Earned Time (ET) and Special Acts Abatement (SAA) Worksheet

1. NAME (Last, First, MI)	2. DATE CONFINED (YYYY/MM/DD)	3.Min. Release Date (YYYY/MM/DD) Do not recalculate if within 30 days of release.

4. BRANCH OF SERVICE	5. PARENT UNIT	6. INSTALLATION	7. PERIOD COVERED (YYYY/MM/DD) FROM: TO:

8. CUSTODY LEVEL	9. PURPOSE OF EVALUATION ☐ Earned Time ☐ Special Acts Abatement	10. EMPLOYMENT LOCATION(S)

11.EMPLOYMENT/ENROLLMENT DATE (YYYY/MM/DD)	12. Has the overall level of work been at least satisfactory? ☐ Yes ☐ No

SECTION A - PROGRAMS (Max 3 Days Credit Total Per Month)

Check the appropriate box associated with days. Outstanding requires a written justification.

	Unsatisfactory or N/A	Satisfactory	Outstanding	Credit Days
Support Activities (Max 1 Day)	☐ 0 Days	☐ 1 Day	N/A	
Optional Comments:				
Education (Max 2 Days)	☐ 0 Days	☐ 1 Day	☐ 2 Days	
Outstanding Rating Justification:				
Self Improvement & Personnel Growth (Max 2 Days)	☐ 0 Days	☐ 1 Day	☐ 2 Days	
Outstanding Rating Justification:				
Offense Related Programs e.g., (TTTP) (Max 2 Days)	☐ 0 Days	☐ 1 Day	☐ 2 Days	
Outstanding Rating Justification:				
			Sections A Total (No more than 3 Credit Days):	

SECTION B - WORK (Max 5 Days Credit Total Per Month)

Check the appropriate box associated with days.

	Unsatisfactory or N/A	Employment Rate (Days)	Credit Days
Work (Max 5 days)	☐ 0 Days	☐1 ☐2 ☐3 ☐4 ☐5	
Job Title:			
SECTIONS A & B Total (Maximum days awarded for sections A & B cannot exceed 8 Days)		Sections A & B Recommended Total Credit Days:	

SECTION C - SPECIAL ACTS ABATEMENT AWARD (Max 2 Days Credit Per Month)

Justification:	Section C Recommended Credit Days:

COMPLETED BY CONFINEMENT OFFICER / NCO (Rank, Last, First, MI)	SIGNATURE	DATE (YYYY/MM/DD)

ET APPROVED DAYS (Max 8 Days)		SAA APPROVED DAYS (Max 2 Days)		TOTAL DAYS APPROVED (Max 10 Days)	

DFC NAME (Last, First, MI)	SIGNATURE	DATE (YYYY/MM/DD)

REMARKS: