

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 36-803**



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**Personnel**

**AIR RESERVE TECHNICIAN TIME AND  
ATTENDANCE PROCEDURES AND AUDITS**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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This instruction implements AFPD 36-8, *Employee Benefits and Entitlements* by establishing guidelines that implement Time and Attendance procedures and audits for Air Reserve Technicians. It applies to all Air Force Reserve Command (AFRC) units, functions, and activities. This publication does not apply to the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and are disposed of IAW the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) on the Air Force Portal: [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm). Refer recommended changes and conflicts between this and other publications to the Office of Primary Responsibility (OPR) at HQ AFRC/A1CE, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635, on Air Force (AF) Form 847, *Recommendation for Change of Publication*.

(403WG) This supplement implements and extends the guidance in AFRCI 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*. It applies to all 403d Wing units, functions, and activities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 directly to the OPR at the 403 FSS/DPM. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This publication clarifies use of RMPs, paragraph 4.1.1.5; deletes reference to AFMAN 36-8001 and adds AFI 36-2254 volumes 1 and 2, replaces the term LWOP-US with Absent-US, clarifies compensatory time for travel guidance, paragraph 11.1, adds the use of sick leave when in military status, paragraphs 12.1, 17.2.2, and 17.3.7, clarifies premium pay restrictions while in military status, paragraph 12.6.1, clarifies the 22-day leave entitlements, paragraph 12.5.1, clarifies the use of military leave, paragraphs 12.2 and 17.3.1, clarifies duty status for alert missions paragraph 4.4.1.6., provides instructions for documenting time zone changes paragraph 8.3. adds para 6.1.2 concerning work schedule changes, revises guidance on DCPS codes OS and on paragraph 16.2.12, refines the AFRC Form 4 requirements, paragraph 4.3.3, adds paragraph 13.3, night differential for WG employees, and removes the prohibition to use time off awards when performing military duty, paragraph 12.1.

(403WG) It applies to all 403d Wing units, functions, and activities.

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**1. Scope of Applicability.** This instruction applies Air Force Reserve Command policy to Air Reserve Technicians (ARTs) Title 5 and 10, United States Code.

**2. Terms and Definitions.** The following terms and definitions are used in this instruction.

2.1. **Administrative Workweek.** The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the next following Saturday. The calendar day on which a shift begins is considered the day of duty for that day even though the day of duty extends into the next calendar day or into the following administrative workweek, reference paragraph 6.3 for exceptions.

2.2. **Alternative Work Schedules (AWS).** Work schedules made up of flexible or compressed schedules. See paragraph 19 for guidance on alternative work schedules. Organization and tenant commanders establish, by written order, the daily hours for beginning and ending work and the basic 40-hour tour of duty including AWS. As a minimum, the written order should include schedules authorized and who may use them, along with the starting and ending times for work schedules.

2.3. **Alternative Workplace Arrangements (AWA).** Working under a flexi-place/telework arrangement, either at home or other approved location(s), such as a telecommuting center.

2.4. **Basic Workweek.** The days and hours of an administrative workweek which make up a full-time employee's regularly scheduled 40-hour workweek.

2.5. **Compressed Schedule.** Compressed schedule means for a full-time employee, an 80-hour biweekly basic work requirement which is scheduled in less than 10 workdays. In the

case of a part-time employee, it is a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays.

2.6. First 40-Hours. An AWS which allows for the first 40 hours of duty performed within a period of no more than six days of the administrative workweek to be established as the basic workweek when it is impractical to prescribe core hours or a regular schedule of definite hours of duty each workday.

2.7. Flexible Schedule. A Flexible schedule has a portion of the work day during which the employee has the option to select and vary starting and stopping times within established limits set by installation level approving officials for AWS.

2.8. Holiday Work. Work performed on a legal holiday or the day observed as a holiday.

2.9. In-Lieu-Of Day. An in-lieu-of day is a holiday in which employees are given time off on a day other than the date which the holiday actually falls on.

2.10. Part Time. In some circumstances it is not possible to obtain or use an employee's services for the full 40-hour workweek. Part time tours of duty may be authorized when service on a regular, repetitive basis is required at least one day during each administrative workweek, however, additional service may be required during the remainder of the administrative workweek.

2.11. Regular Tour of Duty. The regular tour of duty for Air Force employees is five 8-hour days, Monday through Friday.

2.12. Special Tour of Duty for Educational Purposes. A special tour of duty of no less than 40 hours in an administrative workweek which may be established by supervisors to permit employees to take courses at nearby educational institutions.

2.13. Uncommon Tour of Duty. Any 40-hour basic workweek scheduled to include Saturday and or Sunday, for four workdays or less but not more than six days of the administrative workweek. An uncommon tour of duty may be established when necessary for efficient operations or when the cost of operations can thus be reduced without imposing undue hardship on employees.

### **3. Duty Status Definitions.**

3.1. Inactive Duty for Training (IDT). There are five types of IDT for which eligible members may be paid:

3.1.1. Training Period (TP) - a period of training, duty, or instruction that a member performs as an individual (includes Additional Ground Training Periods (AGTP)).

3.1.2. Unit Training Assembly (UTA) - a planned period of training duty, instruction, or alert performed by a Category A unit.

3.1.3. Equivalent Training (ET) - a training period performed in place of a regularly scheduled UTA or TP missed, due to a member's personal emergency.

3.1.4. Additional Flying Training Periods (AFTP) - a training period that may be authorized for members who must fly frequently.

3.1.5. Readiness Management Period (RMP) - a planned period that is used to accomplish readiness/training requirements that are a minimum of 4 hours in duration.

3.2. Active Duty for Training (ADT) - a tour of active duty for reserve training under orders which provides for automatic reversion to non-active duty status when the specific period of active duty is completed. It includes annual training (AT), special tours of active duty for training and school tour (ADT), and active duty for operational support (ADOS), which are funded from the Reserve Personnel Appropriations (RPA) account. Also included are temporary tours of active duty support for active force missions, which are funded from the Military Personnel Appropriation (MPA) account.

3.3. Travel and Per Diem: Use the JTR and JFTR, as applicable for all specific guidance

3.3.1. Travel in civilian pay and per diem status solely to perform military duty is forbidden as is traveling in military status to perform civilian duty. However, travel in civilian status to perform civilian duty in conjunction with IDT or ADT is acceptable. For example it is allowed for a member who is TDY in civilian status to perform an IDT while TDY and convert back to civilian status when the IDT is completed.

3.3.2. Travel and per diem may not be paid for travel to IDT except under limited circumstances involving duty away from home station. Reimbursement is limited to that authorized by the JTR.

#### 4. Changes in Duty Status.

4.1. All periods of military duty must be scheduled in advance, meet normal Reserve participation requirements, and be annotated on official orders. Conversion of duty status must be approved by an authority no lower than the orders certifying official. Except as provided below, the duty status in which an ART departs home station will continue until they return.

4.1.1. If one or more IDT periods are scheduled while on Temporary Duty (TDY):

4.1.1.1. Member will convert to IDT and back at times specified on the AF Form(s) 40/40a, *Authorization for Inactive Duty Training/Authorization for Individual Inactive Duty Training* or other scheduling documents.

4.1.1.2. If periods of civilian duty are scheduled in conjunction with IDT flight training, ensure that either the preflight or post flight duties are accomplished in IDT status and that the status matches with the status on the AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*. Both preflight and post flight duties may be accomplished in IDT status but one or the other must be in IDT status. In-flight duty status conversions to or from IDT status are permitted IAW scheduling documents (AF IMT 40A, AF Form 3956, AF IMT 938, etc...).

4.1.1.3. Crew rest may not be accomplished in IDT status.

4.1.1.4. An IDT period may be completed on the same day as civilian duty provided a regularly scheduled civilian workday is completed or constructed using annual leave, military leave, accrued compensatory time off, accrued compensatory time off for travel, Absent-US, or accrued credit hours.

4.1.1.5. RMPs may be performed by a military technician before or after civilian duty hours, on an SDO (Scheduled Day Off) or weekend (if not part of the members normal work schedule). However RMPs may not be performed by a military technician while in a leave status from their civilian position. The number of RMPs

performed in a FY by any member shall not exceed the limitations prescribed in AFI 36-2254, Volume 1 and no more than one RMP shall be performed by an individual in one calendar day.

4.2. If one or more active duty periods are scheduled while TDY:

4.2.1. All conversions from civilian status to active duty or from active duty to civilian status will occur IAW orders/scheduling documents.

4.2.2. In-flight duty status conversions to or from active duty status are permitted IAW orders/scheduling documents. Complete appropriate Aircrew/Mission Flight Data Document, IAW applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Conversion Procedures. Orders are completed according to current guidance.

4.3.1. Conversion to active duty or civilian status will be in accordance with orders published.

4.3.2. Include in the orders a remark to indicate when IDT is authorized in conjunction with civilian TDY and identify the dates and times of conversion. For example, "Member will convert to IDT status on 12 September at 0800, revert to civilian status at 1700 on 12 September, convert to IDT status at 0800 on 13 September, and convert to civilian status at 1700 on 13 September."

4.3.3. An AFRC Form 4, *Work Hours Report*, will be completed during civilian duty involving flying duties, away from home station to include pre and post flight duties. An AF Form 3956/AFRC Form 82, *Report of Inactive Duty Training performance – AGTP/AFTP (USAFR)*, or other form as appropriate, will accompany the AFRC Form 4 if military duty was performed. The form will be turned in to the individual's timekeeper at the completion of the mission.

4.4. Duty Status for Air Reserve Technicians.

4.4.1. ARTs may perform duty either at home station or away from home station in either military or civilian status except as stated below:

4.4.1.1. Attendance at formal schools: IAW AFI 36-2254, Volume 2, *Reserve Personnel Training*.

4.4.1.2. Exercises: Military Status; however, unit commanders may authorize civilian status for exercises at home station that do not involve other Air Force or AFRC units or other military components.

4.4.1.3. Airborne support or directed mission: Active duty outside CONUS unless the unit commander determines civilian status is authorized.

4.4.1.4. Flights into hostile area flights or imminent danger zones: Active duty

4.4.1.5. Participation in military duties such as promotion or discharge boards: Active duty

4.4.1.6. Alert Missions: All alert requirements will be performed in Title 10 military status. The member will convert to military status when assuming the alert requirement and will not be released from military status until the alert requirement is

complete. Members will not perform alert duty in Title 5 status. For example, a member assuming the alert at 0700 on the first day and released at 0700 the following day will be in military status for the complete 24 hours (0700-0700).

## 5. Duty Status Overseas.

5.1. Before sending ARTs overseas in civilian status, commanders will ensure ARTs are briefed on legal ramifications, requirements, and proper immigration procedures for all countries that might be transited.

5.1.1. ARTs may be in civilian status in all foreign areas NOT designated as active duty only by AFRC/CV or the wing commander, or as hostile fire/imminent danger areas by the Department of Defense (DoD), Air Force, or AMC/TACC. ARTs may convert from civilian to active duty status while in transatlantic or transpacific flight at scheduled times on orders.

5.1.2. ARTs will convert to active duty status at 0001 hours local on the calendar day of departure from the last ground location prior to entering the foreign area designated as hostile fire/imminent danger/active duty only. Local time means the time at the last ground location prior to departure into the hostile fire/imminent danger/active duty only zone. ARTs will remain in active duty status until all of the following conditions are met—the active duty mission is terminated and on the ground, the individual is outside of hostile fire/imminent danger/active duty only designated foreign area, and the time is 2400 hours based on the time zone in which the active duty began. At no time can an ART enter a hostile fire/imminent danger area in any status other than active duty military.

## 5.2. Duty Status While Engaged in Training

5.2.1. The duty status of ARTs while engaged in training is dependent upon the relationship of the training to the civilian position. If the training is solely required by the military duties or obligations of the employee's military reserve position or military assignment and is not required by the civilian position or the required civilian duties, the employee must be in an appropriate leave status from the civilian position to attend that military training during the civilian workday.

5.2.1.1. Small arms training and chemical defense training (more commonly known as chemical warfare training) are two training situations that best represent this policy: Participating in small arms training during the civilian workday is appropriate for security police, flight engineers, boom operators, aircraft loadmasters or other crew members required by the civilian position to be qualified to carry small arms. In the case of the aircrew members, these employees perform the duties of sky marshals and are responsible for protecting the aircraft.

5.2.1.1.1. Chemical defense training must be related to the civilian position (included in the position description) and/or required to qualify for the civilian position (included in the qualification standard) before it is appropriate to grant official civilian employee time/excused absence for this training.

5.2.1.2. Several important legal benefits, entitlements, protections, immunities and disqualifications will depend on maintaining a very clear, obvious, and accurate

delineation between military status and civilian employee status, including benefits under Office of Worker's Compensation Programs (OWCP) and those that flow from military Line of Duty (LOD) determinations. Especially because those benefit determinations can affect not only the employee/reservist, but also his or her family members, it is critical that commanders and members maintain accurate records demonstrating very clearly the periods when the ART is in military status and the periods when the ART is in civilian employee status.

## 6. Changes in Civilian Tour of Duty.

6.1. Members will request and supervisors may approve work schedules or work hours. All schedules will be requested and approved in writing IAW guidance established by [paragraph 2.2](#) of this publication. As a minimum, identify type of work schedule, duty hours, lunch periods, scheduled days off for compressed schedules and effective dates. All ARTs will use the electronic AFRC Form 270, *AFRC Timecard Worksheet*, to document time and attendance. HQ AFRC/A1CE is responsible for the administration of the AFRC Timecard worksheet. Timecard functionality will not be altered for any reason without prior written approval from HQ AFRC/A1CE. All military duty will be annotated on worksheet. Civilian schedules will not be changed solely to perform military duty except as stated in [paragraph 6.2](#) below.

6.1. (403WG) Work schedules will be requested and approved on a 403WG Form 1, the work schedule form generated on the AFRC Form 270, *AFRC Timecard Worksheet*, or memorandum. Schedule type requested (reference section 19 for schedule types approved at by the 403d Wing) must be clearly stated on the schedule request.

6.1.1. In order for the timecard to function correctly timecards will not have pen/ink annotations except in the "remarks" section. The original and any corrected timecards along with supporting documentation and DCPS Master History Reports will be maintained in the member's timecard folders.

6.1.2. When an employee covered by a CWS program is assigned to a temporary duty station using another work schedule--either traditional or AWS--management may allow the employee to continue to use the schedule used at his or her permanent work site (if suitable) or require the employee to change the schedule to conform to operations at the temporary work site.

6.2. The requirement that a one-week notice be given to non-exempt employees before a change in tour of duty is waived under the circumstances below. Notify employees of such changes as far in advance as possible. In any situation, notify the employee before reporting for duty on the day of the proposed change. Use of this authority is limited to that necessary for essential operations as determined by appropriate authority.

6.2.1. Aircrew on missions of more than one day's duration.

6.2.2. Aircrew and ground support to meet special or essential unscheduled flying missions.

6.2.3. Aircrew and ground support performing active weather reconnaissance or rescue missions.

6.3. If a full workday cannot be performed by midnight, the calendar day on which a shift begins is considered the day of duty for documentation purposes even though the work schedule extends into the next calendar day. If a full workday can be performed by midnight, management has the option of starting the next workday at 0001 or extending the workday and compensating the employee with overtime/compensatory time off for the additional work hours.

## 7. Lunch Periods.

7.1. The lunch period must be at least 30 minutes in length and is to be observed during the midday time frame. For example, on a workday of 0730-1600, lunch should be taken between the hours of 1100-1300. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday. Employees who are subject to a maxiflex work schedule (paragraph 19.3.3) that allows for some workdays with fewer than 6 hours in a day, may not be required to observe a lunch period on workdays with fewer than the 6 hours (subject to local determination and bargaining unit agreements). Lunch periods must be entered on the timecard even during periods of leave in order to document the entire duty day.

7.2. There are two situations where compensable on-the-job meals are authorized.

7.2.1. When more than one 8-hour shift is in operation during a 24-hour period and an overlapping of shifts to permit time off for lunch is not feasible, an on-the-job lunch period of 20 minutes or less may be authorized and included in the regular tour of duty.

7.2.2. When lunch is consumed in a long duration flight or long distance flight, an on-the-job lunch period not to exceed 20 minutes is permitted as long as the flight is performed in civilian status. The requirement to take a lunch period cannot be waived on the basis of an aircrew member flying an AFTP. A 20-minute on-the-job lunch period is authorized for aircrew members for any long duration flight performed in civilian status regardless of the distance flown or the need for an over-night stay at another location.

7.2.2.1. Long Duration Flights. Long duration flights are defined as those flights performed in civilian status where the flight briefing, flight time, and post mission duties equal or exceed 80 percent of aircrew member's regularly scheduled civilian duty day or when the period between the initial aircrew briefing time and completion of post flight duties completely overlaps the normally schedule mid day lunch period by 1 hour or more. This places the employee well beyond the midday timeframe when the lunch period is taken.

7.2.3. This policy does not apply to active duty military flights, AFTPs, AGTPs, or short civilian training flights that occur during the midday timeframe. On such instances the lunch timeframe must be identified. In addition, the 20-minute on-the-job lunch period is only authorized for long duration flights in those instances where it is not possible for the employee to take a meal break on the ground, whether it is during the flight briefing, post mission duty period, or delays such as weather. In those instances where lunch is consumed in flight appropriate justification is documented on the AFRC Form 270 in the remarks section and the AFRC Form 4, *Air Reserve Technician Aircrew Work Hours Record*, or other appropriate form such as the AFTO Form 781.

7.2.3. (403WG) Restriction to base due to weather or mechanical hold does not constitute justification for a 20-minute on-the-job lunch if dining facilities are available on base.

## 8. Long Distance Flights.

8.1. Long distance flights are defined only as situations in which an air crew member's flight departs his/her home station, arrives at another duty station and remains overnight at the remote duty station.

8.2. Tours of duty and attendance reporting of air crew members on long distance flights are as follows: The ART aircrew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time, and will end upon completion of post flight duties and excusal from duty.

8.3. Changes that occur by crossing the International Date Line are to be ignored for the purpose of documenting travel time. Duty times while TDY will be recorded on the AFRC Form 270 (timecard) using a 24-hour basis in the hours of the time zone of the TDY location in order to calculate night differential and premium pay. If changes in duty status occur during the tour, the AFRC Form 4 must be completed and will be reviewed and certified by the aircraft commander. Home station and TDY location dates and times will be used on the AFRC Form 4.

8.4. (Added-403WG) In the case of Long Distance Flights, TDYs that change time zones, and crossing the International Date Line "home station" is considered the location you begin your duty day, not your Home Station (Keesler AFB). For example: duty day begins at 0700 CST, enter 0700 in the "Start" column of the *Non-Overtime Hours Worked* section of the AFRC Form 270, *AFRC Timecard Worksheet*; duty day ends at 1700 EST, enter 1600 (the current CST) in the "Stop" column of the *Non-Overtime Hours Worked* section. In the "Remarks" column put all "All times in CST". When you start duty the next day, you record your duty day in EST because that is the time zone you are currently in. Use this same principal for crossing the International Date Line. Record your "Start" and "Stop" time using the time of the location you begin in, in the "Remarks" column put "Crossed Int'l Date Line". Start your next duty day on the day and time of your current duty location, even if you are working the same day twice because of your crossing. In this instance you will have an **H5** error but your "Crossed Int'l Date Line" comment in "Remarks" along with a copy of your TDY orders and AFRC Fm 4 (if required) will be back-up documentation for a timecard audit.

## 9. Pre-Mission Crew Rest.

9.1. To the maximum extent possible, civilian aircrew duty days should be scheduled or adjusted to coincide with the flying schedule. Normally the flying schedule is published well in advance to allow for work schedule changes with at least a one week notice which negates the use of administrative leave for crew rest. When situations arise and aircrews are required to remain in crew rest past their scheduled workday reporting time or enter crew rest during the civilian workday, the following options apply:

9.1.1. If an employee has already reported to work and is then placed into crew rest before the end of their regularly scheduled day they may be granted admin leave "LN" for the remainder of their regularly scheduled day. When they report back to work before

midnight then the time between report and midnight is premium pay or credit time and the next duty day starts at midnight. Enter a comment in the remarks section of the AFRC Form 270 that includes the phrase "required crew rest." For example: A crewmember reported to work at their normal scheduled time of 0700, at 1000 they are released for crew rest to be alerted at 2200 to report to work at 2300 the same day. The AFRC Form 270 would reflect 0700-1000 "RG", 1000-1530 (with an appropriate meal period) as "LN", 2300-2400 as "CE", "CD", "OU". The next duty day would begin at 0001.

9.1.1.1. It is not appropriate to use admin leave "LN" for times when crew rest requirements are known in advance and overtime, compensatory time or credit hours will be earned as a result.

9.1.2. If an employee is required to remain in crew rest past their scheduled workday reporting time, they may be granted admin leave "LN" from the normal start of their work day until reporting for duty but only when unforeseen circumstances (IAW paragraph 9.1.3.) occur which would jeopardize mission accomplishment if "LN" is not granted. Enter a comment in the remarks section of the AFRC Form 270 that includes the phrase "required crew rest." There are two occasions when this may be appropriate.

9.1.2.1. LN may be granted when the crewmember performed aircrew duties the day prior, and due to unforeseen circumstances, is subsequently scheduled to perform aircrew duties, to include Supervisor of Flying, the next day and cannot report to work at the regularly scheduled report time due to crew rest limitations. In this case, LN may be granted from the normal workday reporting time to the first time that the employee may report with crew rest. For example, a crewmember is accomplishing flight duties until 2330 and unforeseen circumstances require that crewmember to accomplish flight duties the next day. The crewmember has a normal civilian workday from 0700-1530. The AFRC Form 270 would reflect 0700-1130 "LN" and 1130-1530 "RG". Any additional hours required for mission accomplishment in civilian status may be logged as credit time or compensatory time, as appropriate.

9.1.2.2. LN may be granted when the crewmember performed aircrew duties the day prior, and due to unforeseen circumstances, is subsequently scheduled to perform aircrew duties, to include Supervisor of Flying, the next day and cannot report to work at the regularly scheduled report time due to Flight Duty Period (FDP) limitations. In this case, LN may be granted from the normal workday reporting time to the first time that the employee may report with sufficient FDP available to cover mission requirements. For example, a crewmember is accomplishing flight duties until 2000 and unforeseen circumstances require that crewmember to accomplish flight duties the next day. While the crewmember could report at 0800 with crew rest, the mission requires aircrew duties (mission preparation, briefing, flying, debriefing) from 1200-2400 and the crewmember is limited to a 12-hour FDP by AFI. Since FDP includes civilian and military duty hours, the crewmember may be granted LN from normal reporting time until the first time that the crewmember can report with sufficient FDP for the mission. The crewmember has a normal civilian workday from 0700-1530. The AFRC Form 270 would reflect 0700-1200 "LN" and 1200-1530 "RG". Any additional hours required for mission accomplishment in civilian status may be logged as credit time or compensatory time, as appropriate.

9.1.3. Unforeseen circumstances are those where the planned schedule cannot be executed and mission accomplishment requires a crewmember to alter their schedule and depart duty location early or arrive after normal start time to comply with crew rest or Flight Duty Period. Normally, unforeseen circumstances are those which occur within 24 hours prior to the scheduled mission. When circumstances can be rectified within an acceptable time frame (outside 24 hours or within local bargaining unit agreements) the civilian crew duty day should be adjusted to accommodate mission accomplishment.

9.2. If the flight/flight duty for which the employee is in a crew rest status will be performed in civilian status, then no leave is to be charged.

9.2.1. If the flight/flight duty for which the employee is in a crew rest status will be performed in military status, then the employee will either take annual leave, Absent-US, accrued compensatory time off, accrued credit hours, or adjust his/her duty day to accommodate the crew rest requirement.

## 10. Constructive Credit hours.

10.1. When temporary duty (TDY) occurs on a scheduled workday, and through no fault of the employee, an employee starts work, but less than 8 hours of work are performed, the employee is credited with 8 hours total duty. (*EXAMPLE:* Employee reports as directed at 0600, takes off at 0800, lands at 1200, performs post flight duties, and is excused at 1300; that individual is credited with 7 hours of work and 1 hour of constructive credit (annotate AFRC Form 4, to reflect the number of hours actually worked and the number of hours of excusal from duty (constructive credit hours)) on that day. Use constructive credit hours when computing regular hours but not when computing overtime hours. Regardless of the reason and irrespective of whether within the employee's control, if employees (for example, aircrew members) do not report for work they are placed in the appropriate leave category or have their workweek rescheduled. Constructive credit hours may not be granted if there is no work to be performed at the TDY location and it is known prior to the start of the employee's civilian workday. In addition, constructive credit hours may not be granted at home station.

10.1.1. The following options are to be considered when the granting of constructive credit might be appropriate:

10.1.1.1. Send the aircrew in active duty military status. The issues of taking leave, use of constructive credit, loss of per diem, and earning overtime/comp time are then nonexistent.

10.1.1.2. Have the employee report to work each day. If there is insufficient work for a full 8 hours, the granting of constructive credit may be appropriate. In those rare cases where it is known in advance that work will not be available, this option is not appropriate.

10.1.1.3. Reschedule the workweek so that scheduled days off fall on "down days", where possible, to minimize the possible use of leave.

10.1.1.4. Send the aircrew home, keeping only the minimum number of crew members required to remain with the aircraft at the TDY location. This decision is made on the basis of commercial or available military air versus the cost of travel pay and paying employees when no work will be performed.

10.1.1.5. Charge the employee leave on down days. Since the decision on whether or not an aircrew member will have to work is usually made on a daily basis, this should not be a recurring scenario.

## 11. Time Spent Traveling and Standby/On-Call Status.

11.1. Compensatory Time Off for Travel. Compensatory time off for travel may be earned by ARTs traveling in civilian status to perform duty in civilian status for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. This compensatory time off provision applies to all employees, except Senior Executive Service employees. Travel hours will be recorded in the originating station time zone. ARTs may not earn travel comp time when traveling to perform military duty.

11.1. (403WG) Compensatory Time Off for Travel is not a Premium Pay thus does not require an AF Form 428 but must be requested and approved in writing. The employee should request Compensatory Time Off for Travel in advance from their supervisor in either email or memorandum format when an AF Form 428 is not used. The request should be made in advance. Many factors can affect travel time; an advance request should over-estimate the amount of time needed to reach the final duty location. Once the TDY is complete, employee should pen and ink change the original request with the actual amount of hours earned. The supervisor agrees to the actual amount of hours earned by signing the Supervisor signature line of the AFRC Form 270, *AFRC Timecard Worksheet*. In the event travel time could not be requested in advance, the request should be made once the employee returns to duty with the actual amount of time requested and a reason why the request was not made in advance.

11.2. Travel Time as Hours of Work for non-exempt employees under the Fair Labor Standards Act. Time spent traveling is considered hours worked if the travel occurs during regular working hours, or during hours on non-work days that correspond to regular working hours or if the employee is required to perform work while traveling. Employees traveling outside hours mentioned above may earn compensatory time off for travel. Travel hours will be recorded in the originating station time zone.

### 11.3. Hours of Work for Standby or in an On-Call Status

11.3.1. An employee will be considered on duty and time spent on standby shall be considered hours of work if:

11.3.1.1. For work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain medications.

11.3.2. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:

11.3.2.1. The employee is allowed to leave a telephone number or to carry an electronic-device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or

11.3.2.2. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

## **12. Leave Status.**

12.1. An ART must be off duty or in an appropriate leave status from the civil service position when he or she is in a military point-gaining activity. Military leave, annual leave, accrued credit hours, accrued compensatory time off, accrued compensatory time for travel, time off award or Absent-US may be used when performing military duty that overlaps with the civilian workday. Employees on a traditional fixed work schedule may not change that schedule just to avoid taking leave or to allow the use of military leave for the performance of military duty. Employees on a flexible work schedule or compressed work schedule that allows for changes in the tour of duty may change their schedule within limits of the schedule's rules to avoid taking leave for the performance of military duty. For example, a member on a Gliding schedule with a flexible starting band of 0630-0900 may alter their starting time within that band to avoid taking leave. Members on compressed work schedules may request a change in their scheduled day off (if allowed by local policy). All leave absences from the civilian duty are to be documented with an approved OPM 71 or other appropriate form. Use of sick leave to perform military duty is prohibited. Exception: ARTs may use sick leave only if the military orders are published specifically for a reason that is otherwise appropriate for sick leave e.g. to receive medical care or for a medical appointment as documented on the AF Form 938, block 11. The AFRC Form 270 documents leave taken and is not considered an appropriate form to request/approve leave. Requests for leave must reflect the type of leave along with the date and time leave is to be charged.

12.2. Traditional 15-day military leave can be used/charged only for periods of a civilian workday when active or inactive military duty overlaps with the civilian work schedule, or when performing consecutive days of active duty (see para 12.3 below). A brief description of the main rules for charging military leave follows:

12.2.1. Employee requesting military leave for active duty or inactive duty training will be charged only the amount of military leave necessary to cover the period of military duty or period of training and necessary travel. Since military leave can only be charged in hour increments any fractions of an hour must be charged to other appropriate leave; military leave may not be used for an entire civilian workday if the member starts military duty after the beginning of the civilian duty day or is released from military duty/travel before the end of the civilian workday.

12.3. Consecutive day rule: A full day of annual leave, military leave, accrued compensatory time off, compensatory time off for travel, accrued credit hours, or Absent-US must be charged for civilian workdays on which consecutive days of active duty pay are earned (whether the consecutive days of active duty are covered on a single order or a series of orders) unless one or more of the following exceptions apply:

12.3.1. If on the first day of active duty, the member is not required to report for military duty until after the civilian duty day ends, no leave is charged for that first day of active duty. If the member is required to report for military duty on the first day of the period of active duty before the end of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

12.3.2. If the member is completely released from active duty on the last of the consecutive days of active duty prior to the start of the civilian duty day, no leave is charged for the last day of active duty. If the member is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

12.3.3. When an employee terminates a period of active duty no later than 2400 hours on one calendar day and a need arises on the next calendar day to call that member back to active duty, no leave will be required for the next calendar day if all of the following apply:

12.3.3.1. The member had been completely released from active duty on the previous day,

12.3.3.2. The military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control, and

12.3.3.3. No other person is available to serve the second period of active duty.

12.3.4. Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. Appropriate documentation certifying this approval must be maintained and available for review.

12.4. Intervening non-workday rule: No military leave will be charged for civilian non-workdays (weekends, holidays, scheduled days off). Employees who choose to use or intermingle other appropriate forms of leave to perform military duty, i.e., annual leave, Absent-US, accrued compensatory time off, accrued compensatory time off for travel or accrued credit hours, for the entire length of their active duty (whether it is covered by one set of orders or several), will not be charged military leave for intervening non-workdays that occur during that tour or consecutive tours.

12.5. Twenty-Two (22) Day Military Leave. There are two conditions when an ART is authorized 22 days of military leave; in support of civil authorities in the protection of life and property and those who perform full-time military service as a result of a call or order to active duty in support of a contingency operation.

12.5.1. Although the DCPS code "LL" (Law Enforcement) may be used it is recommended that "KG" (Absent-US) be used until the member returns to duty in order to avoid any DFAS complications. When using this type of military leave, the ART receives all military pay and allowances (excluding travel, transportation, and per diem allowances) and any civilian pay that exceeds that amount. A DFAS remedy ticket will apply leave to the days leave is required and adjust civilian pay records for any funds due to the employee. This action must be processed through the local FM representative.

12.5.2. Employees may use Absent-US intermittently with annual leave, military leave, compensatory time off, or credit time earned. An SF 50 should be used to document an

employee's use of Absent-US for duty with the uniformed services of one day or longer. There is no AFRC requirement to process return-to-duty actions for each period of paid leave. Note: When Absent-US "KG" is entered into DCPS the balance of credit and compensatory time will be paid to the employee.

12.6. Forty-Four (44) Day Military Leave. ARTs are authorized 44 additional workdays of military leave in a calendar year. There are conditions placed on the use of this leave that is addressed below. Timekeepers should use the administrative leave code (LN) to record use of this category of military leave and supervisors must monitor the number of hours used during the calendar year and ensure the maximum number of hours are not exceeded.

12.6.1. Military leave under this section can only be used to perform "active duty without military pay" for participation in combat and non-combat operations outside the United States, its territories and possessions. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate destinations/stops are part of the continuing mission. In addition, UAS crews conducting operations OCONUS from locations physically located CONUS are authorized to use this type of leave. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward Reserve retirement while in this duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY, callback overtime, or additional hours of work performed due to long distance flights. This is irregular or occasional work. Overtime pay, compensatory time or credit hours may not be earned for performing work beyond the regular civilian work schedule while on "AD without pay" since the employee is performing this work in military status. Military leave under this section can be intermingled with traditional military leave, annual leave, leave-without pay (Absent-US), earned compensatory time, and credit hours.

12.6.2. This military leave category is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for civilian workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes weekends/holidays/scheduled days off (SDO), there would be no civilian pay received for those days. In order for an ART to receive any pay for a civilian non workday, a change to "active duty with pay" status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized, if appropriate, and require the use of a DD Form 1610. Use of this military leave is at the employee's discretion.

12.6.3. Use of this category of military leave is not appropriate in Hawaii, Alaska, Puerto Rico, or Guam unless the ultimate destination on the military orders is an overseas

location and one of these locations is an intermediate stop that is part of the continuing mission. Use of this category of military leave is appropriate for Panama at all times, since it is no longer considered a US possession.

12.6.4. Since the employee is on “active duty without military pay,” all jurisdictional issues are covered by the military system; i.e., the employee is covered under the UCMJ, injury compensation is covered under line-of-duty procedures, reimbursement for travel, per diem, and lodging are computed based on military entitlements, etc. Certain military entitlements such as Family Separation Pay and Hazardous Duty Pay will not apply due to the fact they are only applicable when member is on a “military pay status”.

12.7. Payment of Military Leave While on Extended Active Duty (EAD). Federal employees who are also reservists, to include ARTs, and who serve on an extended active duty tour that spans 2 or more fiscal years, may accrue and be paid for 15 days of military leave at the beginning of each year. Timekeepers should reflect paid and unpaid military leave used, as appropriate, on the timecard and in the civilian pay system. Employees are not required to apply the new allotment of military leave that accrues on 1 October to their current tour, but may choose to do so or use it later in the second fiscal year.

12.8. Physical Fitness Program. All civilian employees to include Air Reserve Technicians who are not on a limited time appointment at less than 1 year are authorized time to participate in a physical fitness program while in an official duty status. Physical fitness activities will be limited to cardio-vascular activities such as walking, jogging, weight training and structured exercises such as aerobics and spinning. The local commander has the final decision on which activities meet the intent of the program. Participation by the employee is strictly voluntary.

12.8. (403WG) Employees on a temporary appointment of less than one year (to include all STEP employees) should not be approved for excused absences for the purpose of physical exercise. These employees are short-term employees hired for a specific purpose.

12.8.1. A maximum of 3 hours per week may be used for physical fitness activities. The times must be used in blocks of 1.5 hours or less. Only one block of time may be used per day and unused time from other weeks may not be banked. The 3 hours per week is total time away from the job and includes any travel time, changing clothes and showering. The physical fitness periods cannot be combined with authorized breaks, but may be used in conjunction with the lunch period. Member must be present for duty prior to or after the physical fitness period.

12.8.2. Participation in the program must be approved by the first level supervisor and it is contingent upon no adverse mission impact. Specific times for participating in the program will be approved by the supervisor in advance. First level supervisors have the authority to disallow participation due to mission requirements and/or vary the times the employee may participate. Participation privileges may be revoked if any abuse is identified and disciplinary action may be taken.

12.8.2. (403WG) Fitness leave hours may be annotated on the 403 WG Form 1, employee schedule request memorandum, or separate request to participate in the Fitness Program Memorandum. If annotated on the employee's schedule request or other memorandum, fitness leave hours should be specific (for example: Monday, Wednesday,

Friday from 1200-1300). In the event the mission prevents the member from participation on a scheduled day, no documentation is required if fitness leave is not taken. If fitness leave deviates from the hours annotated on the request to participate memorandum, the new hours must be approved in advance and in writing (email, OPM 71, etc.) and the approval document filed with the timecard. If fitness leave hours are annotated on the employee's schedule request or other memorandum, then they must be requested and approved in advance IAW AFRCI 36-803, Para 16.2.16.

12.8.3. A request must be submitted by the employee to the first level supervisor accompanied by a doctor's statement certifying physical fitness activities are permitted and identifying any limiting conditions such as "running not permitted at this time". The certification does not need to state why running is not permitted. Release of the information is granted by the employee to his/her immediate supervisor by passing the certification memorandum to the supervisor. This certification can be signed by either the employee's primary health care provider or the unit Reserve physician.

12.8.3. **(403WG)** The doctor's statement will be filed in the member's AF Form 971, Supervisor's Employee Work Folder & Brief. The statement must be updated whenever injury limits physical activity and when the limitations are subsequently removed.

12.8.4. Fitness activities must be performed on base or in base facilities. Base facilities will be available to employees in line with local installation policies. Exception: For those organizations where the worksite is located off-base, the installation commander may approve a facility that would reduce travel time, is a suitable exercise site and is identified as an official work location for injury compensation reasons. For those organizations whose facilities are limited or undergoing renovation, an alternate site must be approved by the installation commander and designated as an official worksite.

12.8.5. Fitness documents are maintained by the supervisor.

12.8.6. Employees normally do not earn overtime, compensatory time off or credit hours on days they are use fitness leave.

12.8.6. **(403WG)** There are instances when fitness leave can be taken on days overtime, compensatory time off or credit hours are earned. In these instances first line supervisors need to ensure the employee has proper documentation to prevent abuse of the program.

12.8.6.1. **(Added-403WG)** If the afterhours work was not known at the time fitness leave was taken. For example, the employee took 0.50 hours fitness leave in conjunction with their lunch period, came back to work, and prior to the end of their duty day an issue came up that had to be resolved immediately and no one else was available.

12.8.6.2. **(Added-403WG)** If the afterhours work can only be done afterhours, such as a night mission, scheduled meeting, etc., and the regular mission hours allowed for fitness leave. This option should be used by exception only and with full knowledge and approval of the unit senior ART.

12.8.7. Fitness policies may vary from installation to installation based on local implementation and labor agreements.

### **13. Night Differential Entitlement for Air Crew Members.**

13.1. AFI 36-807 mandates organization and tenant commanders to establish daily hours for beginning and ending work. For aircrew members, the tour of duty and daily hours of work are governed by and charged each day based on the directed reporting for duty time. The crew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time and will end upon completion of post-flight duties and excusal from duty. Work scheduled in accordance with this paragraph becomes the crew member's regularly scheduled tour of duty.

13.2. When regularly scheduled work is performed between the hours of 1800 and 0600, night differential pay is appropriate for GS employees. Night differential pay is payable in addition to premium pay for regularly scheduled overtime.

13.2.1. Night differential pay is authorized for work performed by GS employee between 1800-0600 except for irregular or occasional overtime work. Unless the employee's regularly scheduled daily tour of duty falls within the above hours, hours of work between 1800-0600 are considered to be irregular or occasional overtime work, and no entitlement to night differential pay exists.

13.2.1.1. If the GS employee's daily tour of duty is temporarily changed (as documented on a work schedule change request form) and falls between 1800-0600, night differential is authorized for the established workday. Any hours of work beyond the basic workday are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

13.2.1.2. If the GS employee's regularly scheduled daily tour of duty includes hours of work performed between 1800-0600, and those hours of work also include regularly scheduled overtime, then night differential is authorized for both the basic workday and the overtime hours worked between 1800-0600.

13.2.1.3. If the employee works their regular daily tour of duty, and then performs additional work all additional hours are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

13.3. Night Differential is paid to FWS (WG) employees when the majority of regularly scheduled non-overtime hours fall between the hours of 1500-0800.

13.3.1. FWS employees receive night differential for the entire shift when the majority of hours fall within the specified periods.

13.3.2. When temporarily assigned to a day shift or night shift with a lower night shift differential, the employee continues to receive the regular rate. An employee temporarily assigned to a night shift is paid night differential. Employees temporarily assigned to a night shift with a higher differential will only receive the higher differential if a majority of the employee's regularly scheduled non-overtime work falls within the hours having the higher differential.

#### **14. Time and Attendance and Premium Pay Audit Procedures.**

14.1. General. Commanders will appoint Numbered Air Force (NAF), Wing and independent Group Time and Attendance (T&A) points of contact (POC). HQ AFRC Directorates will also appoint Time and Attendance POCs. Appointments will be designated by appointment letter; a primary and alternate POC are required. The T&A POC is

responsible for maintaining a master listing of all ARTs assigned to the unit, providing time and attendance training to the workforce, establishing a time and attendance audit team and provides training to same, notifying auditors when to conduct audits and self timecard folder audits, and will prepare documentation and reports required to keep the commander informed.

14.2. Audit Timelines. Audits will be conducted quarterly (January, April, July, and October) of each calendar year. The audits will include at least 25% of the assigned ARTs, with a goal of auditing all ART's timecards at least once during the year. The audits will be conducted by someone other than the timekeeper/supervisor of the affected employee. Special audits may be performed at the commander's request. NAF, Wing and Group Commanders are responsible for subordinate units.

14.3. Audits. NAF, Wing and Group audits will be used to meet the requirement by higher headquarters that timecard folders be audited at least once per year by someone other than the assigned timekeeper. The T&A point of contact will notify auditors selected to participate in each audit and will request specific timecard folders to be audited during the audit. Audits will be conducted using checklists in attachment 2. The audit results will be reported to the commanders. The T&A POC will ensure all discrepancies are corrected by the responsible timekeeper. Discrepancies will be corrected and timecard corrections will be updated in the Defense Civilian Pay System (DCPS), when required. Documentation stating an audit was completed (and/or properly completed audit checklists) must be filed in the timecard folders.

14.4. HQ AFRC/Inspector General (IG) Unit Compliance Inspections (UCI) process. The UCI process will include audits of both ART and traditional civilian employees (premium pay only) in three areas with three separate error ratings written for IG reports. Lack of documentation in the timecard folder will cause an error to be identified.

14.4.1. Dual Compensation (ARTs) error ratings are assessed as follows: Comply when the error rate is 1% or less, comply with comment when the error rate is between 1.1 to 3% and non-comply when the error rate is more than 3%.

14.4.2. Inappropriate Leave/Duty Status (ARTs) error ratings are assessed as follows: Comply when the error rate is 2% or less, comply with comment when the error rate is between 2.1 to 4% and non-comply with the error rate is more than 4%.

14.4.3. Premium Pay for Overtime/Compensatory time work (ARTs and Civilian employees) error ratings are assessed as follows: Comply when the error rate is 5% or less, comply with comment when the error rate is between 5.1 to 10% and non-comply when the error rate is more than 10%.

## **15. Employee Timecard Folder Requirements.**

### **15.1. General Timecard Folder Information:**

15.1.1. Employee current year timecards and supporting documentation will be filed in a six-part folder (or a binder with 6 tabs is an acceptable substitute). Previous years' documentation may be removed from six part folder for filing. All documentation must be available for audits for six years.

15.1.1. (403WG) Previous years' documentation can be scanned and saved to CDs instead of having to stage the paper timecards. In the event that these records are audited,

the requested documents will need to be printed and placed in a 6-part folder (or a binder with 6 tabs).

15.1.2. Each employee will have a separate timecard folder and only the employee name (no social security number) will be on the outside of the folder.

15.1.3. Each timecard will have all supporting documentation (military documents, AF IMT 428 leave requests, court leave documentation, DD Forms 1610, DCPS Master Time History Printout, etc.) filed with the appropriate pay period.

15.1.4. Timecards will be filed in pay period order and then separated into quarters. Each quarter will be a separate section of the six-part folder (see folder contents below). The completed quarterly audit checklist will be filed on the top of each section.

## 15.2. Folder Contents

15.2.1. Section One: Approved Work Schedule Change request and Authorization for 20-Minute in-Place (Paid) Lunch memorandum, when required for normal work schedule (occasional memos should be attached to appropriate timecard).

15.2.2. Section Two: Miscellaneous information

15.2.3. Section Three: Timecards (PP 22-27) – Quarter 4

15.2.4. Section Four: Timecards (PP 15-21) – Quarter 3

15.2.5. Section Five: Timecards (PP 8-14) – Quarter 2

15.2.6. Section Six: Timecards (PP 1-7) – Quarter 1

## 16. Responsibilities:

### 16.1. T&A POC:

16.1.1. Will appoint auditors to the audit team, auditors will participate in at least one quarterly audit per year.

16.1.1. (403WG) The 403 WG T&A POC will request a list of auditors from each group. The POC will train the auditors on the wing audit procedures. Personnel selected to be auditors must perform at least one audit a year.

16.1.2. Submits quarterly requests for the Unit Time and Attendance Audit Product on all ARTs. This military report is a log of all military duty performed during the audit period derived from the Point Credit Accounting and Reporting System (PCARS). See paragraph 18 for further guidance.

16.1.3. Distributes the Unit Time and Attendance Audit Product to auditors performing audits. Ensures audits are performed quarterly on all identified timecard folders. A minimum of 25% of the ART workforce will be audited each quarter. All records will be audited at least once every year.

16.1.4. Maintains the quarterly audit results and corrective actions taken for discrepancies noted during audits until the next Unit Compliance Inspection (UCI).

### 16.2. Supervisors and/or Timekeepers:

16.2.1. Ensure a six-part timecard folder (chapter 15) is maintained for each civilian and ART assigned, and all timecards are certified by the supervisor or designated representative. Timecards should be filed by quarter in separate parts of the folder with the quarterly audit documentation on top.

16.2.2. Conduct a self audit of assigned timecard folders using the Timecard Folder Audit Checklist (attachment 2) and ensure 100% compliance with all directives. Additional information to assist in auditing AF IMT 428s, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, military duty affecting timecards, and understanding the military pay calendar is provided in paragraphs 16 and 17, respectively.

16.2.3. Provide written notification to the T&A POC when self audits are completed including discrepancies corrected and updated in DCPS, when required.

16.2.4. Ensure a Work Schedule Change Request is completed, approved, updated in DCPS and filed in each assigned timecard folder. All approved work schedule change requests must be kept in the timecard folder to support duty hours/tours of duty on timecards filed in the folder.

16.2.5. Ensure a memorandum signed by the supervisor is filed in the timecard folder when an employee is authorized a "20-minute in-place (paid) lunch." For occasional periods a comment in the remarks section of the AFRC Form 270 will suffice in place of a memorandum. For flying personnel the AFRC Form 4 or other appropriate form must also be annotated.

16.2.6. Ensure the time card shows the credit/compensatory/overtime hours that were earned and/or hours of absence when leave was taken. **NOTE:** All requests/approvals for absences submitted must be attached to the timecard even if the employee signed the timecard (paragraph 12).

16.2.7. Ensure timecards with administrative leave or excused absence (LN or LV) have entries in the remark section of the timecard justifying the leave. Physical fitness leave periods have the mandatory information recorded in the "remarks" section of the timecard. Mandatory information includes: activity type/activity location.

16.2.8. Ensure the AF IMT 428 is corrected to match the dates and number of hours overtime and/or compensatory time that was actually earned as recorded on the timecard. When actual hours worked are less than requested on the AF IMT 428, you may accomplish "Pen-and-ink" corrections to the form. The corrections should be done in a manner that the original information can be seen. Ensure pen-and-ink changes to the "TOTAL" hours match actual hours worked. In instances where more hours were worked than requested a new AF IMT 428 will have to be accomplished to cover the additional hours. The approving official for authorizing overtime work, whether it is compensated by paid overtime or compensatory time off, will be the group commander or higher. Authorization must be received prior to accomplishing the work or no later than one business day after, in emergency situations. It is Command policy that GS-12 and above and NSPS equivalent employees should not normally receive premium pay for overtime work unless circumstances dictate otherwise. If the AF IMT 428 will carry over to different pay period(s) a copy must be attached to all affected timecards. **NOTE:** If

the overtime/compensatory (OT/COMP) were requested/approved but not needed, the 428 may be destroyed. **NOTE:** The AF IMT 428 is the official source document for entry of overtime/compensatory time in DCPS and must be certified by FM or resource advisor.

16.2.9. Ensures that certified copies of all AF IMT 40A, *Record of Individual Inactive Duty Training*; AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*; DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*; AF IMT 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time; Additional Flying Training Period (AFTP) certifications*, AFRC Form 4, *Work Hours Reported* ; and any other documents necessary for audit purposes are filed with the affected timecards in the timecard folders located in each work center.

16.2.10. Ensures all AF IMT 40As have the employee's civilian duty hours and timekeeper's initials recorded in the Remarks Section. Ensures appropriate leave was taken and recorded on the timecard if military duty was performed during civilian duty hours.

16.2.11. Ensures all AF Form 938s; blocks 36-44 are filled out completely and that the timekeeper's signature is recorded in block 45. Ensures appropriate leave was taken and recorded on the timecard when military duty overlapped civilian duty hours. Examples showing proper certification of AF Form 938 are in attachments 3, 4, 5 and, 6.

16.2.12. Ensures the correct overtime code is used on the timecard for overtime worked. Scheduled overtime (OS) code is used when the scheduled date on the AF IMT 428 is before the start of the administrative workweek the overtime is to be worked. Unscheduled overtime (OU) code is used when the scheduled date on the AF IMT 428 is after the start of the administrative workweek the overtime is to be worked.

16.2.13. Ensures the correct leave without pay (LWOP) code is used when the employee is performing military duty that overlaps the employee's civilian duty hours. If employees choose to use Absent-US instead of military leave, annual leave, compensatory time or credit hours when performing military duty that overlaps their civilian duty hours, ABSENT-US code (KG) must be used regardless of length of time. Contact local servicing Civilian Personnel Office for RPA guidance when ABSENT-US is taken.

16.2.14. Ensures DCPS Master Time History Printouts or Time and Attendance Accepted Report are printed after each pay period processes; quality checks the printout against the timecard to ensure they match; initials/signs the printout if correct; attaches printout to timecard and files in timecard folder. If printout does not match timecard, annotates corrections on printout then makes corrections in DCPS and or timecard; initials printout and attaches to timecard to be filed in timecard folder. If changes were required in DCPS, a new DCPS Master Time History Printout must be printed/initialed/signed/attached to timecard to show changes were entered/processed by DCPS. DCPS Master Time History Printouts are required for audit purposes.

16.2.15. Ensures certified copies of AFTPs, AF IMT 40As and AF Form 938s are sent to Civilian Pay office when military leave (LM) was used.

16.2.16. Employees are responsible for requesting and coordinating leave with their supervisor, informing the timekeeper of exceptions to normal duty hours, and supplying the timekeeper with appropriate documentation to support exceptions (AF IMT 428, OPM 71, AF Form 938 etc...)

## **17. Military Duty Affecting Timecards.**

### **17.1. Dual Compensation Errors.**

17.1.1. Must be in a civilian leave status during civilian duty hours when on active/inactive duty or in military travel status. Sample violations: No leave charged for AFTPs performed 1200-1600, AF Form 938 reflects military travel starts at 0730 but no leave taken at all or not taken until later in day.

17.1.2. Leave must be charged for second and subsequent days when on consecutive days of active duty (whether covered by one order or several sets of orders) unless covered by one of approved exceptions (See paragraph 12.3.) Sample violations: On active duty Saturday-Thursday, must take leave for Mon-Wed (if released from AD prior to start of civilian duty day on Thurs) or Mon-Thurs (if released from AD later in the day on Thursday).

17.1.3. ARTs entitled to additional 44 days of leave when performing active duty without pay OCONUS, territories, possessions. Should reflect this leave as admin leave (LN). Error occurs when orders do not reflect "active duty without pay" and/or member receives active duty pay for these days.

### **17.2. Inappropriate Leave/Duty Status Errors.**

17.2.1. Individual uses military leave but is neither in a military duty status (active or inactive duty) nor in a travel status to perform such military duties.

17.2.2. ART performs military duty (active or inactive duty) and uses sick leave to cover that period of military duty. ARTs may use any other category of leave such as annual leave, military leave, Absent-US, compensatory time off, compensatory time off for travel or credit hours. ARTs may use sick leave only if the military orders are specifically published for a reason that is otherwise appropriate for sick leave e.g. to receive medical care or for a medical appointment.

17.2.3. Employee or supervisor changes civilian duty hours/civilian work schedule beyond what is allowed according to AWS plan or negotiated agreement in order to allow employee to take more leave or avoid taking leave to perform military duty. Sample violation: AWS plan/contract requires core hours starting 0900, supervisors/employees required to give one week notice of changes -- violation occurs when work schedule changed with less than one week notice and no leave was taken starting at 0900 (core hours).

17.2.4. Employee is required to take leave for crew rest when crew rest is required due to flights in military status. Error occurs when no leave taken for crew rest. Sample violation: Member flies AFTPs 1800-2200 on Mon and Tues, must be in crew rest/on leave on Tues until 1000.

17.2.5. The employee has no annual leave, accrued comp time, or accrued credit hours so he/she uses military leave to cover part of the civilian duty day when no military duty or

travel is being performed. Sample violation: Active duty starts at 1000 and employee uses military leave starting at 0700. Since the employee cannot use military leave from 0700 to 1000, he/she must use some other category of leave (annual, LWOP, Absent-US, accrued credit or comp). If he/she has no paid leave left, Absent-US (LWOP) is the only choice.

### 17.3. Appropriate types of leave for military duty:

17.3.1. Military Leave (LM) can only be used to cover periods of military duty/travel that overlap the employee's civilian duty hours or when required to cover consecutive days of active duty IAW para 12.3 of this publication and can only be taken in 1 hour increments. **NOTE:** Military leave must be rounded down to the nearest hour; cannot be rounded up (i.e., military duty overlapped civilian duty hours for 2.5 hours which would allow military leave to be used for 2 hours and a half-hour must be another type of appropriate leave.)

17.3.2. Annual Leave (LA)

17.3.3. Compensatory Time (CT)

17.3.4. Credit Hours (CN)

17.3.5. Compensatory Time for Travel (CF)

17.3.6. Leave Without Pay (Absent-US) - (KG). If employees elects to use Absent-US instead of the other types of leave described above when performing military duty that overlaps their civilian duty hours, the Absent-US code (KG) must be used.

17.3.7. Sick Leave (LS). Military orders must specify a reason that is otherwise appropriate for sick leave e.g. to receive medical care or for a medical appointment.

## 18. Unit Time and Attendance Audit Product.

18.1. The time and attendance audit product is derived from the Point Credit Accounting and Reporting System. The Military Personnel Flights have access to the system.

18.1.1. Code 7 will appear on the Unit Time and Attendance Audit Product for a Unit Training Assembly (UTA) completed.

18.1.2. If a rescheduled UTA was completed, a certified copy of AF IMT 40A must be filed with the affected timecard in the timecard folder and the corresponding dates should be on the Unit Time and Attendance Audit Product coded as 7. If a certified copy of an AF IMT 40A is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, annotate the audit worksheet and advise the wing T&A POC to notify the, member, supervisor and Military Pay Office.

18.2. If code 6 appears on the Unit Time and Attendance Audit Product, a certified copy of the employee's AFTP certification with corresponding dates must be filed with the affected timecard in the timecard folder. If an AFTP certification is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, notify the Military Pay Office.

18.3. If code 1-4 appears on the Unit Time and Attendance Audit Product, a certified copy of the AF Form 938 with corresponding dates must be filed with the affected timecard in the

timecard folder. If an AF Form 938 is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, notify the Military Pay Office.

18.4. If documents are missing from the employee timecard folder, notify the supervisor/employee. The supervisor/employee must provide a copy of all missing documents.

## 19. Work Schedules.

19.1. Tour of duty comprises all hours and days for which flexible and core hours have been designated. The tour of duty defines the limits within which an employee must complete his or her basic work requirement.

19.1. **(403WG)** The core hours for the 403d Wing are 0900-1100 and 1300-1500. Employees must be at work or in an appropriate and approved leave status during these hours. Shift workers and employees on Maxi flex or Rotating Fixed schedules may not have core hours depending on the hours approved by the supervisor. The schedule request filed in Section 1 of the timecard folder will clearly indicate if the approved schedule is subject to core hours. All schedule types except Maxi flex and Rotating Fixed are normally Monday-Friday schedules. Work weeks can be off-scheduled to support UTAs and other mission requirements. Supervisors will inform employees of off-scheduled work weeks IAW AFRCI 36-803, paragraph 6.2. Work schedule types are a privilege, not a right. Supervisors have the authority to deny requested work schedule requests based on mission requirements, work center manning, IAW local labor union contracts, and IAW AFRCI 36-803, paragraph 6.2.

19.2. Credit hours are hours of work in excess of an employee's basic work requirement and may be worked only by employees covered by flexible work schedules. Employees volunteer or agree to earn credit hours. All credit hours earned and used must be requested by the employee in lieu of earning compensatory time off or overtime pay. A full time employee may carry over up to 24 credit hours from one biweekly pay period to a subsequent pay period. Excess hours that are not used by the end of the pay period will be forfeited. Credit hours cannot be used before they are earned. Credit hours are distinguished from overtime hours in that they need not be ordered and approved in writing but must be approved in advance by management.

19.3. Flexible work schedules consist of:

19.3. **(403WG)** The 403d Wing has the following approved schedule types. Examples of Flexi tour, Gliding, Compressed, and Rotating Fixed schedules can be found at Attachment 8.

19.3.1. Flexitour Schedule: Full time basic work requirement consists of 8 hour days, 40 hour workweek and 80 hours in a biweekly pay period. The daily tour of duty is established with flexible hours surrounding core hours, which include a standard meal period. Once selected, the hours are fixed until the agency provides an opportunity to select a different starting and stopping times. Employees may not work basic hours prior to or after the established daily tour. Employees must account for missed core hours with leave, credit hours or compensatory time off. Overtime work is work in excess of 8 hours in a day or 40 hours in a work week, ordered in advance by management. Employees select arrival and departure times, subject to management approval. This results in a fixed schedule until the next selection period as determined by management

19.3.1. **(403WG) Flexi tour Schedule:** Full time basic work requirement consists of 8-hour days, 40-hour workweek and 80 hours in a biweekly pay period. Duty start time is requested between 0600 and 0900; duty end time is requested between 1500 and 1800. Lunch periods can be 30, 45, or 60 minutes long. Employees must be at work or in approved leave status during 403d Wing core hours on this schedule type. While start and stop times can vary from day to day, this is not a gliding schedule. The employee requests set start and stop times for Monday-Friday of both weeks of the pay period. Once requested and approved, these times are set, any hours worked before or after the approved duty day times are overtime, compensatory time, or credit time; likewise, hours not worked are an appropriate and approved leave status. Credit hours can be earned on this schedule type.

19.3.2. **Gliding Schedule:** Full time basic work requirement consists of 8 hour days, 40 hour workweek and 80 hours in a biweekly pay period. The daily tour of duty is established with flexible hours surrounding core hours, which include a standard meal period. Employees may not work basic hours prior to or after the established daily tour. Gliding schedules provide for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Employees must work during core hours or use leave, credit hours or compensatory time off. Employees may vary arrival and departure times on a daily basis during the established flexible hours.

19.3.2. **(403WG) Gliding Schedule:** Full time basic work requirement consists of 8-hour days, 40-hour workweek and 80 hours in a biweekly pay period. Duty start time can begin anytime between 0600 and 0900, duty end time can end anytime between 1500 and 1800. Lunch period can be 30 minutes to 2 hours, increasing in 15-minute intervals (30, 45, 60, etc.). Lunch period cannot begin earlier than 1100 and cannot end later than 1300. Employees must be at work or in approved leave status during 403d Wing core hours on this schedule type. When approving an employee's request for Gliding Schedule, the supervisor can establish duty start, duty end, and length of lunch period times shorter than the hours authorized by the 403d Wing. For example: an employee requests Gliding Schedule, the supervisor approves the request with the following limitations: duty day begins NLT 0800; duty day ends NET 1600; lunch period cannot exceed 1 hour. In this instance if the employ shows later than 0800, takes a lunch period longer than 1 hour, or leaves prior to 1600, they must be in an appropriate and approved leave status. Credit hours can be earned on this schedule type.

19.3.3. **Maxiflex Schedule:** Full time basic work requirement consists of 80 hours in a biweekly pay period. Maxiflex schedules provide for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Maxiflex schedules may be set up with or without core hours. When core hours are used employees must work during core hours or use leave, credit hours or compensatory time off. Employees may vary arrival and departure times on a daily basis during the established flexible hours. However, the schedule may be set without core hours thus providing maximum flexibility for employees. Employees may work less than 10 days biweekly when core hours are not set on one or more workdays.

19.3.3. **(403WG) Maxi flex Schedule:** Full time basic work requirement consists of 80 hours in a biweekly pay period. The 403d Wing Commander is the sole approval

authority for individuals who want to work a Maxi Flex schedule. The following basic guidelines must be followed when on a Maxi Flex schedule: (1) basic work week will be Monday-Friday unless supporting mission requirements; (2) basic work hours cannot exceed 12 hours in a duty day (including non-compensable lunch period), any time worked in excess of 12 hours will be overtime, compensatory time, credit hours, or military duty; (3) basic work hours cannot be less than 4 hours in a duty day; (4) when a duty day is between 4 and 6 hours a lunch period is not required, duty days over 6 hours require a lunch period of at least 30 minutes (following the guidelines established under Gliding Schedule) unless a 20-minute on the job lunch period is authorized IAW AFRCI 36-803, paragraph 7.2.; (5) duty start times prior to 0600 and duty end times after 1800 are not authorized except for mission requirements; and, (6) when the duty day is 8 or more hours worked between 0600 and 1800, 403d Wing core hours will be followed, i.e. any time away from the work center between the hours of 0900-1100 and 1300-1500 must be in an appropriate and approved leave status and lunch period will be taken between 1100-1300 (following the guidelines established under Gliding Schedule) unless member is flying during lunch. Supervisors are responsible for closely monitoring all employees who are authorized Maxi flex schedule to ensure compliance. Supervisors, group commanders, and the wing commander can remove any employee from this schedule type if there is suspected abuse. Removal from this schedule type will be IAW AFRCI 36-803, paragraph 6.2. Credit hours can be earned on this schedule type.

19.3.4. **Compressed Scheduled:** Full time work requirement consist of 80 hours in a biweekly pay period in less than 10 days. The number of hours each day must be scheduled. Credit hours are not earned while working this type of schedule.

19.3.4. **(403WG) Compressed Schedule:** The 403d Wing allows the 5/4/9 Compressed Schedule. This schedule consists of 8, 9-hour days; 1, 8-hour day; and one Scheduled Day Off (SDO) in an 80-hour pay period. The employee can request a lunch period of 30, 45, or 60 minutes. The employee requests start time, end time, and length of lunch period for each work day and their SDO on the schedule request form. Once approved, schedules are fixed and cannot be changed without a new schedule request form. SDOs are fixed and cannot be moved for the convenience of the employee and/or to avoid taking leave. If an SDO falls on the Friday before or the Monday after a UTA weekend, the supervisor can change the member's SDO prior to the beginning of the pay period. The change must be given to the employee in writing IAW AFRCI 36-803, paragraph 6.2. Credit hours cannot be earned on this schedule type.

19.3.5. **(Added-403WG) Straight:** Duty hours are 0700-1600 with a one-hour lunch taken between 1100 and 1300. Employees must be at work or in appropriate and approved leave status during 403d Wing core hours on this schedule type. Credit hours cannot be earned on this schedule type.

19.3.6. **(Added-403WG) Rotating Fixed:** Primarily used by the Command Post, hours are established in writing and approved by the first-line supervisor. Rotating Fixed can have lunch periods authorized or 20-minute in-place lunch, depending on manning and as approved. 403d Wing core hours do not apply to this schedule type. On Rotating Fixed schedules, hours can be different on each day and weekend days are part of the schedule. Once the schedule is written and approved by the supervisor, the hours are fixed and the employee is either at work or in an appropriate and approved leave status during

scheduled hours. Schedules can be made by pay period, month, or other timeframe that allows for equitable allocation of work hours and allows the employee to earn 80 hours in a pay period. Schedules must be provided to each affected employee and changes to the schedule should be made IAW AFRCI 36-803, paragraph 6.2. Credit time cannot be earned during this schedule.

**20. Excused Absences.** Excused Absences are instances when employees are absent from their normal assignments to perform acts or services officially sanctioned by management. During this time employees remain under management control. Excused absences are not authorized for non-duty periods or for the purpose of accomplishing military requirements or military training, e.g. haircuts, chemical defense training etc. All excused absences will be IAW with AFI 36-815.

20.1. Employees returning from Active Duty in support of the Global War on Terrorism may be authorized an excused absence of 5 working days. In order to receive the excused absence employees must have spent at least 42 consecutive days on active duty. The absence must be the first 5 days back in civilian status and may run concurrent with military "terminal leave." Employees are only eligible for 1 excused absence in a 12 month period. A new 12 month period begins after the use of the previous absence.

CHARLES E. STENNER, JR., Lt Gen, USAF  
Commander

(403WG)

JAY D. JENSEN, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, Management of Records, 1 Mar 2008  
AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Observation, 21 Jun 1999  
AFI 36-815, Absence and Leave, 5 Sep 2002  
AFI 36-2254, Volume 1, Reserve Personnel Participation, 26 May 2010  
AFI 36-2254, Volume 2, Reserve Personnel Training, 9 Jun 2010  
AFPD 65-2, Management Control Program, 28 Aug 2006  
Department of Defense Financial Management Regulation (DOD 7000.14-R), Volume 8, Chapter 2, Time and Attendance and Chapter 5, Leave, 3 Jul 2009

***Forms Prescribed***

AFRC Form 270, *AFRC Timecard Worksheet*

***Forms Adopted***

AF IMT 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time;*  
AF IMT 40A, *Record of Individual Inactive Duty Training*  
AF Form 3956/AFRC Form 82, *Report of Inactive duty Training Performance-AGTP/AFTP (USAFR)*  
AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*  
DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*  
OPM Form 71, *Request for Leave or Approved Absence*  
SF 50, *Notification of Personnel Action*

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFTP**—Additional Flying Training Period  
**ART**—Air Reserve Technician  
**COMP**—Compensatory  
**DCPS**—Defense Civilian Pay System

**DOD/DD**—Department of Defense

**IMT**—Information Management Tool

**OPM**—Office of Personnel Management

**OPR**—Office of Primary Responsibility

**OT**—Overtime

**POC**—Point of Contact

**RMP**—Readiness Management Period

**T&A**—Time and Attendance

**TDY**—Temporary Duty

**UCI**—Unit Compliance Inspection

**UTA**—Unit Training Assembly

**Attachment 2**

**TIME AND ATTENDANCE PROGRAM CHECKLIST**

## Unit Time and Attendance Program Management Checklist

AFRC 36-802-103 WGSUP J-16 FEBRUARY 2012  
**UNIT MANAGEMENT REVIEW**

**33**

UNIT:	DATE:	YES	NO	N/A
1. Has a Time and Attendance (T&A) OPR for the Wing/Group/Staff Office been appointed?		x		
2. Has the T&A OPR trained the workforce on proper leave accounting and premium pay procedures for all civilian employees? (How?)			x	
3. Has the T&A OPR ensured audits are conducted? (Describe process/selection)				
4. Does the T&A OPR maintain a master listing of all ARTs in the unit?				x
5. Are 25% of ART T&A folders audited each quarter by someone other than the assigned timekeeper/supervisor?				
Is there a statement showing that the quarterly audit was completed and filed in the timecard folder? <b>NOTE:</b> Statement required showing date, name of auditor, and pay periods audited.				
Are results of the audit given to the T&A OPR for the quarterly report to the Commander? (What information/data is reported?)				
Are quarterly reports of audits being kept on file with T&A OPR until the next UCI?				
6. Has the T&A OPR briefed the Wing/CC each quarter on the results of the audit and premium pay trends?				
7. Do timekeepers use a standard six-part folder (or reasonable substitute) for each ART (name only on the outside of the folder)?				
8. Do T&A folders contain a timecard for each pay period with copies of all supporting documentation (military documents, AF Fm 428, work schedule changes, leave requests, master history DCPS printout, etc.) attached?				
9. Do T&A folders have timecards for each quarter in a separate section of the six-part folder with the quarterly audit documentation on top of the section audited?				
10. Are approved AF Forms 428 completely filled out with specific justification, appropriate signatures/approval authority, and approved/dated on or before the first hour worked?				
<b>EXCEPTION:</b> May be approved the next business day under special situations/emergencies. Does justification explain these exceptions?				
Is the total number of hours approved on the AF Forms 428 equal to or more than the total number of hours earned on timecards?				
11. Is alternate work schedules authorized and written policy/guidance published?  If yes, what types:  Are there restrictions on who can and cannot use these schedules?				
12. Does the unit have a civilian physical fitness policy?				



**Attachment 3****PREMIUM PAY AUDIT TOOL/PROCEDURES FOR UNIT USE**

**A3.1.** The following procedures apply to use of the overtime/comp time spreadsheet (see sample at <https://wwwmil.a1.afrc.af.mil/> A1C, Unique to Us, A1CE, ART Time & Attendance, Premium Pay Tool). This spreadsheet can be used to perform audits at the local level that mirror the audit performed during Inspector General visits.

1. The spreadsheet headings divide the document into four sections; personal data, program administration, compliance items and observations. The columns are self explanatory except for the following data:

a. Column G, # INST OT/CT (on timecard). Was the AF Form 428 filed for overtime or comp time recorded on the timecards for the employee during the timeframe audited? Every 428 is one instance.

b. Column H, # OT Coded Properly in DCPS; OS vs. OU. In those instances where the employee earned paid overtime, was the proper code used? "OS" is required if the overtime was scheduled prior to the start of the administrative workweek (0001 on Sunday).

c. Column J, # 428 matches DCPS. Do the hours requested on the AF Form 428 match the Defense Civilian Payroll System (DCPS)?

d. Column K, # INST OT/CT w/428. Was the AF Form 428 prepared for overtime work?

e. Column L, # 428 Signed at the Correct Level. Was overtime/comp time approved by the Group CC or manager acting in his/her absence?

f. Column M, OT/CT Paid Appro. Was OT/CT paid appropriately? Training, volunteer work, military duties are examples of inappropriately paid OT/CT. Questions regarding the circumstances an employee may earn OT/CT should be directed to your servicing Civilian Personnel Flight.

g. Column N, # Approved in Advance. Was the AF Form 428 approved before the overtime work was performed or within one business day after the fact?

h. Column O, # OT/CT Certified by FM/Res Adv. Was the funds certification block signed by the Group resource advisor or by the unit FMA?

i. Column Q, # w/Appro Just. Was the justification on the AF Form 428 sufficient to describe the work performed? Justifications must be clear and specific. "Catching up on e-mail," "UTA preparation," are examples of poor justification. Better examples would be "Preparing unit news letter for e-mail distribution," "Planning, scheduling and preparing location for UTA commanders call."

j. Column R, # w/OT on SDO. Did the employee, who is on a compressed work schedule, work overtime on their scheduled day off?

k. Column S, # OT for Exempt Emp. For employees who are exempt under the Fair Labor Standards Act (FLSA), was the employee given paid overtime instead of comp time?

1. Column T, # OT for UTA Spt. Was the employee given overtime or comp time for working on a UTA weekend rather than rescheduling their workweek?

2. For the purpose of computing the premium pay error rate only those columns in the Compliance sections are used. The numbers in the Observation section are as stated and are areas that Commanders should watch for trends that would indicate the degree of management oversight required. The error rate for each column will be determined by dividing the number in each column by the number of instances of OT/CT (column G).

For example, if 130 instances were reviewed, and 98 were signed at the appropriate level, 75% were correct and 25% were in error. The overall error rating is determined by averaging all the error percentages in columns J-O (Compliance section). None of the numbers in columns J-O should exceed the number in column G.

3. A master listing of all civilians, to include ARTs in the unit will be maintained by the unit Time and Attendance POC to ensure all records are audited quarterly.
  - a. A minimum of 25% of the civilian workforce will be audited each quarter.
  - b. For the records selected, auditors will review all timecards during that quarter for compliance with premium pay policies and procedures.
  - c. A statement showing that the audit was completed will be filed in the individual employee's folder. For example, "This record was audited on \_\_\_\_\_ by \_\_\_\_\_ for pay periods \_\_\_\_\_ to \_\_\_\_\_."
4. Audit results will be given to the wing Time and Attendance POC for the quarterly report to the Commander. The quarterly reports will be maintained by the POC IAW records disposition policies.

Attachment 4

AF FORM 938 CERTIFICATION FROM HOME OF RECORD

A4.1. Sample certification of AF Form 938 when member starts military duty travel from Home of Record

Figure A4.1. AF Form 938 Certification From Home Of Record.

36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a. DEPART	HOR	0600	1	02	b. ARRIVE	HARB	0630	1	02	POV
c. DEPART	HARB	1600	4	02	d. ARRIVE	HOR	1630	4	02	POV
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) <b>was/was</b> not in Active Duty status during this tour. I (Circle One) <b>did/did not</b> occupy gov't quarters.					<b>CERTIFICATION</b> 40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____ 41. CERTIFYING OFFICIAL'S PRINTED NAME _____ 42. DSN 777-7777 43. CERTIFYING OFFICIAL'S SIGNATURE _____ 44. DATE _____ 45. TIMEKEEPER SIGNATURE _____ 47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					
38. MEMBER'S SIGNATURE		SIGNATURE		39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE		SIGNATURE		44. DATE
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					45. TIMEKEEPER SIGNATURE					SIGNATURE

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

Notes:

1. The AF Form 938 is used to request, approve and certify active duty times
  2. Time and Attendance auditors will use the times in block 36a and 36d to determine start and end of active duty status to ensure there are no dual compensation or inappropriate leave errors
  3. The AFRC Form 270, Timecard, entries must match the AF Form 938 entries in blocks 36a-36d
  4. Inappropriate leave example: member departs HOR at 0700, 938 block 36a; timecard should reflect leave start at 0700 any other entry such as 0600 would be inappropriate leave.
  5. Dual compensation example: Member departs HOR at 0700, 938 block 36a, traveled to civilian duties and did not start military duty until 1000. Timecard reflects civilian duty 0700-1000, leave starting at 1000. Since orders state military duty began at 0700 there is dual compensation error because member cannot be compensated from the military and civilian side for the same timeframe. (0700-1000)
- Block 40 indicates when a member reported for duty, however, it does not take into account any travel time associated with the military duty which the member is entitled to.

## Attachment 5

## AF FORM 938 CERTIFICATION FOR IN PLACE CONVERSIONS

**A5.1.** Sample certification of AF Form 938 when member starts military duty In Place at the military duty location.

**Figure A5.1. AF Form 938 Certification For In Place Conversions.**

36. STATEMENT OF TOUR OF DUTY										POV
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a. DEPART					b. ARRIVE	In Place	1000	1	02	
c. DEPART	HARB	1600	4	02	d. ARRIVE	HOR	1630	4	02	POV
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.  My Spouse (Circle One) <b>was/was</b> not in Active Duty status during this tour. I (Circle One) <b>did/did not</b> occupy gov't quarters.						CERTIFICATION				
						40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
38. MEMBER'S SIGNATURE						41. CERTIFYING OFFICIAL'S PRINTED NAME				42. DSN
Signature										777-7777
39. DATE						43. CERTIFYING OFFICIAL'S SIGNATURE				44. DATE
						Signature				
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE				
						Signature				
AF FORM 938, 20080724						PREVIOUS EDITIONS ARE OBSOLETE				

Attachment 6

AF FORM 938 CERTIFICATION WHEN STARTING MILITARY TRAVEL OTHER THAN HOR

A6.1. Sample certification of AF Form 938 when member starts military duty travel after the beginning of the civilian duty day.

Figure A6.1. AF Form 938 Certification When Starting Military Travel Other Than HOR.

36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
<sup>a</sup> DEPART	HARB	1200	1	02	<sup>b</sup> ARRIVE	Dobbins ARB	2000	1	02	POV
<sup>c</sup> DEPART	Dobbins ARB	1600	4	02	<sup>e</sup> ARRIVE	HOR	2330	4	02	POV
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.  My Spouse (Circle One) <b>was/was</b> not in Active Duty status during this tour. I (Circle One) <b>did/did not</b> occupy govt quarters.						<b>CERTIFICATION</b>				
						40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
38. MEMBER'S SIGNATURE			39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE			44. DATE		
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE				

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

## Attachment 7

## AF FORM 938 CERTIFICATION WHEN RELEASED IN PLACE

**A7.1.** Sample certification of AF Form 938 when member is released from military duty and will remain in place to finish out the civilian duty day.

**Figure A7.1. AF Form 938 Certification When Released In Place.**

36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a DEPART	HOR	0600	1	02	b ARRIVE	HARB	0630	1	02	POV
c DEPART	In Place	1300	4	02	d ARRIVE					
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.  My Spouse (Circle One) <b>was/was</b> not in Active Duty status during this tour I (Circle One) <b>did/did not</b> occupy govt quarters.						<b>CERTIFICATION</b>				
						40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
						41. CERTIFYING OFFICIAL'S PRINTED NAME				42. DSN 777-7777
38. MEMBER'S SIGNATURE			Signature		39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE			44. DATE
						Signature				
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE				
						Signature				
<b>AF FORM 938, 20080724</b>						PREVIOUS EDITIONS ARE OBSOLETE				

## Attachment 8 (Added-403WG)

## SCHEDULES

**A8.1. (403WG) Flexitour.** Example 1: *Employee varies start time, end time, and length of lunch period. Once approved, times are set. Work before or after set times is overtime, compensatory time, or credit time; hours not worked are appropriate and approved leave status. A new schedule request form is required to change start times, end times, and length of lunch periods.*

	<u>Week 1</u>	<u>Week 2</u>
Monday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch
Tuesday	0730-1630, 60-minute lunch	0730-1600, 30-minute lunch
Wednesday	0630-1500, 30-minute lunch	0700-1600, 60-minute lunch
Thursday	0600-1500, 60-minute lunch	0600-1500, 60-minute lunch
Friday	0800-1630, 30-minute lunch	0730-1600, 30-minute lunch

Example 2: *Employee has same start time, end time, and length of lunch period. Once approved, times are set. Work before or after set times is overtime, compensatory time, or credit time; hours not worked are appropriate and approved leave status. A new schedule request form is required to change start times, end times, and length of lunch periods.*

	<u>Week 1</u>	<u>Week 2</u>
Monday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch
Tuesday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch
Wednesday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch
Thursday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch
Friday	0700-1530, 30-minute lunch	0700-1530, 30-minute lunch

**A8.2. (403WG) Gliding and Maxi Flex.** Example 1: *Employee requests Gliding or Maxi Flex IAW 403d Wing guidelines and supervisor approves.*

I, Joe B. Doughnuts, request Gliding Schedule (Maxi Flex Schedule) IAW AFRCI 36-803, 403d Wing Supplement, paragraph 19.3.2. (19.3.3.). I understand that my ability to work the Gliding Schedule (Maxi Flex Schedule) is a privilege, not a right. My being able to work the Gliding Schedule (Max Flex Schedule) depends on the willingness of all individuals to work together so that business is conducted on all days of the business week without degradation of service to the customers. I understand this requirement and have discussed with my supervisor my role in ensuring that service to our customers is enhanced through the use of Gliding Schedule (Maxi Flex Schedule). I further understand that this schedule may be discontinued or modified by my supervisor, group commander, or wing commander due to impact on mission accomplishment,

effective personnel management, internal security practices, and cost to the organization. Decisions to deny or change this schedule will be in writing IAW AFRCI 36-803, paragraph 6.2.

Joe B. Doughnuts

1 May 2011

*(Employee must sign request)*

Request for Gliding Schedule is approved IAW AFRCI 36-803, 403d Wing Supplement, paragraph 19.3.2.

I am N. Charge

1 May 2011

*(Supervisor must sign request)*

*(NOTE: For Maxi Flex Schedule the 403d Wing Commander is the sole approval authority.)*

*Example 2: Employee requests Gliding (Maxi Flex) IAW 403d Wing guidelines and supervisor approves with modifications.*

I, Joe B. Doughnuts, request Gliding Schedule (Ma Flex Schedule) IAW AFRCI 36-803, 403d Wing Supplement, paragraph 19.3.2. (19.3.3.). I understand that my ability to work the Gliding Schedule (Maxi Flex Schedule) is a privilege, not a right. My being able to work the Gliding Schedule (Maxi Flex Schedule) depends on the willingness of all individuals to work together so that business is conducted on all days of the business week without degradation of service to the customers. I understand this requirement and have discussed with my supervisor my role in ensuring that service to our customers is enhanced through the use of Gliding Schedule (Maxi Flex Schedule). I further understand that this schedule may be discontinued or modified by my supervisor, group commander, or wing commander due to impact on mission accomplishment, effective personnel management, internal security practices, and cost to the organization. Decisions to deny or change this schedule will be in writing IAW AFRCI 36-803, paragraph 6.2.

Joe B. Doughnuts

1 May 2011

*(Employee must sign request)*

Request for Gliding Schedule is approved with the following modifications. Mr. Doughnuts can report no later than 0800 on each d cannot leave earlier than 1530 each day, and his lunch period cannot exceed 60 minutes.

I am N. Charge

1 May 2011

*(Supervisor must sign request)*

*(NOTE: For Maxi Flex Schedule the 403d Wing Commander is the sole approval authority.)*

I, Joe B. Doughnuts, agree to the modifications set by my supervisor, Ms. Charge.

Joe B. Doughnuts

1 May 2011

*(Employee must sign request)*

**A8.3. (403WG) Compressed.** *(NOTE: The employee can request their SDO on any day of the week; they are not limited to Monday or Friday. Supervisor has the right to approve or deny the SDO choice based on mission requirements, work center manning, etc.)*

*Example 1: On Compressed Schedule the duty start and end times are consistent, except for the 8-hour day. In this example the employee leaves an hour earlier on their 8-hour day, lunch period remains the same.*

	<u>Week 1</u>	<u>Week 2</u>
Monday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)
Tuesday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)
Wednesday	0700-1645, 45-minute lunch (9hrs)	SDO
Thursday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)
Friday	0700-1545, 45-minute lunch (8hrs)	0700-1645, 45-minute lunch (9hrs)

*Example 2: In this example the employee comes in an hour later on their 8-hour day, lunch period remains the same.*

	<u>Week 1</u>	<u>Week 2</u>
Monday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)
Tuesday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)
Wednesday	0700-1645, 45-minute lunch (9hrs)	SDO
Thursday	0700-1645, 45-minute lunch (9hrs)	0700-1645, 45-minute lunch (9hrs)

Friday 0800-1645, 45-minute lunch (8hrs) 0700-1645, 45-minute lunch (9hrs)

Example 3: *In this example the employee changes the length of their lunch period to ensure they are meeting 403d Wing core hours. By increasing their lunch period to 60-minutes they can still leave 30 minutes earlier than on their 9-hour day. It is important to remember that even on 8-hour days, employees must be at work for 403d Wing core hours or be in an approved and appropriate leave status.*

	<u>Week 1</u>	<u>Week 2</u>
Monday	0600-1530, 30-minute lunch (9hrs)	0600-1530, 30-minute lunch (9hrs)
Tuesday	0600-1530, 30-minute lunch (9hrs)	0600-1530, 30-minute lunch (9hrs)
Wednesday	0600-1530, 30-minute lunch (9hrs)	0600-1530, 30-minute lunch (9hrs)
Thursday	0600-1530, 30-minute lunch (9hrs)	0600-1530, 30-minute lunch (9hrs)
Friday	0600-1500, 60-minute lunch (8hrs)	SDO

**A8.4. (403WG) Rotating Fixed.**

**Figure A8.1. Rotating Fixed Example:**

