

U.S. Fish and Wildlife Service

DOCUMENTATION OF UNUSUAL TOUR OF DUTY

IMPORTANT: Before completing this form, read the information at the bottom on page 2 of this form.

Instructions: Maintain a copy of this with the employee's Time and Attendance Report records.

Name, Title and Grade of Employee:

Organization Code:

Employee is (Check all appropriate boxes):

WG / WL / WS	GS	Other	Full-time	Part-time with a regular Tour of duty
Is employee receiving standby pay?		Yes	No	If yes, give %
The scheduled tour of duty described below is:		Permanent	Temporary	
Describe scheduled tour of duty:		Effective from	to	

SHIFT DIFERENTIAL (See below for definition of shifts)

WG / WL / WS:      1<sup>st</sup>                  2<sup>nd</sup>                  3<sup>rd</sup>                  GS:                  Day                  Night

Sunday Pay:                  Applies only to full-time employees when Sunday is a regularly scheduled work day.

Signature of Project Leader/Supervisor

Date

DEFINITIONS OF SHIFTS:

FWS:                  5 hours or more of the regularly scheduled  
Hours fall between:  
1<sup>st</sup> shift:    7 a.m. to 4 p.m.  
2<sup>nd</sup> shift:    3 p.m. to midnight  
3<sup>rd</sup> shift:    11 p.m. to 8 a.m.

GS: Night shift  
includes hours  
between 6 p.m.  
and 6 a.m.

## IMPORTANT INFORMATION

**DEFINITION:** An unusual tour of duty is: (1) any regularly scheduled tour of duty which is other than 8 hours each day, Monday through Friday, first shift; (2) all part-time regularly scheduled tours of duty. When establishing unusual tours of duty, project leaders should be cognizant of the effect such tours of duty may have on premium pay eligibility.

**SPECIAL NOTE:** An employee receiving pay for standby duty may not receive additional compensation for regularly scheduled overtime and work at night and on holidays, but may receive pay for irregular or occasional work authorized under 5 U.S.C. 5542. Premium pay for standby duty is not authorized for any employee receiving administratively uncontrollable overtime or availability pay.

### **AUTHORITY OF**

**PROJECT LEADER:** Project leaders have authority to establish both temporary and permanent scheduled tours of duty, with the exception of authorizing an unusual tour of duty for the benefit of an employee attending courses. Regional Directors and Assistant/Associate Directors must approve an unusual tour of duty for the above exceptions and for an employee's participation in a flexible or compressed work schedule.

**USAGE OF FORM:** This form is used, when appropriate, at the time of initial appointment and to document any subsequent changes made to the employee's tour of duty.

This form is not used to document the tours of duty of Special Agents nor that portion of an employee's tour of duty which is his/her official "standby tour." If an employee who is assigned standby duty also has an unusual tour of duty comprising his/her regular 40 hour work week, this form is used to document only his/her regular 40 hour work week.

**COPIES OF FORM:** Maintain a copy of this form with the employee's Time and Attendance Report records.