



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

AFRCMAN36-104  
16 FEBRUARY 2023

MEMORANDUM FOR AIR FORCE RESERVE COMMAND

FROM: AFRC/A1  
555 Robins Parkway  
Robins AFB GA 31098-2005

SUBJECT: Air Force Reserve Command (AFRC) Guidance Memorandum (GM) to  
AFRCMAN 36-104, *Air Force Reserve Technician Time and Attendance*

1. By Order of the Commander of the Air Force Reserve Command (AFRC), this AFRC Guidance Memorandum immediately changes AFRCMAN36-104, *Air Reserve Technician Time and Attendance*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force/Air Force/Space Force and Air Force Reserve Command publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. This guidance is applicable to Air Force Reserve Command only, it does not apply to the Regular Air Force, United States Space Force and the Air National Guard.
2. Effective immediately this AFRC GM implements a strategic pause on Chapter 3, Time and Attendance Audit Procedures. Please note that this strategic pause will allow the command to assess the audit process, develop training and pursue an audit automation tool, allowing us to best position ourselves for the future. (T-2)
3. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.
4. This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFRCMAN 36-104, whichever is earlier.

HAROLD W. LINNEAN, III  
Colonel, USAF  
Director, Manpower, Personnel and Services

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
MANUAL 36-104**

**25 JANUARY 2023**

**Personnel**

**AIR RESERVE TECHNICIAN TIME  
AND ATTENDANCE**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

---

**ACCESSIBILITY:** Publication and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: HQ AFRC/A1CE

Certified by: HQ AFRC/A1C  
(Ms. Nicole R. Nisperos)

Supersedes: AFRCI36-803, 2 April 2015

Pages: 19

---

This instruction implements AFD 36-1, *Appropriated Funds Civilian Management and Administration*, 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) Air Reserve Technicians and civilians with an AFRC reserve commitment. This instruction does not apply to the Air National Guard (ANG), Regular Air Force, Space Force or contractors. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, all supplements must be routed to HQ AFRC/A1CE, [afrc.dpce@us.af.mil](mailto:afrc.dpce@us.af.mil) for coordination prior to certification and approval. The authorities to waive wing, unit requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

***SUMMARY OF CHANGES***

This instruction has been substantially revised and must be completely reviewed. Major changes include removing the following requirements; AF 428, *Request for Premium Pay*, premium pay audit and maintaining a paper or electronic system of record copies (timecard folder).

## Chapter 1

### OVERVIEW

**1.1. Purpose.** This manual outlines Air Reserve Technician (ART) time and attendance to ensure appropriate time and attendance procedures are accomplished to minimize/eliminate dual compensation and inappropriate leave.

## Chapter 2

### ROLES AND RESPONSIBILITIES

- 2.1. HQ AFRC Commander.** Appoints a time and attendance program manager.
- 2.2. HQ AFRC Directors and Special Staff.** Appoint a time and attendance point of contact (TAA POC).
- 2.3. Numbered Air Force and Wing commander.** Appoints a primary and an alternate TAA POC. (T-2)
- 2.4. Time and Attendance Program Manager.** Conducts training for Directorate, NAF and Wing TAA POCs. Oversees time and attendance program and performs quality assurance evaluations on TAA POC audits.
- 2.5. TAA POC.** Executes semi-annual audits in accordance with [Chapter 3](#).
- 2.5.1. Maintains Access to:
- 2.5.1.1. A current Civilian Position Control Register prior to audit - provided by supporting Force Support Squadron.
  - 2.5.1.2. Automated Time Attendance Production System (ATAAPS) wing level access.
  - 2.5.1.3. Defense Civilian Pay System (DCPS) super user access.
  - 2.5.1.4. Air Force Reserve Order Writing System wing level access.
  - 2.5.1.5. Unit Training Assembly Participation System wing level access.
  - 2.5.1.6. Military Pay Calendars - provided by name request Reserve Pay Office prior to audit or when requested to conduct command directed special audit.
  - 2.5.1.7. Access to AFRC Electronic Records Management for audit results/corrective actions.
- 2.6. Timekeeper.** Ensures time is entered into ATAAPS each pay period. Sets suspense for employee input and concurrence of time accountability. Ensures retroactive changes/corrections in DCPS are documented and provided to TAA POC for audits. Ensures certified copies of AF 3956, *Report of Inactive Duty Training Performance – AGTP/AFTP (USAFR)*, AF 40A, *Record of Individual Inactive Duty Training*, and AF 938, *Request and Authorization for Active Duty Training/Active Tour*, are sent to Civilian Pay office when military leave was used.
- 2.7. Certifier/Supervisor.** Maintains a copy of assigned employees' work schedules. Will provide upon request from TAA POC a copy of assigned employees' work schedule for audit purposes. Ensures time entered into ATAAPS is valid and certifies employee time accountability. Responsible for taking action on leave, ensuring appropriate status when employee performs military duty.
- 2.7.1. Ensures the correct leave without pay 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. **Note:** Annotate consecutive days of active duty by using the 24-hour 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.

**2.8. Employee.** Maintains a complete and accurate record of all hours worked and leave taken and document accordingly in ATAAPS. Requests and coordinates leave with their supervisor, informing the timekeeper of exceptions to normal duty hours, and supplying the timekeeper with appropriate documentation to support exceptions.

## Chapter 3

### TIME AND ATTENDANCE AUDIT PROCEDURES

**3.1. Audit Timeline.** Audits will be conducted semi-annually (August and January) (T-2)

3.1.1. August audit pay periods 01 – 13.

3.1.2. January audit pay periods 14 – end of pay calendar year.

**3.2. TAA POC Audit.** Randomly selects 50% of assigned employees from the civilian position control register for audit IAW [para 3.1.1](#) Selects the remaining 50% of assigned employees from the civilian position control register for audit IAW [para 3.1.2](#). (T-2)

3.2.1. Requests Military Pay Calendars single Portable Document Format product from Reserve Pay Office on the respective employees through encrypted email or comptroller portal.

3.2.2. Military Pay Calendars appear in two-digit codes reflecting the first and second pay periods of the duty day. Example: 02, 20, 22, 03, 30, 33, 04, 40, 44 and code 50.

3.2.2.1. AF 40A Unit Training Assembly- 2

3.2.2.2. AF 3956 - 3

3.2.2.3. AF 40A Readiness Management Period 4

3.2.2.4. AF 938 - 5

3.2.3. Review Military Pay Calendar for each employee, identifying periods of military duty that overlaps the regularly scheduled civilian duty day.

3.2.4. Any identified discrepancies require further comparison with the timekeeper and certifier to determine the corrective action in the appropriate system of record - ATAAPS, DCPS, Unit Training Assembly Participation System and/or Air Force Reserve Order Writing System.

3.2.5. Discrepancies changed in DCPS after three pay periods will not reflect in ATAAPS. This will require the TAA POC to maintain an electronic copy of any changes for audit purposes.

**3.3. Auditable Items.** Leave status while performing military duty and dual compensation. IAW DODI1400.25V630\_36-815, *Leave*.

3.3.1. Leave for military duty:

3.3.1.1. Military Leave

3.3.1.2. Annual Leave

3.3.1.3. Compensatory Time

3.3.1.4. Credit Hours

3.3.1.5. Compensatory Time for Travel

3.3.1.6. Leave Without Pay (Absent-US) - (KG)

3.3.1.7. Sick Leave

### 3.3.1.8. Time Off Award

### 3.3.2. Inappropriate Leave/Duty Status Errors.

3.3.2.1. 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.

3.3.2.2. 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 injury.

3.3.2.3. Employee or supervisor changes civilian duty hours/civilian work schedule beyond what is allowed according to Alternative Work Schedule (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).

3.3.2.4. 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.

3.3.2.5. Paid Parental Leave is not an appropriate leave status to perform military duty.

### 3.3.3. Dual Compensation includes:

3.3.3.1. Must be in a civilian leave status during civilian duty hours when on active/inactive duty or in a military travel status.

### 3.3.4. Dual Compensation Errors (Examples).

3.3.4.1. No leave charged for AFTPs performed 1200-1600, AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, reflects military travel starts at 0730 but no leave taken at all or not taken until later in day.

3.3.4.2. 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). 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).

3.3.4.3. 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.

## Chapter 4

### LEAVE

**4.1. Leave.** All leave is taken IAW DODI1400.25V630\_36-815 and AFMAN36-2136, *Reserve Personnel Participation*.

4.1.1. Leave requests from civilian duty are to be documented and maintained within the ATAAPS program (T-2)

4.1.2. 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. A Standard Form (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 unless used prior to effective date of Absent-US. Employees must also complete "Checklist for Employees Entering Extended Military Active Duty", myPers answer ID:23444.

4.1.3. 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:

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

4.1.3.2. 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

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

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

4.1.5. Twenty-Two (22) Day Military Leave. 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.

4.1.6. Forty-Four (44) Day Military Leave. 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.

**4.2. Physical Fitness Activities.** Taken IAW DODI1400.25V630\_36-815 and AFMAN36-2136

4.2.1. Fitness policies may vary from installation to installation based on local implementation and labor agreements. Leave requests in ATAAPS are not required for fitness periods however time should be accounted for by using “LN” - “PF”.

**4.3. Excused Absences.** IAW DODI1400.25V630\_36-815 and AFRCMAN10-401, *Planning, Scheduling, and Execution*.

4.3.1. Employees returning from Active Duty in support of the Overseas Contingency Operations, 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. ATAAPS code “LV”.

**4.4. Use of administrative leave while Temporary Duty (TDY).**

4.4.1. When 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.

4.4.1.1. The following options are to be considered when the granting of administrative leave might be appropriate:

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

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

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

4.4.1.1.4. 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.

4.4.1.1.5. 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.

**4.5. Changes in Civilian Tour of Duty and Work Schedules.** IAW DODI1400.25V610\_AFI36-807, *Hours of Work and Holiday Observances*.

4.5.1. 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).

## Chapter 5

### DUTY STATUS

**5.1. Time Spent Traveling.** IAW DODI1400.25V550\_DAFI36-808, *Pay Administration (General)* and IAW DODI1400.25V610\_AFI36-807.

**5.2. Standby/On-Call Status.** IAW DODI1400.25V610\_AFI36-807.

**5.3. Changes in Duty Status.** 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 and those that flow from military Line of Duty 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.

5.3.1. If one or more IDT periods are scheduled while on (TDY):

5.3.1.1. Member will convert to IDT and back at times specified on the AF Form 40 and/or AF40A or other scheduling documents.

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

5.3.3. Readiness Management Period. IAW DODI 1215.06 and AFMAN 36-2136.

5.3.4. May perform duty either at home station or away from home station in either military or civilian status except as stated below:

5.3.4.1. Attendance at formal schools: IAW AFMAN 36-2136.

5.3.4.2. 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, e.g., AFRC Force Generation Cell ARTs may plan/support exercises in a non-evaluator, civilian capacity.

5.3.4.3. 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).

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

5.4.1. All conversions from civilian status to active duty or from active duty to civilian status will occur IAW orders/scheduling documents (AF 938, etc.)

5.4.2. In-flight duty status conversions to or from active duty status are permitted IAW orders/scheduling documents (AF 40A, AF 3956, AF 938, etc.). Complete appropriate Aircrew/Mission Flight Data documents. Include separate lines to record the flying time accomplished in each duty status.

## **5.5. Conversion Procedures.**

5.5.1. 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.”

5.5.2. An AF 3956, Unit Training Assembly Participation System web report or other form as appropriate if military duty was performed.

## **5.6. Duty Status While Engaged in Training.**

5.6.1. The duty status 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.

5.6.2. Small arms training and chemical defense training (more commonly known as chemical warfare training) are two general examples. 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.

5.6.3. 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.

## **5.7. Duty Status Overseas.**

5.7.1. 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.

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

5.7.1.2. 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.

## Chapter 6

### AIRCREW

#### **6.1. Lunch Periods.** IAW DODI1400.25V610\_AFI36-807.

6.1.1. 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.

6.1.1.1. 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.

6.1.1.2. 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.

#### **6.2. Long Distance Flights.**

6.2.1. 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.

6.2.2. 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.

6.2.3. 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 in ATAAPS 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, an appropriate form must be completed and will be reviewed and certified by the aircraft commander.

#### **6.3. Pre-Mission Crew Rest.**

6.3.1. 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:

6.3.1.1. 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.

6.3.1.1.1. 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.

6.3.1.2. 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 workday until reporting for duty but only when unforeseen circumstances occur which would jeopardize mission accomplishment if “LN” is not granted.

6.3.1.2.1. 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.

6.3.1.2.2. 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 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 flight duty period available to cover mission requirements.

6.3.2. 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.

6.3.3. 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.

6.3.3.1. 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.

HAROLD W. LINNEAN, III, Col, USAF  
Director, Manpower, Personnel and Services

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

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

AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019

AFPD 65-2, *Enterprise Risk Management and Managers Internal Control Program*, 5 November 2020

AFRCMAN10-401, *Planning, Scheduling, and Executio*, 4 May 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DODI1400.25V610\_AFI36-807, *Hours of Work and Holiday Observances*, 19 April 2019

DODI1400.25V630\_AFI36-815, *Leave*, 14 November 2019

Department of Defense Financial Management Regulation (DOD 7000.14-R), Volume 8, Chapter 2, *Time and Attendance (T&A)*, May 2019 and Chapter 5, *Leave and Other Absences*, January 2021

Title 10 USC § 10216, *Military Technicians (Dual Status)*

Title 10 United States Code § 12301, *Reserve Components Generally*

Title 10 United States Code § 12302, *Ready Reserve*

Title 10 United States Code § 12304, *Selected Reserve and certain Individual Ready Reserve Members; order to active duty other than during war or national emergency*

Title 10 United States Code § 12304a, *Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve: order to active duty to provide assistance in response to a major disaster or emergency*

Title 10 United States Code § 12304b, *Selected Reserve: order to active duty for preplanned missions in support of the combatant commands*

***Adopted Forms***

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

AF Form 847, *Recommendation Change of Publication*

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

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

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

SF 50, *Notification of Personnel Action*

***Prescribed Forms***

None

*Abbreviations and Acronyms*

**ABSENT-US**—Leave Without Pay for Uniformed Service

**AFTP**—Additional Flying Training Period

**AGTP**—Additional Ground Training Period

**AWS**—Alternative Work Schedule

**ART**—Air Reserve Technician

**ATAAPS**—Automated Time and Attendance Production System

**DCPS**—Defense Civilian Pay System

**IDT**—Inactive Duty Training

**TAA**—Time and Attendance

**TAA POC**—Time and Attendance Point of Contact

*Terms*

**Active Duty (AD)**—Full-time duty in the active military service of the United States, including active duty for full-time training duty in the Reserve Component. AD status can be through either voluntary or involuntary activation and is normally paid through Military Personnel Appropriation.

**Active Duty for Operational Support**—All voluntary active duty performed pursuant to 10 USC para 12301(d) other than Active Guard/Reserve, funded through Reserve Personnel Appropriation account.

**Active Duty for Training**—A tour of active duty (i.e., annual training, initial active duty for training, or other training day) that is used for training members of the Reserve Component to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. ADT is funded from the Reserve Personnel Appropriations account.

**Additional Ground Training Periods (AGTP)**—training period that may be authorized for members.

**Alternative Work Schedules (AWS)**—Work schedules made up of flexible or compressed schedules.

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

**Compressed Work 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.

**Equivalent Training**—a training period performed in place of a regularly scheduled Unit Training Assembly or Training Period missed, due to a member's personal request/convenience.

**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.

**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.

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

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

**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.

**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.

**Readiness Management Period**—A planned period that is used to accomplish readiness/training requirements that are a minimum of 4 hours in duration.

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

**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.

**Training Period**—A period of training, duty, or instruction that a member performs as an individual.

**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.

**Unit Training Assembly**—A planned period of training duty, instruction performed by a Category A unit.