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**Financial Management**

**MASTER LABOR CONTRACT (MLC) TIME  
AND ATTENDANCE REPORTING AND  
PAYROLL-MAKING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual states the responsibilities and rules for time and attendance reporting and payroll-making for employees hired under the Master Labor Contract (MLC). This publication implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It applies to all assigned, attached and tenant units located at Yokota Air Base using MLC employees. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 31 U.S.C., Section 3325 and 3528. Executive Order 9397, *Numbering System for Federal Accounts relating to Individual Persons*, November 22, 1943. The applicable Privacy Act SORN(s) is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

**SUMMARY OF CHANGES**

This instruction has been substantially revised and must be completely reviewed. Major changes include to change premium pay request form from AF Form 428, *Request for Premium Pay* to Yokota AB Form 4, *Yokota Local National Employee (MLC) Request for Overtime and Holiday*

*Premium Pay.* Changes also include allowing each Group Commander with the discretion to delegate down to the Squadron Commander (no lower) for MLC Overtime and Holiday Premium Pay approval. Lastly, changes include removal of the third sentence, under the current Labor Cost Sharing (LCS), majority of the cost is born by GOJ, therefore, the Block “FUND CERTIFICATION” may be left blank.

## 1. Disposition of Documentation.

1.1. Destroy time sheets, copies of payrolls, daily employee referral and utilization forms and backup files after 5 years.

1.2. Destroy other files per AFRIMS, RDS.

## 2. Time and Attendance Reporting Responsibilities.

2.1. The contracting officer's representative (COR) for fiscal matters will provide aid and guidance to timekeepers and check time sheets during staff visits and by other means, advising using units of the results.

2.2. Each using unit will:

2.2.1. Appoint timekeepers as needed. Timekeepers are responsible for the accuracy and correctness of the timesheets based on supporting documents like leave slips, medical certificates, etc., IAW Section 1 of the MLC Timekeeper's Handbook (available at 374 CPTS/FMAJ). Send the certified time sheet, with overtime, special work and leave forms, to the individual assigned to create payroll worksheet by the scheduled day of the month.

2.2.2. Appoint a primary and an alternate official to certify timesheets. Timesheet certifiers are ideally at the lowest level of supervision that approves MLC leave requests. Send the original DD Form 577, *Appointment/Termination Record - Authorized Signature*, signed by the appointing authority to the payroll-making point (Authority to create payroll worksheet).

2.3. The time sheet certifier will:

2.3.1. Officially certify that service was rendered for the hours credited in accordance with the terms of the MLC. Ensure that timesheet certifiers do not certify their own timesheets.

2.3.2. Ensure the time sheets have accurate entries and are submitted on time.

**3. Overtime and Holiday work.** Pay for overtime and holiday work will not be paid without proper authorization. Overtime, holiday premium should be properly requested by supervisors by filling out Yokota AB Form 4, *Yokota Local National Employee (MLC) Request for Overtime and Holiday Premium Pay*. The Yokota AB Form 4 should be approved and signed by the group commander/director of staff or delegated to no lower than squadron CC before the overtime or holiday work is started. Timekeepers must file the original Yokota AB Form 4 and submit a copy of the Yokota AB Form 4 with the payroll to 374 CPTS/FMAJ.

## 4. Payroll-Making Responsibilities.

4.1. The COR for fiscal matters will:

4.1.1. Complete and sign Part III of each Defense Facilities Administration Agency (DFAA) Form, *MLC Payroll Certification* (payroll certification form).

4.1.2. Give technical aid to personnel in charge of making the payroll and act as the link between the LMO-IAA and using units on all payroll-making matters.

4.1.3. Negotiate with LMO-IAA about the annual schedule of providing and collecting payroll forms and disseminate to using units.

4.1.4. Verify and research FS (Fiscal Station), UU (Using Unit) and CE (Cost Entity) code on USFJ Form 11EJ, *Personnel Action Request/Official Notification of IHA Personnel Action (PA)*, and inform LMO-IAA of changes and new assignments of FS, UU and CE code.

4.1.5. Maintain and forward individual DD Form 577 countersigned by authority of using unit to the LMO-IAA.

4.2. Using units will:

4.2.1. Appoint a central payroll-making point or points to collect all time sheets and make a payroll based on them.

4.2.2. Appoint a primary and an alternate official to sign Part I of the payroll certification form. For each individual appointed, complete a DD Form 577 countersigned by the commander or staff agency chief. Send one original copy to the 374 CPTS/FMAJ and keep one copy for file. E mail should be digitally signed.

4.3. Payroll-making point(s) will:

4.3.1. Keep current file of DD Form 577 for all authorized time sheet certifiers.

4.3.2. Ensure all time sheets are certified by proper authority.

4.3.3. Before starting the payroll worksheet, check for accuracy of all data shown in the Overtime, Special Work, Remarks and other columns of the time sheet which are filled out at the close of each month.

4.3.4. Complete DFAA Form, *Payroll for Japanese Employee Utilized by USFJ* (payroll form), IAW Section 2 of the MLC Timekeeper's Handbook and submit on time.

4.4. Payroll certifier will:

4.4.1. Officially certify that service was rendered for the hours credited in accordance with the terms of the MLC.

4.4.2. Ensure the payroll form has accurate entries and are submitted on time to 374 CPTS/FMAJ.

**5. Obtaining Payroll and Certification Forms.** On the scheduled day of the month, the LMO-IAA sends the payroll for the month to the COR for fiscal matters. The COR distributes these forms to each responsible organization. The following blocks of the payroll form are filled out by the LMO-IAA:

5.1. Key number.

5.2. Period.

5.3. Branch of service (Army, Navy, Air Force, or Marine Corps).

5.4. LMO number.

5.5. Type of payroll (regular or supplemental).

5.6. Payroll number.

5.7. Fiscal station number.

- 5.8. Organization.
- 5.9. Page number.
- 5.10. Employee number and full name (in English and Japanese).
- 5.11. Change date.
- 5.12. Basic wage table (BWT) number, grade and step.
- 5.13. Scheduled work hours per week.
- 5.14. Hours of annual leave.

**6. Submitting Payroll and Certification Forms.**

- 6.1. Payroll-making point(s) complete the payroll and Payroll certifier certifies forms in accordance with Section 2 of the MLC Timekeeper's Handbook.
- 6.2. Payroll-making point(s) takes the original and three copies of the payroll form (with the original and one copy of the certificate in front of it) to 374 CPTS/FMAJ by the scheduled day. Be sure to keep one copy of each payroll and certification form on file.
- 6.3. A using unit may be asked by the COR for fiscal matters to send its payroll directly to the LMO-IAA in an emergency or if the unit is at a remote site.

ANDREW L. RODDAN, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*AFI 33-322, Records Management and Information Governance Program, 28 July 2021*

*AFPD 65-1, Management of Financial Services, 25 June 2018*

***Prescribed Form***

*YOKOTA AB Form 4, Yokota Local National Employee (MLC) Request for Overtime and Holiday Premium Pay*

***Adopted Form***

*AF Form 428, Request for Premium Pay*

*DAF Form 847, Recommendation for Change of Publication*

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

*DFAA Form, Payroll for Japanese Employee Utilized by USFJ*

*USFJ Form 11EJ, Personnel Action Request/Official Notification of IHA Personnel Action (PA)*

***Abbreviations and Acronyms***

**AB**—Air Base

**AFRIMS**—Air Force Records Information Management System

**IAW**—In Accordance With

**MLC**—Master Labor Contract

**COR**—Officer's Representative

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

***Terms***

**Contracting Officer**—The person named to execute the MLC on behalf of the United States Government. The present contracting officer is assigned to the 374th Contracting Squadron (374 CONS).

**COR for Fiscal Matters**—A person who is appointed by and represents the contracting officer on fiscal matters within the limits of the authority set forth in the letter of appointment. The COR for fiscal matters is located at 374 CPTS/FMAJ.

**LMO—IAA**—Offers labor management and administrative services for the USFJ employees.

**Payroll Form**—An unnumbered DFAA Form titled Payroll for Japanese Employee Utilized by USFJ. It comes in a set of four sheets from LMO-IAA and is used for all MLC employees except those hired on a daily basis. Using unit will fill out this form.

**Payroll Certification Form**—An unnumbered DFAA Form titled

**MLC Payroll Certification**—Using unit certifier will sign on this form.

**Timekeeper**—A person who enters time worked by MLC employees and their absences on the time sheet.

**Using Unit**—An organization required in making and submitting payroll form.