WAPA F 322.2

8/18

U.S. DEPARTMENT OF ENERGY
WESTERN AREA POWER ADMINISTRATION

TOUR OF DUTY

1. Employee's Name	2. Organization Code	3. Title, Pay Plan & Series

5. EMPLOYEE STATUS		6. WORK SCHEDULE		7. APPOINTMENT TYPE		8. CHANGE TYPE	
☐	New	☐	0. Straight 8's	☐	Career/Career Conditional	☐	Permanent
☐	Existing	☐	1. Flexitour	☐	Pathways Intern **NTE:**	☐	Temporary (Part-time employees only)
		☐	2. Gliding	☐	Pathways Intern		**NTE:** *(if applicable)*
		☐	3. Variable Day	Other:		☐	Part-Time to Part-Time
		☐	4. Variable Week			☐	Part-Time to Full-Time
		☐	5. Maxiflex			☐	Full-Time to Part-Time
		☐	6. Compressed (5/4/9)			☐	Full-Time to Full-Time
		☐	D. Variable (AD–shift workers)				
		☐	8. Compressed (4/10)				
		☐	I. Intermittent				

9. Hours of Duty

First Week					Second Week				
	Start Time	Lunch Begin	Lunch End	End Time		Start Time	Lunch Begin	Lunch End	End Time
Sunday					Sunday				
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				

Hours of duty must be between 6:00 a.m. and 6:00 p.m., they must include core hours of Monday – Friday, 9:00 a.m. to 3:00 p.m. unless you are on the MaxiFlex Pilot (those core hours are Tuesday, Wednesday and Thursday from 10:00 a.m. to 2:00 p.m.) and at least a 30 minute unpaid lunch period.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Distribution:

Supervisor and Timekeeper/Lead Timekeeper

For Part-Time to Full-Time or Full-Time to Part-Time changes: work with HR Business Partner to enter a CHRIS action and attach new form to that action.