

**BY ORDER OF THE COMMANDER  
AIR FORCE NUCLEAR WEAPONS  
CENTER**

**AIR FORCE NUCLEAR WEAPONS CENTER  
INSTRUCTION 36-802**

**13 APRIL 2011**

**Financial Management**

**TIME AND ATTENDANCE  
(T&A) PROCEDURES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements DoD Financial Management Regulation (DoDFMR) 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*, Air Force Instruction (AFI) 36-802, *Pay Setting* and Kirtland Air Force Base Instruction (KAFBI) 36-801, *Civilian Overtime*. It defines the process for time and attendance to ensure employees' attendance (work or absence) is properly recorded and reported in order to compute pay, leave and allowances. Refer recommended changes and questions about the publication to the Office of Primary Responsibility (OPR) using the AF IMT Form 847, *Recommendation for Change of Publication*; route AF IMT Form 847s from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mt.af.mil/gcss-af61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. It applies to all personnel in the Air Force Nuclear Weapons Center and 498 Nuclear Systems Wing (NSW) at Kirtland AFB.

## **1. Time & Attendance (T&A) Process**

1.1. The employee (or their designated timekeeper) will record their biweekly attendance and/or absence on KAFB IMT Form 2, *Time and Attendance Record*. The employee or timekeeper will submit their completed timesheet to the supervisor for certification (signature). Once supervisor has certified his/her organization's timesheets, they will either be input into the pay system by the organization's designated timekeeper or submitted to AFNWC/FM for input.

1.2. All scheduled leave shall be documented and approved in writing by the supervisor via OPM Form 71, *Request for Leave or Approved Absence* (see paragraph 4). Unscheduled leave can be documented on the OPM Form 71 or the employee must initial for their leave on the KAFB IMT Form 2. Completed, signed OPM Form 71s will be submitted with KAFB IMT Form 2.

1.3. All premium work (overtime, compensatory time, holiday worked) will be documented and approved in advanced, when feasible, via AF IMT Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time* (see Paragraph 5). Completed, signed AF IMT Form 428s will be submitted with KAFB IMT Form 2.

**2. Certification:** Supervisors will ensure checking of daily attendance is performed. They will certify time on the KAFB IMT Form 2. By signing the T&A form, the supervisor is attesting that, to the best of their knowledge, the actual work schedules and time reported is true, correct and accurate.

**3. Alternate Work Schedule (AWS):** The recording of absences is treated in the same manner for employees working a regular or alternate work schedule. Work schedule changes will not be accomplished by the timekeepers in the Defense Civilian Pay System (DCPS) unless there is an approved schedule change on file.

**4. Leave Approval:** All scheduled leave will be documented and approved in writing by a supervisor designated to make such approvals (per authorization letter on file). Employees will provide an OPM Form 71 to the supervisor before the leave is taken. This form may be submitted in electronic or hard copy. If leave is not approved in advance because of an unusual or emergency situation, it should be reviewed for approval or disapproval as soon as reasonably possible. Approving officials shall properly control the use of overtime and annual leave in the same pay period. Requesting Official will explain why the work to be accomplished during the overtime period could not be accomplished during normal duty hours, especially when granting employees leave during the same pay period.

**5. Overtime/Compensatory (Comp) Time Approval:** IAW AFI 36-802 the AF IMT Form 428 will be requested by the supervisor of the employee with proper justification to obtain prior approval of all overtime/comp time/holiday worked, when feasible. Justifications will provide enough information to show overtime and compensatory time is essential to satisfy mission requirements. Approving officials will disapprove overtime requests that do not provide sufficient justification. The approval authority on the AF IMT Form 428 will be appointed in writing by AFNWC directors and 498 NSW group/squadron commanders. Appointment letters will be sent to AFNWC/FM Civilian Pay analyst. If an AFNWC director is a requestor, then the approval must be their supervisor. This form should be submitted in electronic format. The limit for using compensatory time is the end of the 26th pay period after the pay period in which the employee earned the compensatory time. The employee is then paid for unused compensatory time at the overtime rate at which it was earned. Please review KAFBI 36-801 for preparing and processing AF IMT Form 428 requests.

**6. Review of Overtime/Comp time:** Unit commanders will inspect civilian overtime and compensatory time processing quarterly to verify responsible officials (requestors and approvers) are following established procedures. If discrepancies are found, take immediate action to correct the discrepancy, such as a corrected time sheet, missing documentation completed (do not back

date, annotate that this discrepancy was found during quarterly inspection) or missing initials/signatures.

**7. Retention of Records:** All KAFB IMT Form 2s, OPM Form 71s, AF IMT Form 428s and all supplementary records will be retained and disposed of in accordance with AFRIMS Records Disposition Schedule. Reference DoDFMR 7000.14-R, Vol 8, para 020703. Retain payroll documentation for 6 years.

**8. Timekeeper/Requestors/Approver Designation:** All timekeepers, requestors and approving officials for KAFB IMT Form 2, OPM Form 71 and AF IMT Form 428 will be appointed in writing by AFNWC directors and 498 NSW group/squadron commanders. Original appointment letter will be submitted and retained by AFNWC/FM. Organizations will maintain a file copy. Appointment letters must be updated when changes occur. Timekeepers, requestors and approvers must have completed Civilian Pay and Overtime training, which will be held semi-annually or as needed

### **9. Adopted Forms**

KAFB IMT Form 2, , *Time and Attendance Record*

OPM Form 71, *Request for Leave or Approved Absence*

AF IMT Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

AF IMT Form 847, *Recommendation for Change of Publication.*

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