

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION  
41-101**



**30 JUNE 2016**

**Health Services**

**MEDICAL EXPENSE AND  
PERFORMANCE REPORTING SYSTEM  
(MEPRS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 41-1, *Health Care Programs and Resources*. This instruction establishes policies and procedures required to maintain the Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Treatment Facilities and Defense Medical Human Resources System internet (DMHRSi). This instruction applies to all personnel assigned, attached, or on contract to the 59 Medical Wing (MDW). This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

**SUMMARY OF CHANGES**

This publication has been revised. This rewrite of 59 MDWI 41-101 includes updated instructions and suspense dates; changed reporting of resident hours; and suspense dates have been updated.

**1. Program Responsibilities.**

1.1. The MEPRS office will:

1.1.1. Determine the policies and develop procedures necessary to comply with Air Force and Department of Defense directives.

1.1.2. Collect and review the data received from the DMHRSi accounts and process it bi-weekly.

1.1.3. Be available to give briefings, provide training and answer questions regarding collection and reporting of data or proper use of MEPRS functional cost codes for the Labor Cost Assignment (LCA) module in DMHRSi and the Expense Assignment System IV Internet (EASIVi).

1.2. Location, hours of operation and MEPRS functional address symbol.

1.2.1. The MEPRS office is located in building 4550, Ward 8D.

1.2.2. Operating hours are 0700-1600, Monday through Friday.

1.2.3. Functional office symbol is 59 MDW/SGARA.

1.2.4. Joint mailbox: [59mdw.dmhrsi.meprs@us.af.mil](mailto:59mdw.dmhrsi.meprs@us.af.mil).

## 2. DMHRSi Compliance and Program Procedures.

2.1. Procedures involving completion of the data entry into DMHRSi for the LCA processing.

2.1.1. Hours worked will be reported for all assigned medical center personnel to include permanent party, federal civilian personnel, contract personnel, residents, students, fellows and personnel borrowed; personnel assigned to other facilities, but working at Wilford Hall Ambulatory Surgical Center. Refer to AFI 41-102, *The Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities*, paragraph 6.

2.1.2. Any 59 MDW personnel in-processing, out-processing, and or being transferred within the 59 MDW must coordinate moves with the 59 MDSS Personnel Center for the military, 59 MDW/SGAR Civilian Liaison Office for civilians, and the 59 MLRS Contracting Services Flight for contractors. All personnel working in the 59 MDW will in-process through the duty section they will be assigned to in order to ensure their names are added to that timekeeper's group. Duty Section will also inform DMHRSi office of incoming personnel. When notifying the DMHRSi office of out processing personnel, a departure date must be stated and it should also be stated that the timecard has been approved up through that date. No one will out process until the current timecard has been submitted and approved.

2.1.3. All personnel working at the 59 MDW must have a record created in DMHRSi. Individual staff members (includes all officers, enlisted, civilians, and contractors) are responsible for reporting time in DMHRSi via the web-based timecard (self-service link in DMHRSi). In general, personnel assigned will enter timecards individually on a bi-weekly basis. Timecards must be submitted by the first duty day after the end of the timecard period

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DMHRSi). In general, personnel assigned will enter timecards individually on a bi-weekly basis. Timecards must be submitted by the first duty day after the end of the timecard period. Exceptions include:

- 2.1.3.1. Personnel who are not required to use or do not have access to a computer in performance of their job. Allocation of hours worked for these individuals will be monitored/entered via the department where the individual works.
- 2.1.4. Timecard Approvers/Timekeepers: A timecard approver should be the noncommissioned officer in charge/officer in charge (E-6 or above or GS-07 or above) of the work center. The alternate timekeeper should be the noncommissioned officer/supervisor (E-6 or above/GS-07 or above) for the work center.
  - 2.1.4.1. Timecard approvers are responsible for approving DMHRSi timecards for all employees. Each timecard approver is responsible for designating one (1) alternate approver/timekeeper to ensure adequate coverage during leaves, temporary duty or other unexpected absences. An appointment email will be required when there is to be a change in the Approver or Timekeeper. Email Subject Line: DMHRSi APPROVER APPOINTMENT UPDATE. The approver and alternate must be listed on this email. **Note:** Timecards that have been submitted by employees that are not approved within 7 days will be automatically rejected by the system. These timecards will be resubmitted by the employee and go through the approval process again.
  - 2.1.4.2. Timecards for ALL personnel must be in the submitted status by the Monday following the end of the timecard period and in the approved status by the 11th day following the end of the timecard period.
- 2.1.5. For civilian employees, DMHRSi has a process that validates the DMHRSi timecard against the Defense Civilian Payroll System (DCPS) timecards to ensure accuracy of available, non-available, overtime, and compensatory time hours reported. The DCPS timecard validation is complete by the second Monday after the end of the timecard period. DMHRSi notifications of timecard approval or rejection due to mismatches between DMHRSi and DCPS timecards are system generated and sent to the employee, submitter, and timecard approver. Reconciliation notifications show the difference between the hours entered in DMHRSi and the hours entered in DCPS. DMHRSi civilian timecards rejected due to a DCPS discrepancy must be corrected to match the PR (pay roll) column on the reconciliation notice. DMHRSi does not affect a civilian employee's pay.

- 2.1.5.1. The suspense for correcting civilian timecards is due upon receipt of the reconciliation message. Civilian employees will ensure the DMHRSi timecard matches that of the DCPS timecard submitted for pay purposes. Timecard approvers should ensure timecards are corrected and approved as soon as possible, but no later than the 11th day after the end of the timecard period.
- 2.2. DMHRSi Compliance Reporting and Suspense.

- 2.2.1. The MEPRS/DMHRSi office will provide commanders with a Timecard Status Report to assist in tracking timecard compliance on a bi-weekly basis coinciding with the suspense dates listed on the DMHRSi Calendar (provided on the MEPRS SharePoint site that identifies pay period end dates and DMHRSi suspense dates). Reports will be posted

on Monday, Wednesday and Friday for staff review and action. Compliance reports are posted on the MEPRS/DMHRSi Share Point (path is listed below).

#### 2.2.2. Timecard Status.

2.2.2.1. APPROVED: Timecard has been submitted by the employee and approved by the timecard approver for the department. No further action is required.

2.2.2.2. SUBMITTED (Military and Contractor Staff): This status is achieved when the time card is submitted by the employee, but not yet approved by the timecard approver. The approver must “approve” this timecard within 7 days. If not approved within the suspense requirement, this timecard will revert to the REJECTED status.

2.2.2.3. SUBMITTED (Civilian Staff): This status will be reflected for all civilian timecards once submitted until DCPS validation occurs (usually within 10 days). After DCPS validation, if the timecard has been “approved” it will automatically revert to the APPROVED status. If discrepancies are identified between DCPS and the DMHRSi record, the timecard will be rejected. The employee will be required to correct the discrepancy and re-submit the timecard.

2.2.2.4. WORKING: This status reflects that the employee has initiated a timecard for this period but has not yet submitted the timecard. The employee must submit the timecard by the first duty day following the close of the pay period. This status is considered non-compliant after the first duty day following the close out of the pay period.

2.2.2.5. NOT SUBMITTED: This status indicates that a timecard has NOT been initiated for the reporting period by the employee. This status is considered non-compliant if identified during a reporting period or after reporting period close out.

2.2.2.6. ERROR or REJECTED: This status indicates a problem has occurred with the timecard. Most REJECTED status are due to DCPS and DMHRSi discrepancies and are easily corrected using the rejected message received through the employee’s DMHRSi account. If the timecard status is ERROR, you may require assistance from the DMHRSi office. Once errors are corrected the timecard must be re-submitted and approved to be fully compliant.

#### 2.3. Procedures for Collection of Workload:

2.3.1. The source system for the majority of workload compiled by the MEPRS office is the Composite Health Care System (CHCS). The CHCS data that is reported to the Department of Defense is a snapshot at the time of closeout.

2.3.2. Those offices not able to use CHCS must submit their reports to the MEPRS office by the third duty day of the month. Reports should reflect totals by MEPRS code. The data submitted to the MEPRS office will be in final format for entry into the EASIVi database.

2.4. Data compiled is available for review on the MEPRS Share Point: WHMC Intranet/Administrative tab/MEPRS/DMHRSi/Shared Documents.

RAYNOLD VINCENT, Lt Col, USAF, MSC  
Administrator

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

AFPD 41-1, *Health Care Programs and Resources*, 15 April 1994

DoD 6010.13M, *Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual*, 7 April 2008

AFI 41-102, *Air Force Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities*, 9 May 2014

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**CHCS**—Composite Health Care System

**DCPS**—Defense Civilian Payroll System

**DMHRSi**—Defense Medical Human Resources System internet

**EASIVi**—Expense Assignment System IV internet

**LCA**—Labor Cost Assignment

**MDW**—Medical Wing

**MEPRS**—Medical Expense and Performance Reporting System