

**BY ORDER OF THE COMMANDER  
OF THE 51ST FIGHTER WING**



**51ST FIGHTER WING INSTRUCTION  
65-102**

**30 APRIL 1998**

**Certified Current On 6 April 2016**

**Financial Management**

**TIME AND ATTENDANCE (T&A)  
REPORTING (NAF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 51 FSS/FSR

Certified by: 51 MSG/CC  
(Col Albert C. Dremstedt)

Pages: 3

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This instruction establishes procedures for the maintenance and certification of Korean National Time & Attendance Report (NAF), reports by timekeepers and certifying officers and it implements AFPD 65-1, *Management of Financial Services*. It applies to all nonappropriated fund (NAF) personnel assigned to 51st Fighter Wing. 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 Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of AW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. References:** USFKR 690-1, *Regulations and Procedures – Korean Nationals*; and 7 AFI 65-101, *Time and Attendance Reporting*.

**2. Procedures:** 51 FW Form 35, *Korean National Time & Attendance Report (NAF)*, will be the only report authorized, on which to maintain T&A reports at no time pertain to more than one NAF activity comprised of those personnel that the certifying official can effectively supervise and the timekeepers can observe in the performance of daily duties. Duplicate or work copies of T&A reports will not be maintained. All entries will be printed in ink or may be typed. The timekeepers will check time and attendance T&A daily by personal observation, and will post attendance and/or absence daily using black or blue ink or felt tip pen.

**3. Identification Data:**

- 3.1. Organization: 51 FSS/office symbol of the timekeeper (printed).
- 3.2. Name of timekeeper and duty phone number: Printed.
- 3.3. Payroll block no: Blank.
- 3.4. Pay period (From - To): 1st through 15th of each month or 16th through last day of each month (printed).
- 3.5. Payroll number: Last four digit of payroll number (printed).
- 3.6. Name of employee: Employee's name, grade/step, and job title (printed).
- 3.7. Work schedule: Enter the number of scheduled hours on line five.

**4. Legend:** (See 7 AFI 65-101, Paragraph 33.2.).

**5. Updates:** (See 7 AFI 65-101, Paragraph 3.3.).

**6. Certification and Submission of T&A Reports.** After the T&A has been certified and reviewed by the designated activity level, it will be forwarded by the timekeeper to the NAF Accounting Office of the 51st Services Squadron, Osan AB, Korea, not later than following working day at 1100 after close of the pay period.

PAUL R. DORDAL, Brigadier General  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 65-1, *Management of Financial Services*.

AFMAN 33-363, *Management of Records*, 1 March 2008

USFKR 690-1, *Regulations and Procedures – Korean Nationals*

7 AFI 65-101, *Time and Attendance Reporting*.

***Prescribed Forms***

51 FW Form 35, *Korean National Time & Attendance Report (NAF)*,

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**IAW**—in accordance with

**NAF**—nonappropriated fund

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule