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AIR FORCE RESERVE COMMAND**



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Supplement**

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**AIR RESERVE TECHNICIAN TIME
AND ATTENDANCE PROCEDURES
AND AUDITS**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFPD 36-8, *Employee Benefits and Entitlements and Work/Life Programs*, by establishing guidelines that implement Time and Attendance procedures and audits for Air Reserve Technicians (ART). It applies to all Air Force Reserve Command (AFRC) units, functions, and activities. This instruction is not Applicable to the Air National Guard (ANG). Ensure that 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 (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and conflicts

between this and other publications to the Office of Primary Responsibility (OPR) at HQ AFRC/A1CE, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, on Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

(940ARW) This supplement implements the guidance of Air Force Publication Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Work/Life Programs* and Air Force Reserve Command Instruction (AFRCI) 36-803, *Air Reserve Technician (ART) Time and Attendance Procedures and Audits*. It establishes local procedures to manage and document time and attendance for both ART and non-ART Civilian employees, establishes local Alternative Work Schedule (AWS) rules and requirements, procedures, assigns responsibilities to personnel to prevent dual compensation, and prescribes the use of Headquarters, Air Force Reserve Command (HQ AFRC) Time and Attendance Record (Timecard) and prescribed online electronic timekeeping programs. It applies only to Air Force Reserve Command (AFRC) ART and civil service employees assigned to the 940th Air Refueling Wing (ARW), Beale Air Force Base, California. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the 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 in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

SUMMARY OF CHANGES

This interim change revises AFRCI36-803 by removing the word ‘worksheet’ from sentence five and changing the word ‘worksheet’ to ‘Timecard’ in sentence seven of section 6.1, by replacing ‘(Atch 3)’ with ‘Management Internal Control Toolset (MICT)’ in sentence three of 14.3, by changing the final sentence in **16.2.6** to parallel the referenced **paragraph 12**, by removing the 3 pay period time limitation for ATAAPS corrections in the second sentence of **16.2.14**, and by deleting, per AFI 33-360, 1.12.9, Figure A3.1, Time and Attendance Program Checklist. A margin bar (|) indicates newly revised material.

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1. Scope of Applicability. This instruction applies Air Force Reserve Command policy to Air Reserve Technicians (ARTs) Title 5 and 10, United States Code.

1. (940ARW) Scope of Applicability. Waivers to this supplement will be documented and kept on file with the OPR for this instruction, and in member's six-part Time and Attendance folder.

2. Terms and Definitions. The following terms and definitions are used in this instruction.

2.1. **Administrative Workweek.** The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the next following Saturday. The calendar day on which a shift begins is considered the day of duty for that day even though the day of duty extends into the next calendar day or into the following administrative workweek, reference [paragraph 6.3](#), for exceptions.

2.2. **Alternative Work Schedules (AWS).** Work schedules made up of flexible or compressed schedules. See [paragraph 19](#) for guidance on alternative work schedules.

2.3. **Alternative Workplace Arrangements (AWA).** Working under a flexi-place/telework arrangement, either at home or other approved location(s), such as a telecommuting center.

2.4. **Basic Workweek.** The days and hours of an administrative workweek which make up a full-time employee's regularly scheduled 40-hour workweek.

2.5. **Compressed Schedule.** Compressed schedule means, for a full-time employee, an 80-hour biweekly basic work requirement which is scheduled in less than 10 workdays. In the case of a part-time employee, it is a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays.

2.6. **First 40-Hours.** An AWS which allows for the first 40 hours of duty performed within a period of no more than six days of the administrative workweek to be established as the basic workweek when it is impractical to prescribe core hours or a regular schedule of definite hours of duty each workday.

2.7. **Flexible Schedule.** A Flexible schedule has a portion of the work day during which the employee has the option to select and may have the option to vary starting and stopping times within established limits set by installation level approving officials for AWS.

2.8. **Holiday Work.** Work performed on a legal holiday or the day observed as a holiday.

2.9. **In-Lieu-of Day.** An in-lieu-of day is a holiday in which employees are given time off on a day other than the date which the holiday actually falls on.

2.10. **Part Time.** In some circumstances it is not possible to obtain or use an employee's services for the full 40-hour workweek. Part time tours of duty may be authorized when service on a regular, repetitive basis is required at least one day during each administrative workweek, however, additional service may be required during the remainder of the administrative workweek.

2.11. **Regular Tour of Duty.** The regular tour of duty for Air Force employees is five 8-hour days, Monday through Friday.

2.12. **Special Tour of Duty for Educational Purposes.** A special tour of duty of no less than 40 hours in an administrative workweek which may be established by supervisors to permit employees to take courses at nearby educational institutions.

2.13. Uncommon Tour of Duty. Any 40-hour basic workweek scheduled to include Saturday and or Sunday, for four workdays or less but not more than six days of the administrative workweek. An uncommon tour of duty may be established when necessary for efficient operations or when the cost of operations can thus be reduced without imposing undue hardship on employees.

3. Duty Status Definitions.

3.1. Inactive Duty for Training (IDT). There are five types of IDT for which eligible members may be paid:

3.1.1. Training Period (TP) - a period of training, duty, or instruction that a member performs as an individual (includes Additional Ground Training Periods (AGTP)).

3.1.2. Unit Training Assembly (UTA) - a planned period of training duty, instruction, or alert performed by a Category A unit.

3.1.3. Equivalent Training (EQT) - a training period performed in place of a regularly scheduled UTA or TP missed, due to a member's personal request/convenience.

3.1.4. Additional Flying Training Periods (AFTP) - a training period that may be authorized for members who must fly frequently.

3.1.5. Readiness Management Period (RMP) - a planned period that is used to accomplish readiness/training requirements that are a minimum of 4 hours in duration.

3.2. Active Duty for Training (ADT). A tour of active duty for Reserve training under orders, which provides for automatic reversion to non-active duty status when the specific period of active duty is completed. It includes annual training (AT), special tours of active duty for training and school tour (ADT), and active duty for operational support (ADOS), which are funded from the Reserve Personnel Appropriations (RPA) account. Also included are temporary tours of active duty support for active force missions, which are funded from the Military Personnel Appropriation (MPA) account.

3.3. Travel and Per Diem: Use the Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR), as applicable, for all specific guidance.

3.3.1. Travel in civilian pay and per diem status solely to perform military duty is forbidden as is traveling in military status to perform civilian duty. However, travel in civilian status to perform civilian duty in conjunction with IDT or ADT is acceptable. For example, it is allowed for a member who is TDY in civilian status to perform an IDT while TDY and convert back to civilian status when the IDT is completed.

3.3.2. Travel and per diem may not be paid for travel to IDT except under limited circumstances involving duty away from home station. Reimbursement is limited to that authorized by the JTR.

4. Changes in Duty Status.

4.1. All periods of military duty must be scheduled in advance, meet normal Reserve participation requirements, and be annotated on official orders. Conversion of duty status must be approved by an authority no lower than the orders certifying official. Except as provided below, the duty status in which an ART departs home station will continue until they return.

4.1.1. If periods of civilian duty are scheduled in conjunction with IDT flight training, ensure that either the preflight or post flight duties are accomplished in IDT status and that the status matches with the status on the AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*. Both preflight and post flight duties may be accomplished in IDT status but one or the other must be in IDT status. In-flight duty status conversions to or from IDT status are permitted IAW scheduling documents (AF IMT 40A, AF Form 3956, AF IMT 938, etc.).

4.1.2. If one or more IDT periods are scheduled while on Temporary Duty (TDY):

4.1.2.1. Member will convert to IDT and back at times specified on the AF Form(s) 40/40a, *Authorization for Inactive Duty Training/Authorization for Individual Inactive Duty Training* or other scheduling documents.

4.1.3. Crew rest may not be accomplished in IDT status.

4.1.4. An IDT period may be completed on the same day as civilian duty provided a regularly scheduled civilian workday is completed or constructed using annual leave, military leave, accrued compensatory time off, accrued compensatory time off for travel, Absent-US, time off award or accrued credit hours.

4.1.5. RMPs may be performed by a military technician before or after civilian duty hours, on an SDO (Scheduled Day Off) or weekend (if not part of the member's normal work schedule). However RMPs may not be performed by a military technician while in a leave status from their civilian position. The number of RMPs performed in a Fiscal Year (FY) by any member shall not exceed the limitations prescribed in AFI 36-2254, Volume 1 and no more than one RMP shall be performed by an individual in one calendar day.

4.2. If one or more active duty periods are scheduled while TDY:

4.2.1. All conversions from civilian status to active duty or from active duty to civilian status will occur IAW orders/scheduling documents.

4.2.2. In-flight duty status conversions to or from active duty status are permitted IAW orders/scheduling documents. Complete appropriate Aircrew/Mission Flight Data document IAW applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

4.3. Conversion Procedures. Orders are completed according to current guidance.

4.3.1. Include in the orders a remark to indicate when IDT is authorized in conjunction with civilian TDY and identify the dates and times of conversion. For example, "Member will convert to IDT status on 12 September at 0800, revert to civilian status at 1700 on 12 September, convert to IDT status at 0800 on 13 September, and convert to civilian status at 1700 on 13 September."

4.3.2. An AFRC Form 4, *Work Hours Report*, (or other appropriate form) will be completed for civilian duty involving flying duties, away from home station to include pre and post flight duties. An AF Form 3956 *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*, Unit Training Assembly Participation System (UTAPS) web report or other form as appropriate will accompany the AFRC Form 4 if

military duty was performed. The form will be turned in to the individual's timekeeper at the completion of the mission.

4.4. Duty Status for Air Reserve Technicians.

4.4.1. ARTs may perform duty either at home station or away from home station in either military or civilian status except as stated below:

4.4.1.1. Attendance at formal schools: IAW AFI 36-2254, Volume 2, *Reserve Personnel Training*.

4.4.1.2. Exercises: Military Status; however, unit commanders may authorize civilian status for exercises at home station that do not involve other Air Force, other AFRC units or other military components. Members supporting but not participating in the exercise may do so in civilian status i.e. evaluators.

4.4.1.3. Airborne support or directed mission: Active duty outside continental U.S. (CONUS) unless the unit commander determines civilian status is authorized.

4.4.1.4. Flights into hostile area flights or imminent danger zones: Active duty

4.4.1.5. Participation in military duties such as promotion or discharge boards: Active duty

4.4.1.6. Alert Missions: All alert requirements will be performed in Title 10 military status. The member will convert to military status when assuming the alert requirement and will not be released from military status until the alert requirement is complete. Members will not perform alert duty in Title 5 status. For example, a member assuming the alert at 0700 on the first day and released at 0700 the following day will be in military status for the complete 24 hours (0700-0700).

5. Duty Status Overseas.

5.1. Before sending ARTs overseas in civilian status, commanders will ensure ARTs are briefed on legal ramifications, requirements, and proper immigration procedures for all countries that might be transited.

5.1.1. ARTs may be in civilian status in all foreign areas NOT designated as active duty only by AFRC/CV or the wing commander, or as hostile fire/imminent danger areas by the Department of Defense (DoD) or Air Force. ARTs may convert from civilian to active duty status while in flight at scheduled times on orders while on RPA status and IAW applicable guidelines.

5.1.2. ARTs will convert to active duty status at 0001 hours local on the calendar day of departure from the last ground location prior to entering the foreign area designated as hostile fire/imminent danger/active duty only. Local time means the time at the last ground location prior to departure into the hostile fire/imminent danger/active duty only zone. ARTs will remain in active duty status until all of the following conditions are met—the active duty mission is terminated and on the ground, the individual is outside of hostile fire/imminent danger/active duty only designated foreign area, and the time is 2400 hours based on the time zone in which the active duty began. At no time can an ART enter a hostile fire/imminent danger area in any status other than active duty military.

5.2. Duty Status While Engaged in Training

5.2.1. The duty status of ARTs while engaged in training is dependent upon the relationship of the training to the civilian position. If the training is solely required by the military duties or obligations of the employee's military reserve position or military assignment and is not required by the civilian position or the required civilian duties, the employee must be in an appropriate leave status from the civilian position to attend that military training during the civilian workday.

5.2.1.1. Small arms training and chemical defense training (more commonly known as chemical warfare training) are two training situations that best represent this policy: Participating in small arms training during the civilian workday is appropriate for security forces, flight engineers, boom operators, aircraft loadmasters or other crew members required by the civilian position to be qualified to carry small arms. In the case of the aircrew members, these employees perform the duties of sky marshals and are responsible for protecting the aircraft.

5.2.1.1.1. Chemical defense training must be related to the civilian position (included in the position description) and/or required to qualify for the civilian position (included in the qualification standard) before it is appropriate to grant official civilian employee time/excused absence for this training.

5.2.1.2. Several important legal benefits, entitlements, protections, immunities and disqualifications will depend on maintaining a very clear, obvious, and accurate delineation between military status and civilian employee status, including benefits under Office of Worker's Compensation Programs (OWCP) and those that flow from military Line of Duty (LOD) determinations. Especially because those benefit determinations can affect not only the employee/reservist, but also his or her family members, it is critical that commanders and members maintain accurate records demonstrating very clearly the periods when the ART is in military status and the periods when the ART is in civilian employee status.

6. Changes in Civilian Tour of Duty.

6.1. Members will request and supervisors may approve work schedules or work hours. All schedules will be requested and approved in writing IAW guidance established by [paragraph 2.2](#). As a minimum, identify type of work schedule, duty hours, lunch periods, scheduled days off for compressed schedules and effective dates. All ARTs will use the electronic AFRC Timecard to document time and attendance for data entered into ATAAPS. HQ AFRC/A1CE is responsible for the administration of the AFRC Timecard. Timecard functionality will not be altered for any reason without prior written approval from HQ AFRC/A1CE. All military duty will be annotated on Timecard. Civilian schedules will not be changed solely to perform military duty except as stated in [paragraph 6.2](#).

6.1.1. In order for the timecard to function correctly, timecards will not have pen/ink annotations except in the "remarks" section. The original and any corrected timecards along with supporting documentation, approved work schedule(s) and Defense Civilian Pay System (DCPS) Master History Reports will be maintained in the member's timecard folders.

6.1.2. When an employee covered by a compressed work schedule (CWS) program is assigned to a temporary duty station using another work schedule--either traditional or AWS--management may allow the employee to continue to use the schedule used at his or her permanent work site (if suitable) or require the employee to change the schedule to conform to operations at the temporary work site.

6.2. The requirement that a one-week notice be given to non-exempt employees before a change in tour of duty is waived under the circumstances below. Notify employees of such changes as far in advance as possible. In any situation, notify the employee before reporting for duty on the day of the proposed change. Use of this authority is limited to that necessary for essential operations as determined by appropriate authority.

6.2.1. Aircrew on missions of more than one day's duration.

6.2.2. Aircrew and ground support to meet special or essential unscheduled flying missions.

6.2.3. Aircrew and ground support performing active weather reconnaissance or rescue missions.

6.3. If a full workday cannot be performed by midnight, the calendar day on which a shift begins is considered the day of duty for documentation purposes even though the work schedule extends into the next calendar day. If a full workday can be performed by midnight, management has the option of starting the next workday at 0001 or extending the workday and compensating the employee with overtime/compensatory time off for the additional work hours.

7. Lunch Periods.

7.1. The lunch period must be at least 30 minutes in length and is to be observed during the mid-shift time frame. For example, on a workday of 0730-1600, lunch should be taken between the hours of 1100-1300. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday. Employees who are subject to a maxiflex work schedule ([paragraph 19.3.3](#)), that allows for some workdays with fewer than 6 hours in a day, may not be required to observe a lunch period on workdays with fewer than the 6 consecutive hours (subject to local determination and bargaining unit agreements). Lunch periods must be entered on the timecard even during periods of leave in order to document the entire duty day.

7.2. There are two situations where compensable on-the-job meals are authorized.

7.2.1. When more than one 8-hour shift is in operation during a 24-hour period and an overlapping of shifts to permit time off for lunch is not feasible, an on-the-job lunch period of 20 minutes or less may be authorized and included in the regular tour of duty.

7.2.2. When lunch is consumed in a long duration flight or long distance flight, an on-the-job lunch period not to exceed 20 minutes is permitted as long as the flight is performed in civilian status. The requirement to take a lunch period cannot be waived on the basis of an aircrew member flying an AFTP. A 20-minute on-the-job lunch period is authorized for aircrew members for any long duration flight performed in civilian status regardless of the distance flown or the need for an over-night stay at another location.

7.2.2.1. Long Duration Flights. Long duration flights are defined as those flights performed in civilian status where the flight briefing, flight time, and post mission duties equal or exceed 80 percent of aircrew member's regularly scheduled civilian duty day or when the period between the initial aircrew briefing time and completion of post flight duties completely overlaps the normally schedule midday lunch period by 1 hour or more. This places the employee well beyond the midday timeframe when the lunch period is taken.

7.2.3. This policy does not apply to active duty military flights, AFTPs, AGTPs, or short civilian training flights that occur during the midday timeframe. On such instances the lunch timeframe must be identified. In addition, the 20-minute on-the-job lunch period is only authorized for long duration flights in those instances where it is not possible for the employee to take a meal break on the ground, whether it is during the flight briefing, post mission duty period, or delays such as weather. In those instances where lunch is consumed in flight, appropriate justification is documented on the AFRC Timecard in the remarks section and/or the AFRC Form 4, *Air Reserve Technician Aircrew Work Hours Record*, or other appropriate form such as the AFTO Form 781.

8. Long Distance Flights.

8.1. Long distance flights are defined only as situations in which an air crew member's flight departs his/her home station, arrives at another duty station and remains overnight at the remote duty station.

8.2. Tours of duty and attendance reporting of air crew members on long distance flights are as follows: The ART aircrew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time, and will end upon completion of post flight duties and excusal from duty.

8.3. Changes that occur by crossing the International Date Line are to be ignored for the purpose of documenting travel time. Duty times while TDY will be recorded on the AFRC Timecard using the local 24-hour basis in the hours of the time zone of the TDY location in order to calculate night differential and premium pay. If changes in duty status occur during the tour, the AFRC Form 4 (or other appropriate form) must be completed and will be reviewed and certified by the aircraft commander. Home station and TDY location dates and times will be used on the AFRC Form 4 (or other appropriate form).

9. Pre-Mission Crew Rest.

9.1. To the maximum extent possible, civilian aircrew duty days should be scheduled or adjusted to coincide with the flying schedule. Normally the flying schedule is published well in advance to allow for work schedule changes with at least a one week notice which negates the use of administrative leave for crew rest. When situations arise and aircrews are required to remain in crew rest past their scheduled workday reporting time or enter crew rest during the civilian workday, the following options apply:

9.1.1. If an employee has already reported to work and is then placed into crew rest before the end of their regularly scheduled day they may be granted admin leave "LN" for the remainder of their regularly scheduled day. When they report back to work before midnight the time between report and midnight is premium pay or credit time and the next duty day starts at midnight. Enter a comment in the remarks section of the AFRC

Timecard that includes the phrase “required crew rest.” For example: A crewmember reported to work at their normal scheduled time of 0700, at 1000 they are released for crew rest to be alerted at 2200 to report to work at 2300 the same day. The AFRC Timecard would reflect 0700-1000 “RG”, 1000-1530 (with an appropriate meal period) as “LN”, 2300-2400 as “CE”, “CD”, “OU”. The next duty day would begin at 0001.

9.1.1.1. It is not appropriate to use admin leave “LN” for times when crew rest requirements are known in advance and overtime, compensatory time or credit hours will be earned as a result.

9.1.2. If an employee is required to remain in crew rest past their scheduled workday reporting time, they may be granted admin leave “LN” from the normal start of their work day until reporting for duty but only when unforeseen circumstances (IAW [paragraph 9.1.3](#)) occur which would jeopardize mission accomplishment if “LN” is not granted. Enter a comment in the remarks section of the AFRC Timecard that includes the phrase “required crew rest.” There are two occasions when this may be appropriate.

9.1.2.1. LN may be granted when the crewmember performed aircrew duties the day prior, and due to unforeseen circumstances, is subsequently scheduled to perform aircrew duties, to include Supervisor of Flying, the next day and cannot report to work at the regularly scheduled report time due to crew rest limitations. In this case, LN may be granted from the normal workday reporting time to the first time that the employee may report with crew rest. For example, a crewmember is accomplishing flight duties until 2330 and unforeseen circumstances require that crewmember to accomplish flight duties the next day. The crewmember has a normal civilian workday from 0700-1530. The AFRC Timecard would reflect 0700-1130 “LN” and 1130-1530 “RG”. Any additional hours required for mission accomplishment in civilian status may be logged as credit time or compensatory time, as appropriate.

9.1.2.2. LN may be granted when the crewmember performed aircrew duties the day prior, and due to unforeseen circumstances, is subsequently scheduled to perform aircrew duties, to include Supervisor of Flying, the next day and cannot report to work at the regularly scheduled report time due to Flight Duty Period (FDP) limitations. In this case, LN may be granted from the normal workday reporting time to the first time that the employee may report with sufficient FDP available to cover mission requirements. For example, a crewmember is accomplishing flight duties until 2000 and unforeseen circumstances require that crewmember to accomplish flight duties the next day. While the crewmember could report at 0800 with crew rest, the mission requires aircrew duties (mission preparation, briefing, flying, debriefing) from 1200-2400 and the crewmember is limited to a 12-hour FDP by AFI. Since FDP includes civilian and military duty hours, the crewmember may be granted LN from normal reporting time until the first time that the crewmember can report with sufficient FDP for the mission. The crewmember has a normal civilian workday from 0700-1530. The AFRC Timecard would reflect 0700-1200 “LN” and 1200-1530 “RG”. Any additional hours required for mission accomplishment in civilian status may be logged as credit time or compensatory time, as appropriate.

9.1.3. Unforeseen circumstances are those where the planned schedule cannot be executed and mission accomplishment requires a crewmember to alter their schedule and

depart duty location early or arrive after normal start time to comply with crew rest or Flight Duty Period. Normally, unforeseen circumstances are those which occur within 24 hours prior to the scheduled mission. When circumstances can be rectified within an acceptable time frame (outside 24 hours or within local bargaining unit agreements) the civilian crew duty day should be adjusted to accommodate mission accomplishment.

9.2. If the flight/flight duty for which the employee is in a crew rest status will be performed in civilian status, then no leave is to be charged.

9.2.1. If the flight/flight duty for which the employee is in a crew rest status will be performed in military status, then the employee will either take annual leave, Absent-US, accrued compensatory time off, accrued credit hours, time off award, compensatory time off for travel or adjust his/her duty day to accommodate the crew rest requirement.

10. Constructive Credit hours.

10.1. When temporary duty (TDY) occurs on a scheduled workday, and through no fault of the employee, an employee starts work, but less than 8 hours of work are performed, the employee is credited with 8 hours total duty. (*EXAMPLE:* Employee reports as directed at 0600, takes off at 0800, lands at 1200, performs post flight duties, and is excused at 1300; that individual is credited with 7 hours of work and 1 hour of constructive credit (annotate AFRC Form 4, to reflect the number of hours actually worked and the number of hours of excusal from duty (constructive credit hours)) on that day. Use constructive credit hours when computing regular hours but not when computing overtime hours. Regardless of the reason and irrespective of whether within the employee's control, if employees (for example, aircrew members) do not report for work they are placed in the appropriate leave category or have their workweek rescheduled. Constructive credit hours may not be granted if there is no work to be performed at the TDY location and it is known prior to the start of the employee's civilian workday. In addition, constructive credit hours may not be granted at home station.

10.1.1. The following options are to be considered when the granting of constructive credit might be appropriate:

10.1.1.1. Send the aircrew in active duty military status. The issues of taking leave, use of constructive credit, loss of per diem, and earning overtime/comp time are then nonexistent.

10.1.1.2. Have the employee report to work each day. If there is insufficient work for a full 8 hours, the granting of constructive credit may be appropriate. In those rare cases where it is known in advance that work will not be available, this option is not appropriate.

10.1.1.3. Reschedule the workweek so that scheduled days off fall on "down days", where possible, to minimize the possible use of leave.

10.1.1.4. Send the aircrew home, keeping only the minimum number of crew members required to remain with the aircraft at the TDY location. This decision is made on the basis of commercial or available military air versus the cost of travel pay and paying employees when no work will be performed.

10.1.1.5. Charge the employee leave on down days. Since the decision on whether or not an aircrew member will have to work is usually made on a daily basis, this should not be a recurring scenario.

11. Time Spent Traveling and Standby/On-Call Status.

11. (940ARW) Time Spent Traveling and Standby/On-Call Status.

11.1. Compensatory Time Off for Travel. Compensatory time off for travel may be earned by ARTs traveling in civilian status to perform duty in civilian status for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. This compensatory time off provision applies to all employees, except Senior Executive Service employees. Travel hours will be recorded in the originating station time zone. ARTs may not earn travel comp time when traveling to perform military duty.

11.1. (940ARW) Employees must comply with the procedures for requesting credit of compensatory time off for travel. Within five workdays after returning to the official duty station, employees must submit their travel itinerary, conference schedule or agenda, or any other documentation acceptable to the employee's supervisor, in support of a request for credit for compensatory time off for travel. Upon receipt of a proper and complete request from the employee, the supervisor must credit the employee with compensatory time off for creditable time in a travel status. This documentation will be maintained in the employee's Timecard Folder with the appropriate pay periods.

11.2. Travel Time as Hours of Work for non-exempt employees under the Fair Labor Standards Act. Time spent traveling is considered hours worked if the travel occurs during regular working hours, during hours on non-work days that correspond to regular working hours or if the employee is required to perform work while traveling. Employees traveling outside hours mentioned above may earn compensatory time off for travel. Travel hours will be recorded in the originating station time zone.

11.3. Hours of Work for Standby or in an On-Call Status

11.3.1. An employee will be considered on duty and time spent on standby shall be considered hours of work if:

11.3.1.1. For work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes. A finding that an employee's activities are substantially limited may not be based on the fact that an employee is subject to restrictions necessary to ensure that the employee will be able to perform his or her duties and responsibilities, such as restrictions on alcohol consumption or use of certain medications.

11.3.2. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:

11.3.2.1. The employee is allowed to leave a telephone number or to carry an electronic-device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or

11.3.2.2. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person.

12. Leave Status.

12. (940ARW) Leave Status.

12.1. An ART must be off duty or in an appropriate leave status from the civil service position when he or she is in a military point-gaining activity. Military leave, annual leave, accrued credit hours, accrued compensatory time off, accrued compensatory time for travel, time off award or Absent-US may be used when performing military duty that overlaps with the civilian workday. Employees on a traditional fixed work schedule may not change that schedule just to avoid taking leave or to allow the use of military leave for the performance of military duty. Employees on a flexible work schedule or compressed work schedule that allows for changes in the tour of duty may change their schedule within limits of the schedule's rules to avoid taking leave for the performance of military duty. For example, a member on a Gliding schedule with a flexible starting band of 0630-0900 may alter their starting time within that band to avoid taking leave. Members on compressed work schedules may request a change in their scheduled day off (if allowed by local policy). All OPM 71, leave requests from civilian duty are to be documented and maintained within the ATAAPS program. Use of sick leave to perform military duty is prohibited. **NOTE:** Exception, ARTs may use sick leave only if the military orders are published specifically for a reason that is otherwise appropriate for sick leave e.g., to receive medical care or for a medical appointment as documented on the AF Form 938, block 11. The AFRC Timecard documents leave taken and is not considered an appropriate form to request/approve leave. Requests for leave must reflect the type of leave along with the date and time leave is to be charged. **NOTE:** Procedures for requesting and approving leave for bargaining unit employees may be contained in applicable collective bargaining agreements.

12.2. Traditional 15-day military leave can be used/charged only for periods of a civilian workday when active or inactive military duty overlaps with the civilian work schedule, or when performing consecutive days of active duty (see [para 12.3](#) below). A brief description of the main rules for charging military leave follows:

12.2.1. Employee requesting military leave for active duty or inactive duty training will be charged only the amount of military leave necessary to cover the period of military duty or period of training and necessary travel. Since military leave can only be charged in hour increments any fractions of an hour must be charged to other appropriate leave; military leave may not be used for an entire civilian workday if the member starts military duty after the beginning of the civilian duty day or is released from military duty/travel before the end of the civilian workday.

12.3. Consecutive day rule: A full day of annual leave, military leave, accrued compensatory time off, compensatory time off for travel, accrued credit hours, time off award, or Absent-US must be charged for civilian workdays on which consecutive days of active duty pay are earned (whether the consecutive days of active duty are covered on a single order or a series of orders) unless one or more of the following exceptions apply:

12.3.1. If on the first day of active duty, the member is not required to report for military duty until after the civilian duty day ends, no leave is charged for that first day of active

duty. If the member is required to report for military duty on the first day of the period of active duty before the end of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

12.3.2. If the member is completely released from active duty on the last of the consecutive days of active duty prior to the start of the civilian duty day, no leave is charged for the last day of active duty. If the member is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

12.3.3. When an employee terminates a period of active duty no later than 2400 hours on one calendar day and a need arises on the next calendar day to call that member back to active duty, no leave will be required for the next calendar day if all of the following apply:

12.3.3.1. The member had been completely released from active duty on the previous day,

12.3.3.2. The military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control, and

12.3.3.3. No other person is available to serve the second period of active duty.

12.3.4. Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. Appropriate documentation certifying this approval must be maintained and available for review.

12.4. Intervening non-workday rule: No military leave will be charged for civilian non-workdays (weekends, holidays, scheduled days off). Employees who choose to use or intermingle other appropriate forms of leave to perform military duty, i.e., annual leave, Absent-US, accrued compensatory time off, accrued compensatory time off for travel, time off award, or accrued credit hours, for the entire length of their active duty (whether it is covered by one set of orders or several), will not be charged leave for intervening non-workdays that occur during that tour or consecutive tours.

12.5. Twenty-Two (22) Day Military Leave. There are two conditions when an ART is authorized 22 days of military leave; in support of civil authorities in the protection of life and property and those who perform full-time military service as a result of a call or order to active duty in support of a contingency operation.

12.5.1. Although the DCPS code "LL" (Law Enforcement) may be used it is recommended that "KG" (Absent-US) be used until the member returns to duty in order to avoid any DFAS complications. When using this type of military leave, the ART receives all military pay and allowances (excluding travel, transportation, and per diem allowances) and any civilian pay that exceeds that amount. A DFAS remedy ticket will apply leave to the days leave is required and adjust civilian pay records for any funds due to the employee. This action must be processed through the local FM representative.

12.5.2. Employees may use Absent-US intermittently with annual leave, military leave, compensatory time off, time off award, compensatory time off for travel, or credit time earned. An SF 50 should be used to document an employee's use of Absent-US for duty with the uniformed services of one day or longer. There is no AFRC requirement to

process return-to-duty actions for each period of paid leave. Note: When Absent-US "KG" is entered into DCPS the balance of credit and compensatory time will be paid to the employee.

12.6. Forty-Four (44) Day Military Leave. ARTs are authorized 44 additional workdays of military leave in a calendar year. There are conditions placed on the use of this leave that are addressed below. Timekeepers should use the administrative leave code (LN) to record use of this category of military leave and supervisors must monitor the number of hours used during the calendar year and ensure the maximum number of hours are not exceeded.

12.6.1. Military leave under this section can only be used to perform "active duty without military pay" for participation in combat and non-combat operations outside the United States, its territories and possessions. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate destinations/stops are part of the continuing mission. In addition, UAS crews conducting operations OCONUS from locations physically located CONUS are authorized to use this type of leave. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward Reserve retirement while in this duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY, callback overtime, or additional hours of work performed due to long distance flights. This is irregular or occasional work. Overtime pay, compensatory time or credit hours may not be earned for performing work beyond the regular civilian work schedule while on "AD without pay" since the employee is performing this work in military status. Military leave under this section can be intermingled with traditional military leave, annual leave, leave-without pay (Absent-US), earned compensatory time, compensatory time off for travel, time off award and credit hours.

12.6.2. This military leave category is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for civilian workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes weekends/holidays/scheduled days off (SDO), there would be no civilian pay received for those days. In order for an ART to receive any pay for a civilian non workday, a change to "active duty with pay" status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized, if appropriate, and require the use of a DD Form 1610. Use of this military leave is at the employee's discretion.

12.6.3. Use of this category of military leave is not appropriate in Hawaii, Alaska, Puerto Rico, or Guam unless the ultimate destination on the military orders is an overseas

location and one of these locations is an intermediate stop that is part of the continuing mission. Use of this category of military leave is appropriate for Panama at all times, since it is no longer considered a US possession.

12.6.4. Since the employee is on “active duty without military pay,” all jurisdictional issues are covered by the military system; i.e., the employee is covered under the UCMJ, injury compensation is covered under line-of-duty procedures, reimbursement for travel, per diem, and lodging are computed based on military entitlements, etc. Certain military entitlements such as Family Separation Pay and Hazardous Duty Pay will not apply due to the fact they are only applicable when member is on a “military pay status”.

12.7. Payment of Military Leave While on Extended Active Duty (EAD). Federal employees who are also reservists, to include ARTs, and who serve on an extended active duty tour that spans 2 or more fiscal years, may accrue and be paid for 15 days of military leave at the beginning of each year. Timekeepers should reflect paid and unpaid military leave used, as appropriate, on the timecard and in the civilian pay system. Employees are not required to apply the new allotment of military leave that accrues on 1 October to their current tour, but may choose to do so or use it later in the second fiscal year.

12.8. Physical Fitness Program. All civilian employees to include Air Reserve Technicians who are not on a limited time appointment of less than 1 year are authorized time to participate in a physical fitness program while in an official duty status. Physical fitness activities will be limited to cardio-vascular activities such as walking, jogging, weight training and structured exercises such as aerobics and spinning. The local commander has the final decision on which activities meet the intent of the program. Participation by the employee is strictly voluntary.

12.8.1. A maximum of 3 hours per week may be used for physical fitness activities. The times must be used in blocks of 1.5 hours or less. Only one block of time may be used per day and unused time from other weeks may not be banked. The 3 hours per week is total time away from the job and includes any travel time, changing clothes and showering. The physical fitness periods cannot be combined with authorized breaks, but may be used in conjunction with the lunch period. Member must be present for duty prior to or after the physical fitness period.

12.8.2. Participation in the program must be approved by the first level supervisor and it is contingent upon no adverse mission impact. Specific times for participating in the program will be approved by the supervisor in advance. First level supervisors have the authority to disallow participation due to mission requirements and/or vary the times the employee may participate. Participation privileges may be revoked if any abuse is identified and disciplinary action may be taken.

12.8.3. A request must be submitted by the employee to the first level supervisor accompanied by a doctor’s statement certifying physical fitness activities are permitted and identifying any limiting conditions such as “running not permitted at this time”. The certification does not need to state why running is not permitted. Release of the information is granted by the employee to his/her immediate supervisor by passing the certification memorandum to the supervisor. This certification can be signed by either the employee’s primary health care provider or the unit Reserve physician.

12.8.3. (940ARW) The Physical Fitness Agreement request form with Doctor's Statement will be on file with their supervisors.

12.8.4. Fitness activities must be performed on base or in base facilities. Base facilities will be available to employees in line with local installation policies. Exception: For those organizations where the worksite is located off-base, the installation commander may approve a facility that would reduce travel time, is a suitable exercise site and is identified as an official work location for injury compensation reasons. For those organizations whose facilities are limited or undergoing renovation, an alternate site must be approved by the installation commander and designated as an official worksite.

12.8.5. Fitness documents are maintained by the supervisor.

12.8.6. Employees normally do not earn overtime, compensatory time off or credit hours on days they use fitness leave.

12.8.7. Fitness policies may vary from installation to installation based on local implementation and labor agreements.

13. Night Differential Entitlement.

13.1. AFI 36-807 mandates organization and tenant commanders to establish daily hours for beginning and ending work. For aircrew members on long-distance flights, the tour of duty and daily hours of work are governed by and charged each day based on the directed reporting for duty time. The crew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time and will end upon completion of post-flight duties and excusal from duty. Work scheduled in accordance with this paragraph becomes the crew member's regularly scheduled tour of duty.

13.2. When regularly scheduled work is performed between the hours of 1800 and 0600, night differential pay is appropriate for GS employees. Night differential pay is payable in addition to premium pay for regularly scheduled overtime.

13.2.1. Night differential pay is authorized for work performed by GS employees between 1800-0600 except for irregular or occasional overtime work. Unless the employee's regularly scheduled daily tour of duty falls within the above hours, hours of work between 1800-0600 are considered to be irregular or occasional overtime work, and no entitlement to night differential pay exists.

13.2.1.1. If the GS employee's daily tour of duty is temporarily changed (as documented on a work schedule change request form) and falls between 1800-0600, night differential is authorized for the established workday. Any hours of work beyond the basic workday are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

13.2.1.2. If the GS employee's regularly scheduled daily tour of duty includes hours of work performed between 1800-0600, and those hours of work also include regularly scheduled overtime, then night differential is authorized for both the basic workday and the overtime hours worked between 1800-0600.

13.2.1.3. If the employee works their regular daily tour of duty, and then performs additional work all additional hours are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

13.3. Night Differential is paid to FWS (WG) employees when the majority of regularly scheduled non-overtime hours fall between the hours of 1500-0800.

13.3.1. FWS employees receive night differential for the entire shift when the majority of hours fall within the specified periods.

13.3.2. When temporarily assigned to a day shift or night shift with a lower night shift differential, the employee continues to receive the regular rate. An employee temporarily assigned to a night shift is paid night differential. Employees temporarily assigned to a night shift with a higher differential will only receive the higher differential if a majority of the employee's regularly scheduled non-overtime work falls within the hours having the higher differential.

14. Time and Attendance and Premium Pay Audit Procedures.

14.1. General. Commanders will appoint Numbered Air Force (NAF), Wing and independent Group Time and Attendance (TAA) points of contact (POC). HQ AFRC Directorates will also appoint Time and Attendance POCs. Appointments will be designated by appointment letter; a primary and alternate POC are required. The TAA POC is responsible for maintaining a master listing of all ARTs assigned to the unit, providing time and attendance training to the workforce, establishing a time and attendance audit team and providing training to same, notifying auditors when to conduct audits and self timecard folder audits, and preparing documentation and reports required to keep the commander informed.

14.2. Audit Timelines. Audits will be conducted quarterly (January, April, July, and October) of each calendar year. The audits will include at least 25% of the assigned ARTs, with a goal of auditing all ART's timecards at least once during the year. The audits will be conducted by someone other than the timekeeper/supervisor of the affected employee. Special audits may be performed at the commander's request. NAF, Wing and Group Commanders are responsible for subordinate units.

14.3. Audits. NAF, Wing and Group audits will be used to meet the requirement, by higher headquarters, that timecard folders be audited at least once per year by someone other than the assigned timekeeper. The TAA point of contact will notify auditors selected to participate in each audit and will request specific timecard folders to be audited during the audit. Audits will be conducted using either the checklist found in Management Internal Control Toolset (MICT) or a locally developed checklist. The audit results will be reported to the commanders. The TAA POC will ensure all discrepancies are corrected by the responsible timekeeper. Discrepancies will be corrected and timecard corrections will be updated in the Defense Civilian Pay System (DCPS), when required. Documentation stating an audit was completed (and/or properly completed audit checklists) must be filed in the timecard folders.

14.4. HQ AFRC inspection process. The audit sample, to be used for the inspection, will be obtained from the eight-month period preceding the audit. The inspection process will include audits of both ART and traditional civilian employees in three areas, with three separate error ratings; dual compensation, inappropriate leave/duty status and premium pay. Traditional civilian employees will be evaluated during the premium pay portion only. Lack of documentation in the timecard folder will cause an error to be identified. Overall

ratings must meet the command standard of less than 2% for dual compensation, less than 4% for inappropriate leave and less than 10% for premium pay.

15. Employee Timecard Folder Requirements.

15. (940ARW) Employee Timecard Folder Requirements.

15.1. General Timecard Folder Information:

15.1.1. Employee current year timecards and supporting documentation will be filed in a six-part folder (or a binder with 6 tabs is an acceptable substitute). Previous years' documentation may be removed from six part folder for filing. All documentation must be available for audits for six years.

15.1.2. Each employee will have a separate timecard folder and only the employee name (no social security number) will be on the outside of the folder.

15.1.3. Each timecard will have all supporting documentation (military documents, AF IMT 428, court leave documentation, DD Forms 1610, DCPS Master Time History printout, etc.) filed with the appropriate pay period. Printed OPM 71leave requests are not required except when requested for audit purposes or per local requirements.

15.1.4. Timecards will be filed in pay period order and then separated into quarters. Each quarter will be a separate section of the six-part folder (see folder contents below). The completed quarterly audit checklist will be filed on the top of each section.

15.1.5. A timecard is not required for employees who are on an AGR tour or AD orders for 120 or more days. Timecard and ATAAPS entries are required for pay periods when the employee is using paid leave. Any other absences for military duty (less than 120 days) require the AFRC timecard and ATAAPS to be completed for each pay period.

15.2. Folder Contents

15.2. (940ARW) Folder Contents: Civilian or ART members on a flexitour or maxiflex schedule are required to use the Air Force Reserve Command (AFRC) Form 270, *AFRC Timecard Worksheet*, which will be filed on the top of each pay period packet for consistency and ease in auditing.

15.2.1. Section One: Signed and approved work schedule, subsequent change request(s) and authorization for 20-Minute in-Place (Paid) Lunch memorandum, when required for normal work schedule (occasional memos should be attached to appropriate timecard).

15.2.2. Section Two: Miscellaneous information

15.2.3. Section Three: Timecards (PP 22-27) – Quarter 4

15.2.4. Section Four: Timecards (PP 15-21) – Quarter 3

15.2.5. Section Five: Timecards (PP 8-14) – Quarter 2

15.2.6. Section Six: Timecards (PP 1-7) – Quarter 1

16. Responsibilities:

16. (940ARW) Responsibilities.

16.1. TAA POC:

16.1.1. Will appoint auditors to the audit team, auditors will participate in at least one quarterly audit per year.

16.1.1. (940ARW) Each unit commander will appoint a minimum of two auditors (at least one primary and one alternate).

16.1.2. Submits quarterly requests for the Unit Time and Attendance Audit Product on all ARTs. This military report is a log of all military duty performed during the audit period derived from the Point Credit Accounting and Reporting System (PCARS). See [paragraph 18](#) for further guidance.

16.1.3. Distributes the Unit Time and Attendance Audit Product to auditors performing audits. Ensures audits are performed quarterly on all identified timecard folders. A minimum of 25% of the ART workforce will be audited each quarter. All records will be audited at least once every year.

16.1.3. (940ARW) The Wing Time and Attendance Point of Contact (POC) will prescribe what forms/checklists are used to maximize the effectiveness of the wing quarterly audits.

16.1.4. Maintains the quarterly audit results and corrective actions taken for discrepancies noted during audits until the next higher headquarters inspection/audit.

16.2. Supervisors and/or Timekeepers:

16.2.1. Ensure a six-part timecard folder (chapter 15) is maintained for each civilian and ART assigned, and all ATAAPS entries are certified by the supervisor or designated representative. Timecards should be filed by quarter in separate parts of the folder with the quarterly audit documentation on top.

16.2.2. Conduct a self audit of assigned timecard folders using a checklist and ensure 100% compliance with all directives. Additional information to assist in auditing AF IMT 428s, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, military duty affecting timecards, and understanding the military pay calendar is provided in [paragraphs 16](#) and [17](#), respectively.

16.2.3. Provide written notification to the TAA POC when self audits are completed including discrepancies corrected and updated in DCPS, when required. Locally developed checklists may be used to document discrepancies and corrections.

16.2.4. Ensure a Work Schedule Change Request is completed, approved, updated in ATAAPS/DCPS and filed in each assigned timecard folder. All approved work schedule change requests must be kept in the timecard folder to support duty hours/tours of duty on timecards filed in the folder.

16.2.5. Ensure a memorandum signed by the supervisor is filed in the timecard folder when an employee is authorized a “20-minute in-place (paid) lunch.” For occasional periods a comment in the remarks section of the AFRC Timecard will suffice in place of a memorandum. For flying personnel the AFRC Form 4 or other appropriate form must also be annotated.

16.2.6. Ensure the timecard shows the credit/compensatory/overtime hours that were earned and/or hours of absence when leave was taken. **Note:** Annotate consecutive days

of active duty by using the 24-hours clock (except the first and last day of the active duty period). All requests/approvals for leave to support military duty must be maintained within the ATAAPS program ([paragraph 12](#)).

16.2.7. Ensure timecards with administrative leave or excused absence (LN or LV) have entries in the remark section of the timecard justifying the leave. Physical fitness leave periods have the mandatory information recorded in the “remarks” section of the timecard. Mandatory information includes: activity type/activity location.

16.2.7.1. Leave requests in ATAAPS are not required for fitness periods. Employees must have written approval to participate on file with their supervisors. All other leave will require a leave request in ATAAPS except for holidays and furlough days.

16.2.8. Ensure the AF IMT 428 is corrected to match the dates and number of hours overtime and/or compensatory time that was actually earned as recorded on the timecard. When actual hours worked are less than requested on the AF IMT 428, you may accomplish “Pen-and-ink” corrections to the form. The corrections should be done in a manner that the original information can be seen. Ensure pen-and-ink changes to the “TOTAL” hours match actual hours worked. In instances where more hours were worked than requested, a new AF IMT 428 will have to be accomplished to cover the additional hours. The approving official for authorizing overtime work, whether it is compensated by paid overtime or compensatory time off, will be the group commander or higher. Authorization must be received prior to accomplishing the work or no later than one business day after, in emergency situations. It is Command policy that GS-12 and above and equivalent employees should not normally receive premium pay for overtime work unless circumstances dictate otherwise. If the AF IMT 428 will carry over to different pay period(s) a copy must be attached to all affected timecards. See Premium Pay audit tool example and instructions ([Atch 4](#)).

16.2.8. (940ARW) In emergency situations or when signatures cannot be obtained on the Air Force (AF) Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, verbal approval may be granted and the form completed after the work is performed. The form will be annotated with the date the verbal approval was obtained.

16.2.8.1. If the overtime/compensatory (OT/COMP) was requested/approved but not needed, the 428 may be destroyed.

16.2.8.2. The AF IMT 428 is the official source document for entry of overtime/compensatory time in DCPS and must be certified by FM.

16.2.8.3. Premium pay requests in ATAAPS may be accomplished by the pay period or the labor date. An approved AF IMT 428 is required prior to entry into ATAAPS.

16.2.9. Ensures that certified copies of all AF IMT 40A, *Record of Individual Inactive Duty Training*; AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*; DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*; AF IMT 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*; *Additional Flying Training Period (AFTP)* certifications, AFRC Form 4, *Work Hours Reported* ; and any other documents necessary for audit purposes are filed with the affected timecards in the timecard folders located in each work center.

16.2.10. Ensures all AF IMT 40As have the employee's civilian duty hours and timekeeper's initials recorded in the Remarks Section. Ensures appropriate leave was taken and recorded on the timecard if military duty was performed during civilian duty hours.

16.2.11. Ensures all AF Form 938s; blocks 36-44 are filled out completely and that the timekeeper's signature is recorded in block 45. Ensures appropriate leave was taken and recorded on the timecard when military duty overlapped civilian duty hours. See examples showing proper certification of AF Form 938 ([Atch 2](#)).

16.2.12. Ensures the correct overtime code is used on the timecard for overtime worked. Scheduled overtime (OS) code is used when the scheduled date/requestor signature on the AF IMT 428 is before the start of the administrative workweek the overtime is to be worked. Unscheduled overtime (OU) code is used when the scheduled date/requestors signature on the AF IMT 428 is after the start of the administrative workweek the overtime is to be worked.

16.2.13. Ensures the correct leave without pay (LWOP) code is used when the employee is performing military duty that overlaps the employee's civilian duty hours. If employees choose to use Absent-US instead of military leave, annual leave, compensatory time, time off award, compensatory time off for travel or credit hours when performing military duty that overlaps their civilian duty hours, ABSENT-US code (KG) must be used regardless of length of time. Contact local servicing Civilian Personnel Office for Request for Personnel Action guidance when ABSENT-US is taken.

16.2.14. Ensures DCPS Master Time History printouts are printed after each pay period processes; quality checks the printout against the timecard to ensure they match; initials/signs the printout if correct; attaches printout to timecard and files in timecard folder. If printout does not match timecard, annotates corrections on printout then makes corrections in ATAAPS or DCPS; initials printout and attaches to timecard to be filed in timecard folder. If changes were required in ATAAPS or DCPS, a new DCPS Master Time History Printout must be printed/initialed/signed/attached to timecard to show changes were entered/processed by DCPS. DCPS Master Time History Printouts are required for audit purposes.

16.2.15. Ensures certified copies of AFTPs, AF IMT 40As and AF Form 938s are sent to Civilian Pay office when military leave (LM) was used.

16.2.16. Employees are responsible for requesting and coordinating leave with their supervisor, informing the timekeeper of exceptions to normal duty hours, and supplying the timekeeper with appropriate documentation to support exceptions (AF IMT 428, AF Form 938 etc...)

17. Military Duty Affecting Timecards.

17.1. Dual Compensation Errors.

17.1.1. Must be in a civilian leave status during civilian duty hours when on active/inactive duty or in military travel status. Sample violations: No leave charged for AFTPs performed 1200-1600, AF Form 938 reflects military travel starts at 0730 but no leave taken at all or not taken until later in day.

17.1.2. Leave must be charged for second and subsequent days when on consecutive days of active duty (whether covered by one order or several sets of orders) unless covered by one of approved exceptions (See [paragraph 12.3](#)) Sample violations: On active duty Saturday-Thursday, must take leave for Mon-Wed (if released from AD prior to start of civilian duty day on Thurs) or Mon-Thurs (if released from AD later in the day on Thursday).

17.1.3. ARTs entitled to additional 44 days of leave when performing active duty without pay OCONUS, territories, possessions. Should reflect this leave as admin leave (LN). Error occurs when orders do not reflect “active duty without pay” and/or member receives active duty pay for these days.

17.2. Inappropriate Leave/Duty Status Errors.

17.2.1. Individual uses military leave but is neither in a military duty status (active or inactive duty) nor in a travel status to perform such military duties.

17.2.2. ART performs military duty (active or inactive duty) and uses sick leave to cover that period of military duty. ARTs may use any other category of leave such as annual leave, military leave, Absent-US, compensatory time off, compensatory time off for travel, time off award or credit hours. ARTs may use sick leave only if the military orders are specifically published for a reason that is otherwise appropriate for sick leave e.g., to receive medical care or for a medical appointment as a result of a Line of Duty (LOD) injury.

17.2.3. Employee or supervisor changes civilian duty hours/civilian work schedule beyond what is allowed according to AWS plan or negotiated agreement in order to allow employee to take more leave or avoid taking leave to perform military duty. Sample violation: AWS plan/contract requires core hours starting 0900, supervisors/employees required to give one week notice of changes -- violation occurs when work schedule changed with less than one week notice and no leave was taken starting at 0900 (core hours).

17.2.4. Employee is required to take leave for crew rest when crew rest is required due to flights in military status. Error occurs when no leave taken for crew rest. Sample violation: Member flies AFTPs 1800-2200 on Mon and Tues, must be in crew rest/on leave on Tues until 1000.

17.2.5. The employee has no annual leave, accrued comp time, or accrued credit hours so he/she uses military leave to cover part of the civilian duty day when no military duty or travel is being performed. Sample violation: Active duty starts at 1000 and employee uses military leave starting at 0700. Since the employee cannot use military leave from 0700 to 1000, he/she must use some other category of leave (annual, Absent-US (LWOP), accrued credit or comp). If he/she has no paid leave left, Absent-US (LWOP) is the only choice.

17.3. Appropriate types of leave for military duty:

17.3.1. Military Leave (LM) can only be used to cover periods of military duty/travel that overlap the employee’s civilian duty hours or when required to cover consecutive days of active duty IAW [para 12.3](#) of this publication and can only be taken in 1 hour

increments. **NOTE:** Military leave must be rounded down to the nearest hour; cannot be rounded up (i.e., military duty overlapped civilian duty hours for 2.5 hours which would allow military leave to be used for 2 hours and a half-hour must be another type of appropriate leave.)

17.3.2. Annual Leave (LA)

17.3.3. Compensatory Time (CT)

17.3.4. Credit Hours (CN)

17.3.5. Compensatory Time for Travel (CF)

17.3.6. Leave Without Pay (Absent-US) - (KG). If employees elects to use Absent-US instead of the other types of leave described above when performing military duty that overlaps their civilian duty hours, the Absent-US code (KG) must be used.

17.3.7. Sick Leave (LS). Military orders must specify a reason that is otherwise appropriate for sick leave e.g., to receive medical care or for a medical appointment as a result of an LOD injury.

17.3.8. Time Off Award (LY)

18. Unit Time and Attendance Audit Product.

18.1. The time and attendance audit product is derived from the Point Credit Accounting and Reporting System. The Military Personnel Flights have access to the system.

18.1.1. Code 7 will appear on the Unit Time and Attendance Audit Product for a Unit Training Assembly (UTA) completed.

18.1.2. If a rescheduled UTA was completed, a certified copy of AF IMT 40A must be filed with the affected timecard in the timecard folder and the corresponding dates should be on the Unit Time and Attendance Audit Product coded as 7. If a certified copy of an AF IMT 40A is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, annotate the audit worksheet and advise the wing TAA POC to notify the, member, supervisor and Military Pay Office.

18.2. If code 6 appears on the Unit Time and Attendance Audit Product, a certified copy of the employee's AFTP certification with corresponding dates must be filed with the affected timecard in the timecard folder. If an AFTP certification is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, notify the Military Pay Office.

18.3. If code 1-4 appears on the Unit Time and Attendance Audit Product, a certified copy of the AF Form 938 with corresponding dates must be filed with the affected timecard in the timecard folder. If an AF Form 938 is filed with the affected timecard and the corresponding dates are not on the Unit Time and Attendance Audit Product, notify the Military Pay Office.

18.4. If documents are missing from the employee timecard folder, notify the supervisor/employee. The supervisor/employee must provide a copy of all missing documents.

19. Work Schedules.

19. (940ARW) Work Schedules.

19.1. Tour of duty comprises all hours and days for which flexible and core hours have been designated. The tour of duty defines the limits within which an employee must complete his or her basic work requirement.

19.1. **(940ARW)** In addition to the standard 8-hour day 40-hours a week and 80-hours biweekly schedule, 940th Air Refueling Wing mission requirements allow supervisors to offer civilian employees the option of one of the following schedule types: Flexitour, Gliding, Compressed, and Maxiflex. Each employee will discuss with their supervisor the type of work schedule suitable for their work environment. Offices, shops or sections that have only one full-time employee are not normally eligible for the alternate work schedules and require Group Commander approval. There is no authority to establish hybrid work schedules borrowing from the authority of flexible work schedules and the authority for compressed work schedules to provide unique benefits for employees or agencies.

19.1.1. **(Added-940ARW)** The allowable work band for Monday through Friday:

19.1.1.1. **(Added-940ARW)** Day Shift: 0600-1730

19.1.1.2. **(Added-940ARW)** Swing Shift: 1230-2400

19.1.1.3. **(Added-940ARW)** Supervisors may authorize earlier or later start and finish times to support the mission.

19.1.1.4. **(Added-940ARW)** The wing's core hours are 0900-1100 and 1300-1430 (1530-2100 for Swing Shift) Tuesday through Thursday. Core hours are not applicable to a Scheduled Day Off (SDO). Flex hours are any hours in excess of the scheduled duty day and outside of the wing core hours.

19.2. Credit hours are hours of work in excess of an employee's basic work requirement and may be worked only by employees covered by flexible work schedules. Employees volunteer or agree to earn credit hours. All credit hours earned and used must be requested by the employee in lieu of earning compensatory time off or overtime pay. A full time employee may carry over up to 24 credit hours from one biweekly pay period to a subsequent pay period. Excess hours that are not used by the end of the pay period will be forfeited. Credit hours cannot be used before they are earned. Credit hours are distinguished from overtime hours in that they need not be ordered and approved in writing but must be approved in advance by management. An ATAAPS premium pay request is required for earning/approving credit hours.

19.2. **(940ARW)** A maximum of 8 credit hours may be earned on Sundays or Holidays.

19.3. Flexible work schedules consist of:

19.3.1. Flexitour Schedule: Full time basic work requirement consists of 8 hour days, 40 hour workweek and 80 hours in a biweekly pay period. The daily tour of duty is established with flexible hours surrounding core hours, which include a standard meal period. Once selected, the hours are fixed until the agency provides an opportunity to select a different starting and stopping times. Employees may not work basic hours prior to or after the established daily tour. Employees must account for missed core hours with leave, credit hours or compensatory time off. Overtime work is work in excess of 8 hours in a day or 40 hours in a work week, ordered in advance by management. Employees

select arrival and departure times, subject to management approval. This results in a fixed schedule until the next selection period as determined by management

19.3.2. **Gliding Schedule:** Full time basic work requirement consists of 8 hour days, 40 hour workweek and 80 hours in a biweekly pay period. The daily tour of duty is established with flexible hours surrounding core hours, which include a standard meal period. Employees may not work basic hours prior to or after the established daily tour. Gliding schedules provide for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Employees must work during core hours or use leave, credit hours or compensatory time off. Employees may vary arrival and departure times on a daily basis during the established flexible hours.

19.3.3. **Maxiflex Schedule:** Full time basic work requirement consists of 80 hours in a biweekly pay period. Maxiflex schedules provide for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Maxiflex schedules may be set up with or without core hours. When core hours are used employees must work during core hours or use leave, credit hours or compensatory time off. Employees may vary arrival and departure times on a daily basis during the established flexible hours. However, the schedule may be set without core hours thus providing maximum flexibility for employees. Employees may work less than 10 days biweekly when core hours are not set on one or more workdays.

19.3.3. **(940ARW) Maxiflex Schedule:** The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period. The maximum workday length is ten (10) hours of duty; hours worked in excess on any day will be credit time, compensatory time or overtime. Under this option employees may vary daily arrival and departure times between the wing's "flex" hours in 15 minute increments. Core days are Tuesday, Wednesday and Thursday. During core days and core hours, all employees are required to be present for work, on their SDO, or in a leave status if absent.

19.4. **Compressed Scheduled:** Full time work requirement consist of 80 hours in a biweekly pay period in less than 10 days. The number of hours each day must be scheduled. Credit hours are not earned while working this type of schedule.

19.4. **(940ARW)** The tour of duty for employees under Compressed Work Schedule (CWS) program is defined as a fixed schedule as approved by the supervisor. The 940th Air Refueling Wing allows two models for the Compressed Schedule: the four-day work week and 5/4-9 plan.

19.4.1. **(Added-940ARW)** The CWS Four-day Work Week, Defense Civilian Payroll System (DCPS) Alternate Work Schedule (AWS) Code 8, is a fixed schedule limited to four 10-hour days per week for a total of 80 hours in a bi-weekly pay period.

19.4.2. **(Added-940ARW)** The CWS 5-4/9 Plan (DCPS AWS Code 6) consists of eight 9-hour days, one 8-hour day and one SDO for a total of 80 hours in a bi-weekly pay period. The SDO must be specified and approved on the Work Schedule or Work Schedule Change Request. Any variations must be approved in writing by the Wing Senior ART/Wing Commander. The SDO may be varied on a case-by-case basis to meet

mission requirements with documentation to reflect the applicable pay periods and supervisor approval.

20. Excused Absences. **Excused Absences** are instances when employees are absent from their normal assignments to perform acts or services officially sanctioned by management. During this time employees remain under management control. Excused absences are not authorized for non-duty periods or for the purpose of accomplishing military requirements or military training, e.g., haircuts, chemical defense training etc. All excused absences will be IAW with AFI 36-815.

20.1. Employees returning from Active Duty in support of the Overseas Contingency Operations (OCO, formerly Global War on Terrorism) may be authorized an excused absence of 5 working days. In order to receive the excused absence employees must have spent at least 42 consecutive days on active duty. The absence must be the first 5 days back in civilian status and may run concurrent with military “terminal leave.” Employees are only eligible for 1 excused absence in a 12 month period. A new 12 month period begins after the use of the previous absence.

JAMES F. JACKSON, Lt Gen, USAF
Commander

(940ARW)

STEPHANIE W. WILLIAMS, Colonel, USAF
Commander

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

(Added-940ARW) (Added-940 ARW) AFRCI 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*, 2 April 2015, Incorporating Change 1, 24 June 2015

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

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observation*, 21 Jun 1999

AFI 36-815, *Absence and Leave*, 5 Sep 2002

AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2254, Volume 2, *Reserve Personnel Training*, 9 Jun 2010

(Added-940ARW) AFPD 36-8, *Employee Benefits and Entitlements and Work/Life Programs*, 24 December 2014

AFPD 65-2, *Management Control Program*, 28 Aug 2006

Department of Defense Financial Management Regulation (DOD 7000.14-R), Volume 8, Chapter 2, *Time and Attendance* and Chapter 5, *Leave*, 3 Jul 2009

Forms Adopted

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

AF IMT 40A, *Record of Individual Inactive Duty Training*

AF Form 3956, *Report of Inactive duty Training Performance-AGTP/AFTP (USAFR)*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*

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

SF 50, *Notification of Personnel Action*

AFRC Form 4, *Work Hours Report (Optional)*

AFTO 781, *Arms Aircrew/Mission Flight Data Document (Optional)*

AF Form 847, *Recommendation for Change*

Prescribed Forms

(Added-940ARW) There are no forms prescribed in this instruction.

Adopted Forms

(Added-940ARW) AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

(Added-940ARW) AF Form 847, *Recommendation for Change of Publication*

(Added-940ARW) AFRC Form 270, *AFRC Timecard Worksheet*

Abbreviations and Acronyms

Absent U.S.—LWOP for Uniformed Service

ADOS—Active Duty for Operational Support

ADT—Active Duty Training

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-940ARW) **AFRIMS**—Air Force Records Information Management System

AFTP—Additional Flying Training Period

AGTP—Additional Ground Training Period

ANG—Air National Guard

ART—Air Reserve Technician

AT—Annual Training

ATAAPS—Automated Time and Attendance Production System

AWA—Alternative Work Agreement

(Added-940ARW) **AWA**—Alternative Workplace Arrangements

AWS—Alternate Work Schedule

(Added-940ARW) **AWS**—Alternative Work Schedules

COMP—Compensatory

CONUS—Continental U.S.

CWS—Compressed Work Schedule

DCPS—Defense Civilian Pay System

DOD/DD—Department of Defense

EAD—Extended Active Duty

FDP—Flight Duty Period

FWS—Flexible Work Schedule

FY—Fiscal Year

GS—General Schedule

(Added-940ARW) **GSU**—Geographically Separated Unit

IAW—In-Accordance-With

IDT—Inactive Duty Training

IMT—Information Management Tool

JTFR—Joint Travel Federal Regulation

JTR—Joint Travel Regulation

LoD—Line of Duty

LWOP—Leave Without Pay

MPA—Military Personnel Appropriation

OCO—Overseas Contingency Operations

OCONUS—Outside CONUS

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OT—Overtime

OWCP—Office of Workers' Compensation Programs

PCARS—Point Credit Accounting and Reporting System

POC—Point of Contact

RDS—Records Disposition Schedule

RMP—Readiness Management Period

RPA—Reserve Personnel Appropriation

RUTA—Reschedule Unit Training Assembly

SDO—Scheduled Day Off

TAA—Time and Attendance

TDY—Temporary Duty

TP—Training Period

UAS—Unmanned Aircraft System

UTA—Unit Training Assembly

UTAPS—Unit Training Assembly Participation System

WG—Wage Grade

Attachment 2

AF FORM 938 CERTIFICATIONS

A2.1. AF Form 938 Certification From Home Of Record

A2.1.1. Sample certification of AF Form 938 when member starts military duty travel from Home of Record.

Figure A2.1. AF Form 938 Certification From Home Of Record.

36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a DEPART	HOR	0600	1	02	b ARRIVE	HARB	0630	1	02	POV
c DEPART	HARB	1600	4	02	d ARRIVE	HOR	1630	4	02	POV
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) <u>was/was</u> not in Active Duty status during this tour. I (Circle One) <u>did/did</u> not occupy gov't quarters.						CERTIFICATION				
						40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
						41. CERTIFYING OFFICIAL'S PRINTED NAME				42. DSN 777-7777
38. MEMBER'S SIGNATURE			39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE				44. DATE	
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE				

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

Notes:

1. The AF Form 938 is used to request, approve and certify active duty times
 2. Time and Attendance auditors will use the times in block 36a and 36d to determine start and end of active duty status to ensure there are no dual compensation or inappropriate leave errors
 3. The Timecard entries must match the AF Form 938 entries in blocks 36a-36d
 4. Inappropriate leave example: member departs HOR at 0700, 938 block 36a; timecard should reflect leave start at 0700 any other entry such as 0600 would be inappropriate leave.
 5. Dual compensation example: Member departs HOR at 0700, 938 block 36a, traveled to civilian duties and did not start military duty until 1000. Timecard reflects civilian duty 0700-1000, leave starting at 1000. Since orders state military duty began at 0700 there is dual compensation error because member cannot be compensated from the military and civilian side for the same timeframe. (0700-1000)
- Block 40 indicates when a member reported for duty, however, it does not take into account any travel time associated with the military duty which the member is entitled.

A2.2. AF Form 938 Certification For In Place Conversions.

A2.2.1. Sample certification of AF Form 938 when member starts military duty In Place at the military duty location.

Figure A2.2. AF Form 938 Certification For In Place Conversions.

36. STATEMENT OF TOUR OF DUTY														
					POV									
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL				
a					b	In Place	1000	1	02					
DEPART					ARRIVE									
c	HARB	1600	4	02	d	HOR	1630	4	02	POV				
DEPART					ARRIVE									
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was /was not in Active Duty status during this tour. I (Circle One) did /did not occupy govt quarters.					40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____									
					41. CERTIFYING OFFICIAL'S PRINTED NAME					42. DSN 777-7777				
					38. MEMBER'S SIGNATURE			39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE			44. DATE	
					Signature					Signature				
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					45. TIMEKEEPER SIGNATURE									
					Signature									

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

A2.3. AF Form 938 Certification When Starting Military Travel Other Than HOR.

A2.3.1. Sample certification of AF Form 938 when member starts military duty travel after the beginning of the civilian duty day.

Figure A2.3. AF Form 938 Certification When Starting Military Travel Other Than HOR.

36. STATEMENT OF TOUR OF DUTY														
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL				
a	HARB	1200	1	02	b	Dobbins ARB	2000	1	02	POV				
DEPART					ARRIVE									
c	Dobbins ARB	1600	4	02	d	HOR	2330	4	02	POV				
DEPART					ARRIVE									
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was /was not in Active Duty status during this tour. I (Circle One) did /did not occupy govt quarters.					40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____									
					41. CERTIFYING OFFICIAL'S PRINTED NAME					42. DSN 777-7777				
					38. MEMBER'S SIGNATURE			39. DATE		43. CERTIFYING OFFICIAL'S SIGNATURE			44. DATE	
					Signature					Signature				
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.					45. TIMEKEEPER SIGNATURE									
					Signature									

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

A2.4. AF Form 938 Certification When Released In Place.

A2.4.1. Sample certification of AF Form 938 when member is released from military duty and will remain in place to finish out the civilian duty day.

Figure A2.4. AF Form 938 Certification When Released In Place.

36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a DEPART	HOR	0600	1	02	b ARRIVE	HARB	0630	1	02	POV
c DEPART	In Place	1300	4	02	d ARRIVE					
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.						CERTIFICATION				
						40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____				
						41. CERTIFYING OFFICIAL'S PRINTED NAME				42. DSN 777-7777
38. MEMBER'S SIGNATURE Signature			39. DATE			43. CERTIFYING OFFICIAL'S SIGNATURE Signature			44. DATE	
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE Signature				

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

Attachment 3

TIME AND ATTENDANCE

A3.1. Time And Attendance Program Checklist.

Figure A3.1. DELETED

A3.2. Time And Attendance Program Sample Audit Report.

A3.2.1. Audit of Time and Attendance Documentation Quarter Ending _____

A3.2.2. Overview: The audit was accomplished on _____ by _____.

Figure A3.2. Time And Attendance Program Sample Audit Report.

ITEM		WING	OG	MSG	MXG
6-PART FOLDER					
FOLDER NOT ESTABLISHED PER AFRCI 36-803					
MISSING TIMECARDS					
MISSING MASTER TIME HISTORY REPORT (MHR)					
MISSING APPROVED WORK SCHEDULE					
TIMECARDS					
IDENTIFIED TIMECARD ERRORS NOT CORRECTED					
MILITARY DUTY NOT ANNOTATED					
MISSING COMMENTS FOR FITNESS					
REQUIRED MEAL PERIOD NOT ANNOTATED					
MILITARY DUTY TIMES ON THE TIMECARD DO NOT MATCH SUPPORTING DOCUMENTATION (938, 40A etc...)					
LEAVE					
APPROPRIATE LEAVE NOT TAKEN					
MILITARY LEAVE TAKEN OUTSIDE MILITARY DUTY PERIOD					

SUPPORTING DOCUMENTATION					
TIMECARD DID NOT MATCH MHR					
AF FORM 938 MISSING/INCORRECT					
DD 1610 MISSING/INCORRECT					
AFRC FORM 4 MISSING/INCORRECT					
AF FORM 3956 MISSING/INCORRECT					
IDT REPORT MISSING/INCORRECT					
AF FORM 40A MISSING/INCORRECT					
PREMIUM PAY					
AF IMT 428 MISSING/INCORRECT					
AF IMT 428 NOT SIGNED/APPROVED AT APPROPRIATE LEVEL					
DOES NOT CONTAINS SPECIFIC JUSTIFICATION					
TOTAL NUMBER OF HOURS APPROVED IS NOT EQUAL TO OR LESS THAN HOURS EARNED					
IF MORE HOURS WERE NEEDED, ANOTHER AF IMT 428 FOR THE ADDITIONAL HOURS WAS NOT COMPLETED					
HOURS ON THE AF IMT 428 DO NOT MATCH THE DCPS MASTER TIME HISTORY REPORT					
TOTAL					
NUMBER AUDITED					
NUMBER OF ERRORS					

Attachment 4**PREMIUM PAY AUDIT TOOL/PROCEDURES FOR UNIT USE**

A4.1. The following procedures apply to use of the overtime/comp time spreadsheet <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t6925EC2CC4730FB5E044080020E329A9&parentCategory> (see sample at A1C, Unique to Us, A1CE, ART Time & Attendance, OT CT checklist). This spreadsheet can be used to perform audits at the local level that mirror the audit performed during HQ AFRC/A1CE visits.

A4.1.1. The spreadsheet headings divide the document into four sections; personal data, program administration, compliance items and observations. The columns are self-explanatory except for the following data:

A4.1.1.1. Column G, # INST OT/CT (on timecard). Was the AF Form 428 filed for overtime or comp time recorded on the timecards for the employee during the timeframe audited? Every 428 is one instance.

A4.1.1.2. Column H, # OT Coded Properly in DCPS; OS vs. OU. In those instances where the employee earned paid overtime, was the proper code used? "OS" is required if the overtime was scheduled (requestors signature) prior to the start of the administrative workweek (0001 on Sunday).

A4.1.1.3. Column J, # 428 matches DCPS. Do the total hours requested on the AF Form 428 match the total hours as reflected in Defense Civilian Payroll System (DCPS)? Were corrections for less hours annotated on the 428?

A4.1.1.4. Column K, # INST OT/CT w/428. Was the AF Form 428 prepared for overtime work?

A4.1.1.5. Column L, # 428 Signed at the Correct Level. Was overtime/comp time approved by the Group CC or manager acting in his/her absence?

A4.1.1.6. Column M, OT/CT Paid Appro. Was OT/CT paid appropriately? Training, volunteer work, military duties are examples of inappropriately paid OT/CT. Questions regarding the circumstances an employee may earn OT/CT should be directed to your servicing Civilian Personnel Flight.

A4.1.1.7. Column N, # Approved in Advance. Was the AF Form 428 approved before the overtime work was performed or within one business day after the fact?

A4.1.1.8. Column O, # OT/CT Certified by FM. Was the funds certification block signed by the unit FM?

A4.1.1.9. Column Q, # w/Appro Just. Was the justification on the AF Form 428 sufficient to describe the work performed? Justifications must be clear and specific. "Catching up on e-mail," "UTA preparation," are examples of poor justification. Better examples would be "Preparing unit news letter for e-mail distribution," "Planning, scheduling and preparing location for UTA commanders call."

A4.1.1.10. Column R, # w/OT on SDO. Did the employee, who is on a compressed work schedule, work overtime on their scheduled day off?

A4.1.1.11. Column S, # OT for Exempt Emp. For employees who are exempt under the Fair Labor Standards Act (FLSA), was the employee given paid overtime instead of comp time?

A4.1.1.12. Column T, # OT for UTA Spt. Was the employee given overtime or comp time for working on a UTA weekend rather than rescheduling their workweek?

A4.2. For the purpose of computing the premium pay error rate only those columns in the Compliance sections are used. The numbers in the Observation section are as stated and are areas that Commanders should watch for trends that would indicate the degree of management oversight required. The error rate for each column will be determined by dividing the number in each column by the number of instances of OT/CT (column G). For example, if 130 instances were reviewed, and 98 were signed at the appropriate level, 75% were correct and 25% were in error. The overall error rating is determined by averaging all the error percentages in columns J-O (Compliance section). None of the numbers in columns J-O should exceed the number in column G.

A4.3. A master listing of all civilians, to include ARTs in the unit will be maintained by the unit Time and Attendance POC to ensure all records are audited quarterly.

A4.3.1. A minimum of 25% of the workforce will be audited each quarter.

A4.3.2. For the records selected, auditors will review all timecards during that quarter for compliance with premium pay policies and procedures.

A4.3.3. A statement showing that the audit was completed will be filed in the individual employee's folder. For example, "This record was audited on _____ by _____ for pay periods _____ to _____."

A4.4. Audit results will be included in the quarterly report to the Commander. The quarterly reports will be maintained by the POC IAW records disposition policies.