed training, or annual training). Employees will provide such documentation upon receipt. Nothing in this section limits rights under 5 U.S.C. 6323, or the Agency's mission-driven exception process under 5.d.

6. Implementation and Notice:

6.1 The 72 SFS agrees to provide AFGE Local 916 with advance notice anytime mission requirements dictate moving employees from one schedule to another schedule. This notice will be provided prior to any notifications being made to the workforce. No further bargaining obligations are required to implement one of the schedules contained within this agreement. All remedies available under the MLA or 5 USC 71 will remain available to the parties if concerns cannot be cooperatively resolved. Individual hardships will be handled on a case-by-case basis with the employee's supervisor.

FOR THE UNION DATE

FOR THE AGENCY DATE