



**DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)**

04 March 2020

MEMORANDUM FOR 86 AW and Tenant Units

FROM: 86 AW/CC

SUBJECT: Ramstein AB Hours of Operation and Alternative Work Schedules (AWS)

1. Installation commanders establish the hours for opening and closing the installation in accordance with DoDI1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*, Enclosure 2, para 5.f. Ramstein AB is open 24 hours a day.
2. The standard tour of duty is 0730-1630, for five 8-hour days, Monday through Friday. The lunch period is scheduled for a minimum of 30 minutes but may be extended up to 60 minutes using 15-minute increments. Breaks in excess of 60 minutes during a day should not be permitted unless the employee is on an approved flexible work schedule. The employee's arrival or departure time is adjusted to accommodate the shorter or longer lunch period. Employees may not work through a lunch period to shorten a workday.
3. Group commanders and directors of 86th AW and tenant units are authorized to implement any or all of the AWS options included in the *Ramstein Air Base Alternative Work Schedule Handbook* within their organization (wholly or in part) for US appropriated fund employees. Other types of AWSs should normally not be permitted. Implementation of an AWS for local national employees is subject to coordination with local works councils and applicable laws governing local national employment.
4. I encourage commanders to utilize AWS flexibilities where practicable; however, they are not mandatory and may not be appropriate for all situations, e.g., where shift work or uncommon tours of duty are established. Also, there may be specific manning or mission responsibilities that are not compatible with an AWS structure.
5. Employee participation in an AWS is voluntary, not mandatory. Employees are required to request and obtain supervisory approval prior to working an AWS. Managers and supervisors are required to verify that the requested AWS is authorized by their chain of command and are responsible to maintain sufficient mission/program coverage at all times. If an AWS is approved, the supervisor must approve the employee's specific schedule and plan. The paramount consideration in allowing AWS is the maintenance of a balanced work force to provide effective and efficient accomplishment of the mission, including timely responses to emergency situations.
6. This authorization memo supersedes any previous authorizations for AWS in the 86th AW and tenant units. If you have any questions regarding the AWS program, please contact the Ramstein Employee Relations Section at DSN 478-6714/7143 or 86fss.fsec.us-emr@us.af.mil.

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