

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 65-102**

9 APRIL 2014

Financial Management

CIVILIAN TIME AND ATTENDANCE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAFA/FMF

Certified by: HQ USAFA/FMP
(Mr. Terry Anderson)

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*, 1 July 1996, by establishing civilian time and attendance (T&A) requirements. This instruction applies to all United States Air Force Academy (USAFA) appropriated fund (APF) civilian employees. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is USAFA financial management (USAFA/FM). Ensure 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 IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This publication requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 5 United States Code (USC) 301, 5 USC Chapters 53, 55, 61 and 63: 31 USC Chapter 35: Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 8; and EO9397. System of records notice justification number 11, Legacy System Interface applies.

SUMMARY OF CHANGES

Complete rewrite of this USAFA Instruction was required due to the implementation of the Automated Time Attendance and Production System (ATAAPS) at USAFA in November 2013. Despite USAFA using the electronic management tracking system (eMTS) at the time, the use of ATAAPS was mandated Air Force-wide.

1. ATAAPS users and actions required to access ATAAPS. (T-3).

1.1. ATAAPS employee users who do not approve time and attendance of other employees. The quick reference guide is available on the Headquarters (HQ) USAFA financial management (FM) SharePoint web site at <https://eis.usafa.edu/centers/finance/default.aspx>.

1.2. ATAAPS Civilian Supervisors who also approve time and attendance of other employees. The quick reference guide is available on the HQ USAFA/FM SharePoint web site.

1.3. ATAAPS Military Supervisors who approve time and attendance of APF civilian employees. The quick reference guide is available on the HQ USAFA/FM SharePoint web site.

1.4. ATAAPS Timekeepers. The quick reference guide is available on the HQ USAFA/FM SharePoint web site.

2. Appointment of time and attendance approving officials. (T-0).

2.1. Under Financial Improvement and Audit Readiness (FIAR), civilian pay appointment of time and attendance approving officials on DD Form 577, *Appointment/Termination Record – Authorized Signature*, is required IAW Department of Defense Financial Management Regulation (DoDFMR) Volume 5, Chapter 33 and Volume 8, Chapter 2. The Commander or Director appoints time and attendance Approving Officials (AOs) using DD Form 577. Delegation from the commander/director is limited to the vice commander and deputy directors, however, this delegation must be in writing and maintained in the unit for audit purposes. No further delegation is authorized.

2.2. The USAFA template for the DD Form 577 is available on the HQ USAFA/FM SharePoint site at <https://eis.usafa.edu/centers/finance/default.aspx>. Appointment letters are not authorized. The Approving Official (AO) ensures, to the best of their knowledge, all employees' time and attendance records along with all supporting documents, e.g., leave, overtime, and compensatory time, are accurate and available for review. Copies of all DD Forms 577 for AOs are forwarded to the USAFA Finance Customer Service Representative (CSR)/Payroll Office at usafa.fmtaskers@us.af.mil. Each USAFA unit must review appointment of AOs annually for validity and currency by the appointing authorities. Appointments remain in force until terminated by reassignment or for cause using section IV of the form, and sending an electronic copy to usafa.fmtaskers@us.af.mil. This responsibility may not be further delegated to employees or administrative staff members. Only electronically completed and signed DD Forms 577 will be accepted, no manual signatures will be allowed.

3. Files maintenance requirements. (T-0).

3.1. The following tables and rules are applicable for the forms identified below.

3.1.1. The Office of Personnel Management (OPM) 71, *Request for Leave or Approved Absence*, is embedded within ATAAPS. The OPM 71 will be used in ATAAPS as it meets the required documentation for audit purposes under the Financial Improvement and Audit Readiness (FIAR) requirements. Separate unit files for leave requests are not required if ATAAPS is used for leave request and approval. Reference Secretary of the Air Force (SAF) FM and Air Force (AF) Personnel (A1) memorandum dated 8 April 2013, SUBJECT: Time and Attendance Policies for Civilian Pay Audit Readiness, at attachment 2, figure A2.1. Any leave approved outside of ATAAPS must be on the unit's file plan using RDS table and rule T 65 - 22 R 02.00 or R 04.00 depending on the specific unit procedures.

3.1.2. The AF Form 428, *Request for Overtime, Holiday Premium Pay and Compensatory Time*, embedded in ATAAPS, for approval of overtime, holiday premium pay or compensatory time, does not meet the AF FIAR requirements or the USAFA requirements IAW AFI 36-802_USAFASUP. The AF Form 428 is required to be completed for all overtime, holiday premium pay and compensatory time and submitted to HQ USAFA Financial Management Analysis (FMA) for fund certification. Units must maintain all AF Forms 428 in their files for audit purposes. The appropriate RDS table and rule is T 65 – 22 R 03.00 and retention is for six years.

3.1.3. Military leave (orders) and court leave (jury duty) must also be retained by the unit under RDS table and rule T 65 – 22 R 03.00 for six years. Copies must be submitted to HQ USAFA financial management finance (FMF), civilian pay, for validation purposes and update of the defense civilian pay system (DCPS). If copies are not received the military or court leave will be changed to annual leave.

3.1.4. The DD Form 577, *Appointment/Termination Record – Authorized Signature*, is used for the appointment and termination of civilian or military personnel authorized by the commander or director to approve employee time and attendance. The DD Form 577 must also be retained in the unit using RDS table and rule T 65 – 18 R 06.00. Maintain the DD Form 577 for six years after termination of appointment. All personnel (military or civilian) shall be terminated when no longer performing duties as an ATAAPS certifier. This includes retirement, separation or when these individuals move within the unit or to another unit or base.

3.1.5. The AF Form 3821, *Employee Accounting Classification – Defense Civilian Pay System – Base Level*, is initiated by a new or transferred employee and coordinated through the gaining unit resource advisor and forwarded to HQ USAFA/FMA for retention purposes. Unit retention of this document is not required but is encouraged. Use RDS table and rule T 33 – 45 R 09.00 and retain records until the Air Force Records Officer approves a disposition that adequately describes the records and has the proper disposition assigned.

3.1.6. Timekeepers completing the DD Form 2875, *System Authorization Access Request (SAAR)*, and the DD Form 2929, *Defense Civilian Pay System (DCPS) Non-Payroll Office Access Form* for DCPS access will forward these documents to HQ USAFA/FMF

(civilian pay). Civilian pay will forward these documents to the Defense Finance and Accounting Service (DFAS) for system access and retain a copy in the civilian pay files maintenance plan. Units must also retain the DD Form 2875 and DD Form 2929 for FIAR audit purposes. The appropriate RDS table and rule is T 33 – 45 R 09.00 and these records must be maintained until the Air Force Records Officer approves a disposition that adequately describes the records and has the proper disposition assigned.

4. Overtime Requests and Approval. (T-0).

4.1. The Air Force policy on overtime is contained in AFI 36-802, *Pay Setting*. The USAFA policy on overtime is contained in AFI 36-802_USAFASUP, *Pay Setting*, Chapter 3. It is essential that organizations implement overtime policies which establish internal controls and procedures for approving overtime. These measures help the Air Force document and enforce prudent overtime usage and funds management. Supervisors, not the employee, must obtain approval from their organization's overtime authorizing official before directing overtime on the AF Form 428. An AF Form 428 must be completed for each period of overtime. Only in emergencies may supervisors direct overtime through verbal or other communication. In the case of emergency overtime, supervisors must follow-up with submitting the AF Form 428 no later than the following workday. Supervisors are responsible for ensuring compliance with overtime policy and procedures IAW AFI 36-802 and AFI 36-802_USAFASUP. This responsibility may not be further delegated to employees or administrative staff members.

4.1.1. The "Premium Request" feature in ATAAPS for approval of overtime, holiday premium pay or compensatory time currently does not meet AF FIAR requirements or the USAFA requirements in AFI 36-802_USAFASUP. The AF Form 428 is required to be completed for all premium pay. Follow the guidance in the AFI 36-802_USAFASUP for completing the AF Form 428 which includes submitting to USAFA/FMA for fund certification.

5. Contingency operations if ATAAPS becomes non-operational. (T-3).

5.1. In cases where ATAAPS is non-operational for a short period of time our first option is for HQ USAFA/FMF to instruct DFAS to code all USAFA T&A as being worked and require USAFA approving officials to update time and attendance information when ATAAPS returns to operational status.

5.2. In cases where ATAAPS is non-operational for extended periods of time, normally more than two weeks, HQ USAFA/FMF will require USAFA unit timekeepers to input manual Time and Attendance (T&A) forms into DCPS.

5.2.1. USAFA T&A forms used for input of T&A information into DCPS shall have a form number. Without a form number assigned, the T&A form is invalid. The T&A forms require minimum data element values with one of the data elements being the Social Security Number (SSN). The minimum data element values required on the T&A form are in Chapter 2 of the DoDFMR 7000.14-R, Volume 8, *Civilian Pay Policies and Procedures*. Any form collecting information covered by the Privacy Act, such as the SSN, must be managed as a prescribed form. A prescribed form requires a prescribing publication in accordance with Chapter 3 of AFI 33-360, *Publications and Forms Management*. The USAFA Form 65, *Time and Attendance Record (Option 1)*, USAFA

Form 65-1, *Time and Attendance Record (Option 2)*, USAFA Form 65-2, *Time and Attendance Record (Option 3)*, and USAFA Form 65-3, *Time and Attendance Record (Option 4)*, were developed for employees, supervisors and timekeepers to ensure a prescribed form is used. This prescribing publication directs organizations and individuals to use one of the prescribed forms effective the date of this instruction, however, these forms may only be used when contingency operations are necessary.

5.2.1.1. When approved to use the manual USAFA forms under paragraph 5.2. above, USAFA organizations are required to maintain the Civilian T&A forms. The certified T&A form (e.g., the initialed and signed copy or electronic signatures of employee and supervisor) and any supporting documentation must be filed in such a manner as to make them easily retrievable for audit purposes. They may be maintained by the supervisor or the unit timekeeper. Whoever maintains the forms for the unit must ensure they are added to the unit file plan under RDS table and rule T-65 - 22, R 03.00, and maintained IAW the specific table and rule disposition. Use of the electronic capability of the USAFA Forms 65 allows for electronic storage of T&A information on the "O" Drive. Consult with your unit records custodian for additional information.

6. Court and military leave. (T-0).

6.1. Appropriated fund civilian employees, supervisors of civilian employees and organizational timekeepers shall comply with the DoDFMR for reporting court and military leave.

6.2. Court leave (LC). Civilian employees are authorized court leave when summoned to serve as a juror (5 U.S.C. 6322). Court leave is also authorized when summoned to appear as a witness in a nonofficial capacity on behalf of any party in connection with any judicial proceeding to which the United States or a state or local government is a party. Court leave is coded as LC in ATAAPS.

6.2.1. Documentation: Civilian employees present a court order, subpoena, or summons to their supervisor and timekeeper to confirm their upcoming court absence. Upon return from juror or witness duty the civilian employee presents the Juror Service Certificate (JSC) to the supervisor and timekeeper. The employee is responsible to request and receive the JSC from the Clerk of the Court and provide a legible copy to the supervisor, timekeeper and the Finance CSR. The JSC must be received by the Finance CSR within 14 calendar days after the end of the pay period in which the court leave occurred or the court leave will be changed to annual leave. When sufficient annual leave is not available, the employee will be charged leave without pay. The supervisor attaches a legible copy of the JSC to the employee's timesheet for audit purposes.

6.2.2. Retention of court fees. Fees received by the employee for jury and/or witness service may not be retained by the employee. These fees shall be turned over to the government using a money order or personal check, made payable to the "U.S. Treasury". This remittance will include a legible copy of the JSC which identifies the fee received by the employee. An employee, serving on a jury in a state or local court, who waives or refuses to accept jury fees, is still liable to the U.S. Government for the fees he or she would have received. Reference DoDFMR volume 8, chapter 5, paragraph 051310.

6.3. Military leave (LM). Employees may be authorized LM under Public Law 96-431, as codified at 5 U.S.C. 6323. Also reference DoDFMR volume 8, chapter 5, paragraph 0518.

6.3.1. Documentation: When an employee is called to active, inactive or reserve duty training, the order directing the employee to perform military duty is provided to the supervisor and timekeeper to confirm the scheduled absence of the employee. Supervisors may code the employee's timesheet with LM based on the applicable orders directing military training. Immediately forward these orders to the Finance CSR. Ensure the applicable orders or the record of individual performance contains dates of training to justify the employee's absence. When written validation or charges to the orders are received after the training is completed, immediately forward this documentation to the Finance CSR. The appropriate documentation must be received by the Finance CSR within 14 calendar days after the end of the pay period in which the training session occurred or the military leave will be changed to annual leave. If sufficient annual leave is not available, the employee will be charged leave without pay. A legible copy of all supporting documentation for military leave must also be attached to the employee's timesheet and retained in the organization for audit purposes.

6.4. Documentation can be sent to HQ USAFA/FMF, faxed to 333-0282 or e-mailed to usafa.fmtaskers@us.af.mil. Please contact the Finance CSR at 333-2510 for assistance.

7. Civilian employee guidance on which pay or personnel system, Thrift Savings Plan (TSP) website, myPay or the Employee Benefit Information System (EBIS), to use when making changes to their pay. (T-0).

7.1. Civilian employees complete the following actions on the TSP web site <http://www.tsp.gov/>.

- 7.1.1. View TSP Account Balance.
- 7.1.2. View and/or download TSP quarterly and annual statements.
- 7.1.3. Change or view contribution allocation percentages in available funds.
- 7.1.4. Move dollar amounts from one TSP fund to another.

7.2. Civilian employees complete the following actions on the myPay web site at <https://mypay.dfas.mil/mypay.aspx>.

- 7.2.1. Obtain Leave and Earnings Statements.
- 7.2.2. Obtain W-2 for income tax purposes.
- 7.2.3. Change Direct Deposit.
- 7.2.4. Start, stop or change financial allotments.
- 7.2.5. Start, stop or change savings bonds.
- 7.2.6. Change Federal and State tax withholding.
- 7.2.7. Change mailing and e-mail addresses.

7.3. Civilian employees complete the following actions on the EBIS web site at <https://www.afpc.randolph.af.mil/afpcsecure/MainMenu.asp>.

- 7.3.1. Start, stop or change Federal Employees Health Benefits (FEHB).
- 7.3.2. Start, stop or change amount deducted from pay for TSP and/or TSP Catch-up.
- 7.3.3. Start, stop or change Federal Employee Group Life Insurance (FEGLI).
- 7.3.4. View Personal Statement of your retirement and benefits.
- 7.3.5. Complete e-Retirement documents.
- 7.3.6. Get an estimate of your retirement using available calculators.

FRANK R. VERDUGO, Lt Col, USAF
Director, Financial Management and Comptroller

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-802, *Pay Setting*, 1 September 1998

AFI 36-802_USAFASUP, *Pay Setting*, 22 July 2002

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

AFPD 65-1, *Management of Financial Services* 1 July 1996

DoDFMR 7000.14-R, *Department of Defense Financial Management Regulation*, 1 February 2014

Prescribed Forms

USAFA Form 65, *Time and Attendance Record (Option 1)*

USAFA Form 65-1, *Time and Attendance Record (Option 2)*

USAFA Form 65-2, *Time and Attendance Record (Option 3)*

USAFA Form 65-3, *Time and Attendance Record (Option 4)*

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 3821, *Employee Accounting Classification – Defense Civilian Pay System – Base Level*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

DD Form 2875, *System Authorization Access Request (SAAR)*

DD Form 2929, *Defense Civilian Pay System (DCPS) Non-Payroll Office Access Form*

OPM 71, *Request for Leave or Approved Absence*

Abbreviations and Acronyms

A1—Personnel

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFRC—Air Force Reserve Command

APF—Appropriated Fund

ATAAPS—Automated Time Attendance and Production System
ANG—Air National Guard
AO—Approving Official
CSR—Customer Service Representative
DCPS—Defense Civilian Pay System
DD—Defense Department
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DoDFMR—Department of Defense Financial Management Regulation
eMTS—Electronic Management Tracking System
FIAR—Financial Improvement and Audit Readiness
FM—Financial Management
FMA—Financial Management Analysis
FMF—Financial Management Finance
HQ—Headquarters
IAW—In Accordance With
JSC—Juror Service Certificate
LC—Court Leave
LM—Military Leave
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
RDS—Records Disposition Schedule
SAF—Secretary of the Air Force
SSN—Social Security Number
T&A—Time and Attendance
USAFA—United States Air Force Academy
USC—United States Code

Attachment 2

SAF/FM AND AF/A1 MEMORANDUM DATED 8 APRIL 2013, SUBJECT: TIME AND ATTENDANCE POLICIES FOR CIVILIAN PAY AUDIT READINESS

Figure A2.1. Time and Attendance Policies for Civilian Pay Audit Readiness



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

8 April 2013

MEMORANDUM FOR MAJCOM/FOA/DRU CVs

FROM: SAF/FM and AF/A1

SUBJECT: Time and Attendance Policies for Civilian Pay Audit Readiness

Achieving and sustaining audit readiness is an evolving process requiring continued support across all echelons. As discussed in the Chief of Staff's memorandum "Financial Improvement and Audit Readiness (FIAR)" dated 28 October 2012, we must identify risks and maintain sufficient and appropriate audit evidence to support account balances to achieve audit readiness. As part of the Air Force audit readiness plan, testing was performed on the civilian payroll process. Several audit risks and deficiencies were noted across all MAJCOMs. The most common issue was a lack of supporting documentation. Failure to maintain complete and accurate documentation gives the perception Air Force is inaccurately processing payroll transactions, and audit readiness will be difficult to achieve if these issues are not corrected.

In accordance with Federal, Department of Defense and Air Force policy, it is essential to properly document leave requests and approval, overtime requests and approval, and appointment of time and attendance approving officials. This memorandum provides a summary and clarification of the applicable policies.

Leave Requests and Approval

Air Force policy on leave requests and approval is documented in AFI 36-815, *Absence and Leave*. Leave is an important and significant benefit for civilian employees. There is a mutual employee-management responsibility to schedule, request and approve leave in advance. Scheduling and documenting leave approval in advance helps management plan work, and ensures audit readiness.

Employees and supervisors must use the OPM Form 71, *Request for Leave or Approved Absence*, or other appropriate form, for requesting and approving leave. In the case of an emergency, the supervisor may approve leave verbally or through other communication. The OPM Form 71, or other appropriate form, and any supporting documentation, should be retained by the organization until the end of the following pay period if the employee initials the time card or equivalent form (note: time cards must be retained for 6 years). If the employee does not initial the time card, or equivalent form, the OPM Form 71 should be retained for 3 years.

Over the next year, Air Force is implementing a standard time and attendance system for civilians not currently using Depot Maintenance Accounting and Production System - Time and Attendance System (DMAPS-TAAS) or Job Order Cost Accounting System II (JOCAS II). This system is called Automated Time Attendance and Production System (ATAAPS), and it will

automate the leave request and approval process. Once ATAAPS is implemented within a MAJCOM, employees and supervisors should use the embedded leave request and approval capability to document leave. ATAAPS will generate and retain the signed OPM Form 71, which will serve as the required documentation for audit. The Air Force-wide implementation will be completed in August 2013.

Overtime Requests and Approval

Air Force policy on overtime is contained in AFI 36-802, *Pay Setting*. It is essential that organizations implement overtime policies which establish internal controls and procedures for approving overtime. These measures help the Air Force document and enforce prudent overtime usage and funds management. Supervisors must obtain approval from their organization's overtime authorizing official before directing overtime.

An AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, must be completed for each period of overtime. Only in emergencies may supervisors direct overtime through verbal or other communication. In the case of emergency overtime, supervisors must follow-up with submitting the AF Form 428 no later than the following workday. The organization must retain the AF Form 428 for 6 years. Supervisors are responsible for ensuring compliance with overtime policy and procedures. This responsibility may not be further delegated to employees or administrative staff members.

Appointment of Time and Attendance Approving Officials

As described in DoD Financial Management Regulation (FMR) Volume 5, Chapter 33 and Volume 8, Chapter 2, the Commander/Authorizing Official appoints time and attendance Approving Officials (AOs) using DD Form 577, *Appointment/Termination Record – Authorized Signature* and annotates "Departmental Accountable Official" in block 13. Appointment letters are no longer authorized. The AO ensures, to the best of their knowledge, all employees' time and attendance records along with all supporting documents, e.g., leave, overtime, and compensatory time, are accurate and available for review. Copies of all DD Form 577s for Timekeepers and AOs are forwarded to the Customer Service Representative (CSR)/Payroll Office and reviewed annually for validity and currency by the appointing authorities. Appointments remain in force until terminated by reassignment or for cause using Section IV of the form, and advising the CSR/Payroll Office of the change. This responsibility may not be further delegated to employees or administrative staff members.

During audit readiness testing in 2012 we identified that DD Form 577s were not available to support timecard certification. To address this problem we are requiring a onetime 100% review of all timecard certifiers be accomplished by 31 May 2013. This will ensure that this issue will not arise during the civilian pay audit examination. The annual review of DD Form 577 appointments must be documented and retained by the appointing authorities for two years. DD Form 577s must be retained by the organization for six years after the termination of appointment.

Civilian Pay Line of Accounting

In addition to the above time and attendance policies, it is also important to ensure the correct accounting codes are established on the employees pay record. This is fundamental in employees being paid from the correct line of accounting. Managers at the lowest level must ensure accurate accounting data is provided to support the pay of all new or transferring employees. An AF Form 3821, *Employee Accounting Classification - Defense Civilian Pay System - Base Level*, must be provided to the civilian pay Customer Service Representative (CSR) to process with each new employee's position build or change in organization.

The AF Form 3821 must be kept for the duration the employee is part of the organization plus 2 years past their departure. The AF Form 3821 and line of accounting data in the Defense Civilian Pay System (DCPS) must be reconciled in October each year for all employees. This reconciliation ensures the line of accounting is correct. The reconciliation must be documented, approved, and retained by the CSR for 2 years.

Consistently exercising best practices in civilian time and attendance at all bases will ensure required documentation is properly completed and provide a historical audit trail. I charge supervisors at all levels to ensure the proper steps are taken to achieve Air Force audit readiness in civilian pay.

CORSI.ROBERT.
E.JR.1025904660

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