

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE**

**UNITED STATES AIR FORCES IN
EUROPE INSTRUCTION 36-709**

23 FEBRUARY 2016



Personnel

**TIME AND ATTENDANCE REPORTING
FOR NON-US CITIZEN EMPLOYEES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD36-7 and the basic provisions on handling the Time and Attendance Program for Local National (LNTAP) employees. It establishes the basic rules regarding the responsibilities, certification authorities, entries pursuant to the German Data Transmission Ordinance (DTO (*Datenerfassungs- und Übermittlungsverordnung*)), and pay code entries. This instruction describes the procedures for recording, controlling, and reporting time and attendance (T&A) data to German authorities charged with payroll functions for non-United States (U.S.) citizen employees in Germany. It applies to all U.S. Air Force organizations that employ civilian personnel under the Tariff Agreement for Employees with the Sending States Forces (CTA II) of 16 December 1966 in its revised and individually applicable version or corresponding individual employment agreements, and who are serviced by the Foreign Forces Payroll Office (FFPO), Kaiserslautern. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained 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).

SUMMARY OF CHANGES

This instruction incorporates changes to the provisions and procedures for recording, controlling and reporting of pay-related T&A data for Local National (LN) employees in Germany that result from new or modified tariff or legal provisions. It contains especially new instructions pertaining to the annotation, respectively input of changes to regular pay or absences that are measured in hours and not in days. The usage of USAFE Form 593 is no longer required; the form itself is not needed. The LNTAP User Manual contains extensive technical directions for the regular use of the program.

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1. Policy:

1.1. Applicability: This instruction is applicable to

1.1.1. LN employees in Germany who are employed with the U.S. Air Force and organizations serviced by it under the terms of the CTA II. The term "Local National employee" used in this instruction includes employees in so-called Civilian Support organizations.

1.1.2. LN employees in Germany who are paid from appropriated or non-appropriated funds.

1.1.3. Supervisors of LN employees (LN and U.S. military and civilian supervisors), as well as employees who keep T&A records of LN employees.

1.2. Purpose: T&A data of LN employees has to be recorded and reported in strict compliance with employment and tariff provisions to ensure accurate and timely payments, prevent abuse, and enable labor cost control. This instruction:

1.2.1. Establishes principles and procedures to ensure accurate and timely payment of wages and salaries for LN employees.

1.2.2. Establishes procedures for the recording, control, and reporting of T&A data.

1.2.3. Contains provisions and checklists for Civilian Personnel Section (CPS) representatives to control keeping of T&A reports (**Attachment 3**).

1.3. Provisions:

1.3.1. USAFE Form 857, *Leave Request (Urlaubsantrag)* will be used for requesting and authorizing annual leave, leave without pay, and administrative leave. This also applies for requesting additional leave for employees whose status in accordance with the Severely Handicapped Persons Legislation (CSL IX) has been recognized by the responsible authority.

1.3.2. Data affecting one day duty travels and vicinity travel is not allowed to be locally entered into LNTAP. USAFE Form 594, *Travel Roster for One-Day Duty Travel (Nachweis für Dienstfahrten / Dienstgänge)* must be used by all LN employees serviced by the US Air Force in Germany to input and document one day duty travels and vicinity travel within a radius of 15 kilometers from the employing organization. It is mandatory to annotate the seven-digit LN personnel number as reflected in LNTAP on the form. The signed original must be submitted together with related original receipts (parking fees, railway tickets, taxi receipts, etc.) through the servicing CPS to the FFPO in Kaiserslautern. The FFPO is responsible for the correct input of the relevant information into the system.

1.3.3. Additional work hours:

1.3.3.1. Additional hours of work that served as overtime work and additional hours of work related to on-call duty are to be recorded separately. All hours worked in addition to the regular daily work hours mandate the usage of Pay Code 001 to indicate that these are hours the employee worked in addition to his regular daily work time. For part-time employees who worked more than their scheduled hours, but

less than 38.5 hours, the additional hours are not considered overtime. They must be entered in LNTAP with Pay Code 001 and Pay Code 120.

1.3.3.2. Overtime work hours that were not served in the context of on-call duty will be reported in LNTAP with pay code 250. Pay codes 252, 254, etc. will be used for the corresponding overtime supplements.

1.3.3.3. On-Call duty: The period from the end of the working time on one workday until the beginning of the working time on the next workday is considered the period of on-call duty. This period may also consist of several days, e.g. when there is a legal holiday, a weekend, or a combination of both in between. In other words, a period of time that is not interrupted by regular working time, annual leave, sick leave, or administrative leave is considered a period of on-call duty. Days of absence based on other provisions (e.g. shop agreement on US holidays) will be treated like weekends/holidays except for the lump sum supplement of only 12.5%.

1.3.3.3.1. Hours of work actually served during the period of on-call duty will be reported with pay code 458. Pay codes 252 to 254 will be used for the corresponding overtime supplements as well. Depending on the time when the work is performed, there may be additional supplements for work at night, during Sundays, or on holidays.

1.3.3.3.2. If in the context of the on-call duty there are so-called top-up overtime hours these (and these exclusively) have to be recorded with pay code 459. In this case, pay codes 252 to 254 will also be utilized for the corresponding overtime supplements. In case of supplements for work during the night, on Sundays, and on holidays, only the hours of actual work will be considered and entered.

1.3.3.3.3. Official telephone calls during on-call duty are considered actual working time and will be remunerated for as at least one hour or, if that period is exceeded, for the actual time spent (for official phone calls) and recorded with pay code 459. Pay codes 252 to 254 will be used for the pertinent overtime supplements. If applicable, supplements for work during the night, on Sundays, and on holidays have to be recorded for the actually accrued time (not the top-up overtime hours).

1.3.3.3.4. Particularities regarding official telephone calls: Several telephone calls will be added. The rounding-off to one hour will only be done after all individual calls during a period of on-call duty are added up. If, in addition to the official phone calls, the employee is called in to work to a duty location/his regular duty location the periods of official telephone calls at the residence will be added to the periods of actual work performed on site. In this case a rounding-off IAW paragraph 1.3.3.4 will only be done if the telephone calls and the actually performed work do not add up to three hours. For all variations of rounding-off, supplements for work during the night, on Sundays, and on holidays will only be entered for the actual duration of work.

1.3.3.3.5. Special provisions on travelling with a POV during on-call duty: TDY and one day duty travel data documented on a USAFE Form 594 are submitted through the servicing CPS to the FFPO for further action and data input IAW

paragraph 1.3.2. Since travel costs and expenses occurring during on-call duty are also documented by the employee on a USAFE Form 594, it is for differentiation purposes mandatory that the timekeeper (manually) earmark the form in these cases to clearly indicate that the travel costs are related to on-call duty. To achieve this, the expression "On-Call Duty" must be annotated in column H and/or needs to be color coded/highlighted.

1.3.3.4. By all means, it has to be ensured that overtime hours are not recorded twice. Regular overtime hours will be entered with pay code 250; overtime work hours (to include commuting periods) served during on-call duty with pay code 458; and top-up overtime hours, as well as overtime hours due to official telephone calls during which the employee remains at his residence with pay code 459.

1.3.4. Requested and approved paid release from work, i.e. according to the provisions of CTA II Art. 20 Nr 1-5, must be reported in LNTAP in hours without a DTO code. Input must always start with pay code 004 followed by the paid release time in hours and the reference to the detailed provision. Granted Time-Off Awards must also be reported in LNTAP in hours without a DTO code. Input must start with pay code 004 followed by the paid release time in hours and code 6726D from the list of *Reference Codes*.

1.3.5. Changes to the regular pay (e.g. Severity Allowances) or absences (e.g. scheduled medical treatments) that are measured in hours, must be annotated, respectively inputted at the date they occur. Entries "from - to" to cover a specific period are no longer allowed for incidents that are coded in hours. Consecutive hours of work at night must be possibly split and recorded in two days (worked time until 24.00 hours and worked time effective 0.00 hours).

1.3.6. Pay codes related to work on holidays (370, 372, 374, 376 und 377) must only be used on official German holidays and never on US holidays that are not simultaneously official German holidays.

1.3.7. Pay codes 490, 491, 494 und 495 must only be used for work at 24 December.

1.3.8. Signed printouts and copies of documents, emails, forms and printouts of advance notifications have to be kept at the employing organization for two years after the end of the calendar year. Unless they are needed as exhibits in appeals or court procedures they are then to be destroyed.

1.3.9. If compelling emergencies, e.g. extended non-availability of CPS service due to an act of god, require the sending of pay-related documentation directly to the FFPO, the services of the German Mail may be used in accordance with the U.S. Forces' official mail policy.

2. Responsibilities:

2.1. Under the guidance of the responsible CPS, management will:

2.1.1. Ensure that supervisors understand the importance of accurately recording and timely reporting/transmission of T&A data.

2.1.2. Mandate supervisors to participate in informational events offered by the responsible CPS.

2.1.3. Correct deficiencies and errors in the reporting of T&A data of LN employees.

2.1.4. Ensure that required data processing equipment is available at the employing organizations.

2.2. Supervisors will:

2.2.1. Ensure that entries into LNTAP will be done correctly, or that manually prepared T&A reports are accurately completed in emergency situations and data are timely transmitted.

2.2.2. Review T&A data for correctness and compliance with appropriate instructions before transmitting them.

2.2.3. Ensure that annual leave is tracked by utilizing USAFE Form 202, *Annual Leave Record (Urlaubskontrollkarte)*.

2.2.4. Control and report T&A data for subordinates who are on temporary duty (TDY).

2.2.5. Ensure that their employees submit travel expense vouchers only to the responsible CPS for review and forwarding to the FFPO after completion of the TDY.

2.2.6. Contact the responsible CPS for advice on policy and procedures.

2.2.7. Instruct timekeepers to participate in LNTAP training measures offered by the responsible CPS.

2.2.8. Respond promptly on FFPO inquiries about T&A data.

2.3. Designated primary and alternate Timekeepers will.

2.3.1. Enter data correctly into LNTAP, or manually prepare T&A reports in emergency situations and submit the end-of-months reports in a timely manner to the FFPO.

2.3.2. Maintain USAFE Form 202, *Annual Leave Record (Urlaubskontrollkarte)*.

2.3.3. Participate in LNTAP training measures offered by the responsible CPS.

2.4. Civilian Personnel Officers will:

2.4.1. Assist and advise supervisors and timekeepers upon their request with the recording of T&A data or the completion of T&A reports.

2.4.2. Support management in the effective control of T&A data reporting and advise them of problem areas and changes.

2.4.3. Periodically check the reporting of T&A data (**Attachment 3**).

2.4.4. Conduct information events for supervisors and training classes for timekeepers.

3. Certification Authority:

3.1. Use Department of Defense (DD) Form 577, *Appointment/Termination Record - Authorized Signature* to authorize supervisors to certify T&A documents. List on the card the payroll numbers and/or Work Centers for which certification authority is delegated. Two copies of the form have to be completed. The first copy is for the responsible CPS. The second copy is for the employing organization which has to inform the CPS immediately and

in writing on changes of the signature and certification authority. The signature on the form can be handwritten or electronic via use of the Common Access Card (CAC).

3.2. The number of officials with signature and certification authority has to be kept to a minimum to facilitate controls and reduce the risk of falsification. Authorization will be limited to immediate and next-level supervisors.

3.3. In case of doubt or uncertainties regarding the correctness of entries in the T&A report, the authorized signatories have to contact the CPS to obtain advice and support. They must not sign the T&A report until all questions have been resolved.

3.4. Supervisors are not authorized to sign the monthly printouts of their own T&A report, and timekeepers are not authorized to sign the T&A report of their supervisors.

3.5. Signatures on monthly printouts of the T&A reports and on relevant T&A documentation (e.g. leave requests) can be handwritten or electronic via use of the Common Access Card (CAC). The use of facsimile stamps is prohibited. The signatures on the USAFE Form 594 must still be handwritten.

4. Special Provisions for Works Councils:

4.1. The agency chief, the Civilian Personnel Officer or a designated representative will sign the T&A reports for works council members who are released from their regular duties in accordance with the Federal Personnel Representation Law (FPRL) Art. 46 (4).

4.2. The chairperson will sign the T&A reports for clerical personnel employed with the Works Council.

4.3. The chairperson may also be authorized to sign T&A reports for other full-time released works council members. Officials vested with this authority are not responsible for verifying if other released works council members have been performing works council functions during the time of release if they certify a T&A report listing works council members.

5. German Data Transmission Ordinance Calendar and Pay Code Entries:

5.1. Both the German Data Transmission Ordinance Calendar code (**Attachment 4**) and the pay code (**Attachment 5**) will be recorded monthly in LNTAP and daily on USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance*. Instead of USAFE Form 591 other adequate documentation may be used in exceptional cases. **Table 1** depicts the relation between DTO entries and pay codes:

Table 1. DTO Entries and Pay Codes.

DTO	PAY CODE	REASON
A	180	Absence due to sickness with continued remuneration
B	No entry	Paid release
C	105	Leave unpaid
D	105	Strike
E	105	Absence without leave
F	105	Absence due to sickness without continued remuneration
G	105	Protection period – maternity leave
H	105	Military training
I	105	Parental leave
K	105	Caring for a sick child (Fifth Book Code of Social Law (CSL V) Art. 45)
M	No entry	Prohibition of employment during pregnancy (Maternity Protection Act)
N	105	Nursing leave unpaid (Nursing Leave Act Art. 4) and/or family nursing absence unpaid (Family Nursing Leave Act Art. 2)
P	105	Nursing absence unpaid (Nursing Leave Act Art. 2)
R	180	Absence - occupational accident/accident on the way to or from work
S	190	Additional leave for severely handicapped employees
T	180	Absence due to a cure
U	190	Annual leave (current calendar year)
V	190	Annual leave (previous calendar year)
X	105	Occupational injury absence unpaid
Y	105	Cure leave unpaid
9	105	Temporary unfitness for work or no longer eligible for social security benefits

5.2. In accordance with German law, the FFPO has to report absences that are entered into the DTO Calendar to the social insurance carriers and therefore has to use the codes prescribed by this instruction.

5.3. The FFPO uses the pay code entries as the basis for wage and salary calculations. Hence, all events affecting wage and salary payments have to be included in these columns.

6. Advance Notification to the FFPO:

6.1. Advance notifications are necessary to report events that may result in underpayment or overpayment of an employee if they are not promptly reported to the FFPO. Reportable events are listed in [Attachment 4](#). For the listed events, advance notifications are mandatory.

6.2. Timekeepers will draft and submit the advance notification as an email in LNTAP ([Figure 1](#)) to the FFPO on the same day a reportable event occurs or becomes known. Annual leave or additional leave of severely handicapped employees (codes S, U, and V) do not have to be reported. The advance notification email will be printed out and be kept at the employing organization.

Figure 1. Format of an Advance Notification to the FFPO

ADC Identifier: Payroll Number: Employee Name: Employee Number: Effective: dd/mm/yy Through: dd/mm/yy Reason: Remarks: 1. Enter the first full day of absence. For separations, or changes of the employing organization, enter the actual date. 2. Enter the last full day of absence. If absence is only for one day, leave block "through" blank. 3. Use the same codes as in the DTO calendar (Attachment 4).
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6.3. In case of an e-mail server malfunction, a printout of the e-mail including the employing organization number and payroll number has to be sent as quickly as possible either through the responsible CPS or via German mail directly to the Controlling and Services Directorate, FFPO (*Aufsichts- und Dienstleistungsdirektion, Lohnstelle Ausländische Streitkräfte, Postfach 3280, 67620 Kaiserslautern*).

7. Time and Attendance Reporting - Daily Report:

7.1. Entries in LNTAP are used to automatically generate and certify the monthly report, to allow for retroactive verification of daily data, and to provide data for establishing statistics.

7.2. All entries have to be made in the daily reports to obtain a complete final monthly T&A report. At the end of the month, the pertinent USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance* has to be initialed by the authorized supervisor before the feature to generate the final monthly T&A report is executed.

7.3. Documents that justify absences or payments (leave requests, certificates of unfitness for work, etc.) will be filed with the printouts of the respective final monthly T&A report.

7.4. At least once a week (for the period from Monday through Sunday) timekeepers should make entries in LNTAP when changes to regular pay or absences have to be reported.

7.5. If the same pay code is valid for several consecutive days or the whole month, the entry "from - to" will be made to record the duration. Exceptions will be entries for annual leave for the current calendar year (DTO code "U"), annual leave from the previous calendar year (DTO code "V"), and additional leave for severely handicapped employees (DTO code "S"). These entries must only reflect actual workdays (i.e. for a regular workweek from Monday through Friday no DTO entries shall be made for the weekend).

7.6. For the number of hours decimals have to be entered. The smallest decimal will be 0.25 (equaling 15 minutes). Smaller fractions will be rounded off to 15 minutes. Only 15-minute increments will be reported. (E.g. 12 minutes are equivalent to 0.25, 24 minutes to 0.50, 38 minutes to 0.75, and 53 minutes to 1.00). This applies for all kinds of pay that have to be reported by hours.

7.7. For detailed listings and explanations of the DTO codes see [Attachment 4](#), for pay codes see [Attachment 5](#). [Table 2](#) contains instructions for completing USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance*.

Table 2. Instructions for Completing USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance*.

COLUMN	INSTRUCTIONS
1. EMPLOYEE'S NAME (Last and First)	Enter last name, first name
2. EMPLOYEE NO.	Enter the personnel number assigned by the FFPO
3. PAYROLL NO.	Enter the two-digit employing organization number (e.g. B1 for Ramstein), followed by the three-digit payroll number assigned by the FFPO
4. EMPLOYING ORGANIZATION	Enter the denomination of the organization
5. MONTH AND YEAR	Enter "MMM YYYY", e.g. SEP 2015
DAYS	From left to right, enter the respective first two letters of the corresponding weekday (English spelling)
HOURS DUE	For each workday, enter the daily work time in hours; for Saturdays, Sundays, and holidays, no entry is required if these days are not part of the regular work time
DUEVO CODE	Absences will be reported only if they last for one full day and are for one single reason (i.e. if only one pay code is applicable); partial absences per day will be reported with pay code 102; Attachment 5 contains the pertinent codes
INTERNAL CODES	For internal purposes and control; for more information, see Attachment 5
LOGA CODES	In the first column, enter the applicable payroll code; in the second column either "H", "D" or "€" (for EUR); then enter the applicable number under the respective day; for further information see Attachment 5
6. REMARKS	<p>Refer to the applicable regulatory or tariff basis for the entries for pay codes 004 (Administrative Leave) and for 302 through 641 (Severity Allowances).</p> <p>The following letters stand for the respective reference source: C = Collective Tariff Agreement (CTA II) I = USAFE Instruction P = USAFE Pamphlet S = Tariff Agreement on Protection from Rationalization Measures, Termination of Employment, and Income Protection (Protection Agreement)</p> <p>The respective provisions will be entered as follows: Date of the respective entry, Article or Appendix/Paragraph/Subparagraph.</p>

	<p>USAFE Instructions will be quoted as follows: The last three numbers of the instruction/appendix. <i>Example:</i> 16APR/I/701K = USAFEI 36-701, Appendix K</p>
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Note: Columns not listed are self-explanatory

8. Final Monthly T&A Process:

8.1. The final monthly T&A information is used to report pay-affecting exceptions to an employee’s regular attendance and performance to the FFPO.

8.2. On the third workday of each month at the latest, timekeepers have to initiate the so called End-of-Month process (in the system designated “*End of Month/T&A Report & Transmission Function*”) and print out the final monthly T&A report from the previous month. Once the final monthly report has been printed, the date in the data base will immediately switch to the following month to preclude any further changes. Subsequent changes are only possible by running "Corrections to the Previous Month".

8.3. If an employee separates or transfers to the U.S. Army or Army and Air Force Exchange Service (AAFES), a separate final report for the final month of employment has to be generated.

8.4. Timely Transmission:

8.4.1. The End-of-Month process in LNTAP has to be initiated no later than the third workday of each month. Data on separated employees that are received after the end date set by the FFPO can only be considered the following month. Therefore it is indispensable that the pertinent advance notification is transmitted in time to the FFPO (**Attachment 4**).

8.4.2. The transmission of the printout of the final monthly T&A report via the CPS to the FFPO is only authorized in an emergency situation as listed in **Attachment 2** (computer failure).

9. Corrections („Prior Month Correction Process“):

9.1. If entries are found to be incorrect or incomplete after the final monthly T&A report has been generated, the timekeeper will initiate a correction to previous month. If this process has been selected for a certain employee and the respective month, the already transmitted data will show on the screen. Timekeepers will correct or complete this data.

9.2. The corrected final monthly T&A report has to contain all information on the respective employee, not just the corrections or additions.

9.3. Payroll data that was already transmitted may only be changed on the basis of correction reports. Corrections made have to be recorded and be available for documentation purposes and be kept accordingly.

10. Audits:

10.1. Audits will be conducted to verify if instructions, laws, and tariff provisions were adhered to when generating the T&A reports, or to ensure future compliance. To that end,

only the checklist in **Attachment 3** may be used. Additional data and documents may be audited for cogent reasons.

10.2. Each serviced organization should be audited at least once during a period of two calendar years. During the first month of the new calendar year, the responsible CPS will establish a corresponding audit schedule that will be sent to the employing organizations' chiefs.

10.3. Audits will be conducted as random samples. They should include the following:

10.3.1. A review of T&A reports for compliance with the CTA II, valid German labor law, and applicable instructions.

10.3.2. A comparison of the employing organizations filed monthly timesheets and the daily T&A records.

10.3.3. Verification of certificates (certificates of unfitness for work, leave requests, etc.).

10.3.4. A comparison of selected filed T&A reports with those that were transmitted to the FFPO. Upon request by the responsible CPS, the FFPO will provide copies of the T&A reports.

10.4. The responsible CPS will provide a written report on the results to the chief of the audited agency within four weeks after the start of the audit. The chief of the employing agency will have three weeks to comment on the report and possibly specify which corrective actions will be taken.

SCOTT A. ARCURI, Colonel, USAF
Director, Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

USAFEI 36-701, *Employment of Local National Employees at other than regular Place of Work or Domicile (Einsatz von Ortskräften außerhalb ihres ständigen Beschäftigungs- oder Wohnortes)*, 3 March 2011

USAFEI 36-723, *Implementation of Collective Tariff Agreement (CTA II) and Overtariff Conditions for Labor in the Federal Republic of Germany*, 29 July 1999

USAFEI 36-725, *USAFE Civilian Support Units - Germany*, 17 November 2011

German Law References

Federal Child Care Allowance and Parental Leave Act (*Bundeselterngehalt- u. Elternzeitgesetz*)

Federal Personnel Representation Law (*Bundespersönalvertretungsgesetz*)

Maternity Protection Act (*Mutterschutzgesetz*)

Fifth Book, Code of Social Law – CSL V (*Sozialgesetzbuch V*)

Eleventh Book, Code of Social Law – CSL XI (*Sozialgesetzbuch XI*)

Collective Tariff Agreement (CTA II), Tariff Agreement for Employees with the Sending States Forces on the Territory of the Federal Republic of Germany (*Tarifvertrag vom 16.12.1966 (TV AL II)*), 16 Dec 1966)

Forms Prescribed

USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance*, 1 December 2003

USAFE Form 594, *Travel Roster for One-Day Duty Travel (Nachweis für Dienstfahrten/Dienstgänge)*, 1 March 2009

Forms Adopted

DD Form 577, *Appointment/Termination Record – Authorized Signature*; 1 November 2014

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

USAFE Form 202, *Annual Leave Record (Urlaubskontrollkarte)*, 13 December 2005

USAFE Form 857, *Leave Request (Urlaubsantrag)*, 8 January 2004

Abbreviations and Acronyms

AUB—*Arbeitsunfähigkeitsbescheinigung*

DD—Department of Defense

CAC—Common Access Card

CPS—Civilian Personnel Section

CSL—Code of Social Law

CTA II—Collective Tariff Agreement II

D—Day

DEUEV-Datenerfassungs

u-übermittlungsverordnung

DTO—Data Transmission Ordinance

EUR—Euro

FFPO—Foreign Forces Payroll Office

H—Hours

Km—*Kilometer*

LAS—*Lohnstelle Auslaendische Streitkraefte*

LN—Local National

LNTAP—Local National Time and Attendance Program

LOGA—*Lohn und Gehaltsabrechnung*

POV—Privately Owned Vehicle

T&A—Time and Attendance

TDY—Temporary Duty

TVAL II—*Tarifvertrag vom 16. Dezember 1966 für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland*

U.S—United States

USAFE—United States Air Forces in Europe

Terms

DTO calendar — A calendar for making certain entries (mainly regarding absences) IAW the Data Transmission Ordinance and reporting them to the health insurance.

Foreign Forces Payroll Office (*Lohnstelle Ausländische Streitkräfte*)— The payroll office for employees of the U.S. Forces in Germany, Europaallee 7, 67657 Kaiserslautern.

Attachment 2**EMERGENCY PROCEDURES IN CASE OF COMPUTER FAILURE**

A2.1. Procedures. Only in case of emergency, such as a computer failure, pay-affecting exceptions to an employee's regular attendance and performance will have to be documented in an appropriate fashion and reported to the FFPO. As soon as the data processing system is operational again, all manually reported data will be inputted in LNTAP.

A2.2. Time Frame. The manually recorded data has to be sent to the responsible CPS no later than the third workday after the fact.

Attachment 3

CHECKLISTS FOR CONTROLLING OF TIME AND ATTENDANCE REPORTING

A3.1. Additional Data. Before the review is conducted utilizing the checklists in the tables below the following information has to be recorded: Employing organization, name of the timekeeper, name of the reviewer, and date of the review.

Table A3.1. PROCESS 1 Complete the daily T&A report and attach the pertinent documentation.

<i>QUESTIONNAIRE</i>
1. Are printouts of the daily T&A report or the USAFE Form 591, <i>Record of Exceptions to Regular Pay and Attendance</i> maintained for employees with exceptions to their pay or attendance?
2. Were entries made in accordance with the instructions in USAFEI 36-709?
3. Were the correct pay and DTO codes used to report occurrences affecting pay and absences?
4. Are all entries in accordance with the tariff (CTA II), labor law and internal provisions?
5. Are all required documents filed with the printout or the form (e.g. advance notifications, leave requests, certificates of unfitness for work)?
6. Does the column "Remarks" contain applicable entries for administrative leave and severity allowances?
7. Are documents or comments authorizing administrative leave according to the provisions of CTA II Art. 28 Nr 1-5 attached or annotated?
8. Has the authorized signatory/supervisor completed training on T&A reporting?
9. Is there a DD Form 577, <i>Appointment/Termination Record – Authorized Signature</i> and was the printout or the form signed by an authorized supervisor?
10. Were advance notifications transmitted to the FFPO in time in accordance with USAFEI 36-709, to avoid over- or underpayments?
11. Have the timekeeper and his/her alternate(s) been trained in the use of LNTAP?

Table A3.2. PROCESS 2 Generate the End-of-Month report and timely transmit the T&A data.

<i>QUESTIONNAIRE</i>
1. Were all entries correctly transcribed from USAFE Form 591, <i>Record of Exceptions to Regular Pay and Attendance</i> to LNTAP?
2. Were overtime hours added up correctly and identified with the pay codes for the respective percentages? If so, is there a pertinent overtime request and was it approved by the responsible Works Council?
3. Did the responsible CPS approve the severity allowances? Are the severity allowances documented?
4. In case of shift work, is there a shift plan and was it approved by the responsible Works Council?
5. In case of on-call duty, are there on-call duty contracts for the employees? Were the correct codes used for on-call duty?
6. Was the T&A report signed by an authorized supervisor (for full time released Works Council members by the chief of the employing organization, the Civilian Personnel Officer, or an authorized representative)?
7. Was the supervisor's T&A report signed by the responsible authorized signatory?
8. Were separate T&A reports generated for separated employees?
9. Were corrected T&A data generated and transmitted in time to prevent over- or underpayments?
10. Is the USAFE Form 202, <i>Annual Leave Record (Urlaubskontrollkarte)</i> maintained?

Table A3.3. PROCESS 3 Maintain and dispose T&A reports and documentation.

<i>QUESTIONNAIRE</i>
1. Are LNTAP related documents adequately maintained?
2. Are LNTAP documents required for on-going appeals or court cases maintained?
3. Are expired LNTAP documents destroyed IAW applicable regulations?

Attachment 4

DTO CALENDAR AND ADVANCE NOTIFICATION CODES

A4.1. General. The following table explains the codes of the Data Transmission Ordinance (DTO).

Table A4.1. DTO Calendar and Advance Notification Codes.

DTO	Description	Reference/Description
A	Continued remuneration - sickness	Enter the number of calendar days of sickness "from" - "to" as they are shown on the certificate of unfitness for work ("AUB"). If the certificate includes employee's days off (e.g. Saturdays, Sundays, or holidays) an entry has to be made for these days as well. Advance notification to the FFPO is indispensable, as soon as the certificate of unfitness for work is available. The return to duty upon expiration of the certificate of unfitness for work is also to be reported to the FFPO with an advance notification.
B	Paid release	Release of an employee with continued remuneration, e.g. during the termination notice period. Cannot be used for releases in accordance with CTA II Art. 28.
C	Unpaid leave during the first month (e.g. 15 May to 14 June)	Advance notification to the FFPO is indispensable.
D	Strike	Strike for an unlimited period of time. Advance notification to the FFPO is indispensable.
E	Absence without leave during the first month (e.g. 15 May to 14 June)	Advance notification to the FFPO is indispensable.
F	Absence due to sickness with discontinued remuneration	The FFPO will inform effective what date an employee has to be coded with an "F".
G	Protection period - maternity	Maternity Protection Act Arts. 3 (2) and 6. Advance notification to the FFPO is indispensable.
H	Military training	Advance notification to the FFPO is indispensable.
I	Parental leave	Federal Parents Leave Act Arts. 15 and 16. Advance notification to the FFPO is indispensable.
K	Sickness - Caring for a sick child	Leave without pay (costs covered by the health insurance). There is an entitlement to sickness benefit if the child has not completed 12 years of age, or if it is handicapped and requires support. Each parent may take up to 10 days for each child per calendar year. Single parents are eligible for

		20 days per calendar year. For two and more children, the entitlement increases to a maximum of 25 workdays, for single parents the maximum entitlement is 50 days per calendar year (CSL V Art. 45). Advance notification to the FFPO is indispensable.
M	Prohibition of employment during maternity	Maternity Protection Act Art. 3 (1), if a physician's certificate prohibiting work is presented. Advance notification to the FFPO is indispensable.
N	Nursing leave, unpaid	Nursing leave in accordance with Nursing Leave Act Art. 4 up to a maximum of 6 months and/or nursing leave in accordance with Family Nursing Leave Act Art. 2. Advance notification to the FFPO is indispensable.
P	Nursing absence, unpaid	Unpaid short-term absence from work in accordance with Nursing Leave Act Art. 2 up to ten workdays. Advance notification to the FFPO is indispensable.
R	Accident at work, or on the way to or from work with continued remuneration	Absence due to accident at or on the way to or from work. Enter the number of days of sickness "from" - "to" as they are shown on the certificate of unfitness for work ("AUB"). If the certificate includes employee's days off (e.g. Saturdays, Sundays, or holidays) an entry has to be made for these days as well. Advance notification to the FFPO is indispensable.
S	Additional leave for severely handicapped employees	CTA II Art. 34. Only full work days are to be entered. If partial increments are taken, an entry has to be made on the date a full day is completed.
T	Cure	CTA II Art. 29 (5). Advance notification to the FFPO is indispensable.
U	Annual leave, current calendar year	See code S.
V	Annual leave, previous calendar year	See code S.
X	Occupational injury absence, unpaid	Absence due to occupational injury without continued remuneration. Advance notification to the FFPO is indispensable.
Y	Cure leave, unpaid	Absence due to cure leave without continued remuneration. Advance notification to the FFPO is indispensable.
9	Temporary unfitness for work or no longer eligible for social security benefits	The FFPO will provide information regarding the cessation of social security eligibility. For temporary unfitness for work, an advance notification to the FFPO is indispensable.

Attachment 5

PAY CODES FOR REPORTING ABSENCES, ALLOWANCES, AND SUPPLEMENTS

A5.1. General. Authorized pay codes for recording and reporting absences, allowances, and supplements are listed in the table below.

A5.2. Exceptions. The pay codes are identical to those in the payroll program and will be used for entry in LNTAP, or in USAFE Form 591, *Record of Exceptions to Regular Pay and Attendance*. Pay codes 001 to 004 are for internal statistical purposes and controlling.

A5.3. Details. An "H" in column "H/D" means hours of absence have to be reported for this kind of pay. "D" signifies the number of days or shifts. "Euro" means that a monetary amount has to be entered.

Table A5.1. Pay Codes for Reporting Absences, Allowances, and Supplements.

Pay Code	H/D	Designation	Description/CTA II, References
Internal USAFE Codes			
001	H	Additional hours	Actual number of hours the employee worked in addition to his regular daily work time (Note 1).
002	H	Compensatory time	Time off to make up for additional hours of work (Note 1).
003	H	Previous month's balance	Hours are generated by the system and show the number of those additionally worked hours that remain if hours are input with pay codes 001, 002, 250 and 251.
004	H	Administrative leave	CTA II Art. 26, 27, 28 Nr 1-5, Time-Off Awards, etc. Has to be requested by the employee and authorized by the supervisor. Requires an entry in column "Remarks" on USAFE Form 591, <i>Record of Exceptions to Regular Pay and Attendance</i> (Note 1). Must be entered in LNTAP without a DTO Code with pay code 004 in hours and the citation of the governing reference (Reference Code).
Unpaid Hours			
102	H	Leave without pay	Used for all unpaid absences of less than a day (enter hours).
105	D	Absence without leave	Full days of absence without leave. For unpaid absence due to sickness, the FFPO provides the required information to the timekeeper of the respective employing organizations. A corresponding entry has to be made in the DTO Calendar (C, D, E, F, G, H, I, K, N, P, X, Y or 9).
Paid Hours			
120	H	Compensatory Hours;	Report additionally hours worked that are not

		Additional hours of work (part-time employees); additional compensable hours for night, Sunday and holiday work	considered overtime (e.g., part-time employees who worked more than their scheduled hours, but less than 38.5 hours) and hours in accordance with CTA II Art. 11 (2b), CTA II Arts. 12 and 13 (3b), as well as CTA II App. T-I Paras. 2-6. Notes 2 and 3 contain examples for full time and part-time employees.
Paid Absence			
180	D	Sick absence/ occupational accident or accident on the way to or from work/cure leave	CTA II Art. 29. The actual number of full days the employee was absent due to sickness, an occupational accident/accident on the way to or from work, or a cure. For days off during that period that are not part of the regular work time, entries have to be made as well. The FFPO will establish contact with the health insurance. Enter the corresponding code (A, R or T) in the DTO calendar.
190	D	Annual leave	CTA II Arts. 33 and 34. Only full days of leave are reportable. Enter the corresponding code in the DTO calendar (i.e. S, U, or V). No entries will be made for days off during that period.
620	H	Lump sum payment in lieu of annual leave	Number of hours that are compensable in accordance with CTA II Art. 33 (7c).
624	D	Lump sum payment in lieu of annual leave	Number of days that are compensable in accordance with CTA II, Art. 33 (7c). Always report this pay code in addition to pay code 620.
Allowances/Supplements			
Miscellaneous			
131	Euro	Functional supplement for 3.5 t	The entitlement is based on CTA II Art. 21 (2). Timekeepers will enter the summarized amounts in EUR into LNTAP. E.g., if an employee is entitled for two days to a supplement of 10.-EUR each day, the timekeeper will enter 20.-EUR (= 2 * 10.-EUR).
146	Euro	Commuter allowance	Basis for entitlement is USAFEI 36-701 App. G. Irrespective of the used means of transportation, the allowance is €0.18. The reportable amount is calculated as follows: Number of authorized km x number of days x €0.18.
230	D	Shift allowance	CTA II Art. 21 (3a).
232	D	Rotating shift allowance	CTA II Art. 21 (3b).
297	H	Hazardous material allowance 10%	Drivers who conduct transports of hazardous materials requiring appropriate identification on public roads (CTA II App. F Para 5b).
554	Euro	Commuting supplement	For employees entitled to commuter allowance

		(public transportation)	who use public transportation for the commute from domicile to work, enter price of the monthly ticket as submitted by the employee.
Overtime Supplements (Note 4)			
250	H	Overtime hours - basic compensation (100%)	Use if overtime is not compensated for by time off.
251	H	Overtime hours - basic compensation (100%) without compensation	Report all additionally worked hours that were not compensated for with time off within twelve months.
252	H	25% overtime supplement	Report overtime supplements up to the fifth hour of overtime worked in a week (CTA II Art. 20 (1a) (1)).
254	H	30% overtime supplement	Report overtime supplements from the sixth hour of overtime worked in a week (CTA II Art. 20 (1a) (2)).
Night Work Supplement			
354	H	25% night work supplement	CTA II Art. 20 (1b).
Sunday Work Supplement			
360	H	25% Sunday work supplement	CTA II Art. 20 (1c).
362	H	50% Sunday work supplement	CTA II Art. 20 (1d).
Holiday Work Supplement			
370	H	50% holiday supplement	CTA II Art. 20 (1e).
374	H	100% holiday supplement	CTA II Art. 20 (1f).
On-Call Duty/Standby Duty			
458	H	Hours worked during on-call duty	CTA II Art. 9 (8e) Sentence 1.
459	H	Top-up hours in connection to on-call duty/official telephone calls during on-call duty	CTA II Art. 9 (8e) Sentence 2 and Sentence 3.
Time Supplements - 24 December			
490	H	0000 - 1400, except CTA II App. T	CTA II Art. 28 (5b).
491	H	0000 - 1400, CTA II App. T	CTA II App. T-I Para. 9a (1f).
494	H	After 1400, except CTA II App. T	CTA II Art. 28 (5b).
495	H	After 1400, CTA II App. T	CTA II App. T-I Para. 9a (1f).
CTA II, Appendix H			
250	H	Basic compensation (not	Use if overtime is not compensated for by time off

		applicable to managers)	(CTA II App. H-I Para. 4b).
252	H	25% overtime supplement (not applicable to managers)	Report for the first five hours of overtime work per week (CTA II Art. 20 (1a) (1)).
254	H	30% overtime supplement (not applicable to managers)	Report for overtime work in excess of five hours per week (CTA II Art. 20 (1a) (2)).
CTA II, Appendix K			
451	H	Standby duty - night, 60%	CTA II App. K-I Para. 4b (1).
453	H	Standby duty - weekend, 60%	CTA II App. K-I Para. 4b (1).
455	H	On-call duty - Monday through Friday, 12.5%	CTA II App. K-I Para. 4b (2).
457	H	On-call duty – Saturdays, Sundays and legal holidays, 20%	CTA II App. K-I Para. 4b (2).
CTA II, Appendix P			
250	H	Basic compensation 100% (per month)	CTA II App. P-I Para. 5a for employees listed in CTA II App. P-I Para. 1b.
256	H	35% overtime supplement	CTA II App. P-I Para. 10a (1).
362	H	50% Sunday work supplement	CTA II Art. 20 (1d) and CTA II App. P-I Para. 10a (2).
374	H	100% holiday work supplement	CTA II Art. 20 (1f) and CTA II App. P-I Para. 10a (3).
CTA II, Appendix S - Severity Allowance			
302	H	10%	CTA II, App. S-II.
304	H	15%	CTA II, App. S-II.
306	H	20%	CTA II, App. S-II.
310	H	30%	CTA II, App. S-II.
312	H	50%	CTA II, App. S-II.
322	H	€ 0,20 per hour	For munitions workers IAW CTA II App. S-IV.
326	H	€ 0,51 per hour	For munitions workers IAW CTA II App. S-IV.
CTA II, Appendix T			
120	H	Basic compensation (38.5 - 40 hours)	CTA II App. T-I Para. 3a.
250	H	Basic compensation 100%	Use if overtime is not compensated for by time off.
252	H	Overtime supplement (25%)	CTA II App. T-I Para. 9a (1a) (1).

258	H	Overtime supplement (40%)	CTA II App. T-I Para. 9a (1a) (2).
357	H	Night work supplement (50%) (00.00 – 04.00 hrs)	CTA II App. T-I Para. 9a (1b) and German law provisions covering the income tax.
358	H	Night work supplement (50%) (20.00-00.00 hrs and 04.00-06.00 hrs)	CTA II App. T-I Para. 9a (1b) and German law provisions covering the income tax.
366	H	Sunday work supplement (100%)	CTA II App. T-I Para. 9a (1c).
372	H	Holiday work supplement (75%) (with compensatory time)	CTA II App. T-I Para. 9a (1e).
376	H	Holiday work supplement (150%)	CTA II App. T-I Para. 9a (1f).
491	H	Supplement - 24 Dec, 12:00-14:00	CTA II App. T-I Para. 9a (1f).
495	H	Supplement - 24 Dec, past 14:00	CTA II App. T-I Para. 9a (1f)
CTA II, Appendix Z			
460	D	Standby duty - night	CTA II App. Z-I Para. 3b.
462	D	Standby duty - Saturday	CTA II App. Z-I Para. 3b
464	D	Standby duty - Sunday	CTA II App. Z-I Para. 3b
466	D	Standby duty - Sunday night	CTA II App. Z-I Para. 3b
468	D	Standby duty - weekend (462+464+466)	CTA II App. Z-I Para. 3b
711	D	Appendix Z, Breakfast	USAFEI 36-725.
712	D	Appendix Z, Lunch	USAFEI 36-725.
713	D	Appendix Z, Dinner	USAFEI 36-725.
715	D	Appendix Z, full subsistence (711+712+713)	USAFEI 36-725.
NOTES:			
1. Pay Codes 001 to 004 do not appear on the automatically generated final monthly T&A report.			
2. Full time employees:			
<i>Example:</i> The employee worked 1 hour overtime on Sunday: Pay code 250 = 1.00 (basic compensation for overtime), pay code 252 = 1.00 (overtime work supplement), pay code 120 = 2.00 (basic compensation for compensatory time in accordance with CTA II, Art. 12, Para. 3b) and pay code 362 = 3.00 (Sunday work supplement in accordance with CTA II, Art. 12, Para. 3b).			
3. Part-Time employees:			

Example 1: Employee worked 23 hours during the workweek instead of the weekly scheduled 20 hours: Pay code 120 = 3.00 (basic compensation).

Example 2: Employee worked 21 hours instead of the scheduled 20 hours; the additional hour was worked on a Sunday: Pay code 120 = 3.00 (basic compensation in accordance with CTA II, Art. 12 Para. 3b) and additional pay code 362 = 3.00 (Sunday work supplement). For part-time employees who worked additional hours on Sundays or holidays, these hours must always be reported with pay code 120 and the applicable code for pay supplements.

4. The final monthly T&A report is generated in LNTAP with the entries that are made in the daily T&A record. Since supplements for overtime work hours are not calculated based on daily work hours, it is indispensable to make the entries for pay codes 250 to 254 each week (for the period from Monday through Sunday). The entries for overtime work hours of the previous week (Monday through Sunday) should be made on the following Monday. If T&A reports are manually established, only pay codes 250 to 254 are to be used. See code 001 for additional hours worked on a specific day.

5. In view of the revised provisions regarding the processing of One Day Duty Travels timekeepers must avoid any inputs in pay codes 556, 558, 559, 560, 571, 573, 574 and 579. For technical reasons these pay codes cannot be blocked in LNTAP.