

# Time and Attendance Frequently Asked Questions

Updated 7 Mar 2017

The 2017 AFRC Timecard worksheet and updated audit checklists are available at

<https://www.my.af.mil/gcss->

[af/USAF/ep/browse.do?programId=t6925EC2CC4730FB5E044080020E329A9&channelPageId=s6925EC134CCD0FB5E044080020E329A9](https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t6925EC2CC4730FB5E044080020E329A9&channelPageId=s6925EC134CCD0FB5E044080020E329A9)

## ***AUTOMATED TIME and ATTENDANCE PROCESSING SYSTEM (ATAAPS)***

**Q: What is the Automated Time and Attendance Processing System (ATAAPS) and how is it used?**

A: The Automated Time and Attendance Processing System (ATAAPS) provides an automated interface with DCPS and DFAS. It provides access to employees who are on leave or TDY as long as they have CAC enabled equipment. The AFRC Timecard is REQUIRED for all ARTs and Civilian employees with a military obligation. The 6-part folders are still required in order to ensure military duty does not result in dual compensation errors, military leave is used appropriately and the earning of overtime and compensatory time off is documented properly.

## ***TELEWORK***

**Q: How is telework coded in ATAAPS?**

A: In addition to hours of work, there are codes that are required in the NtDiff/Haz/Oth area of ATAAPS and on the AFRC Timecard. The codes are TM, TS, and TW.

**Q: What codes indicate that an employee is eligible or not eligible for telework?**

A: There are two other codes for each employee and their position. These codes are updated in the Defense Civilian Personnel System (DCPDS). One codes the employee and the other codes the position as being telework eligible or not eligible. The position codes are YA001 (eligible for regular/recurring telework), YA002 (eligible for situational telework) and NE001 (not eligible for telework). These positions are set at the time of recruitment/position build. There are 11 codes used to code the employee. Some of the most common are: ER001 (eligible for regular/recurring telework), ES002 (eligible for situational telework), NE108 (not eligible due to daily requirement to handle classified materials), NE107 (not eligible-position requires access to material or special equipment that can't be moved from office/work location), NE105 (not eligible during period of trainee status). All full list is available from your local civilian personnel office. Reminder: Before an employee is allowed to telework, both the employee and supervisor must complete the OPM training.

<https://www.telework.gov/training-resources/>

## ***OFFICIAL TIME FOR UNION ACTIVITIES***

### **Q: What union activities are considered official time?**

A: Activities such as participating in labor-management workgroups, representing a bargaining unit employee in a meeting, facilitating implementation of new workplace initiatives that enhance the employees' ability to effectively serve the public, assisting the agency in communicating important information about workplace matters to employees, negotiate contracts and other collective bargaining agreements, and representing employees in grievances and disciplinary actions are examples of official time as authorized by management pursuant to a collective bargaining agreement. Solicitation of membership, election of labor organization officials and collection of dues are not official duties and should not be recorded as such. When recording time in ATAAPS the code "LN" is used with the additional NtDiff/Haz/Oth code of BA (Term Bargaining), BB (Mid-Term Bargaining), BD (Labor-Management Relations), or BK (Grievance and Appeals). AFI 36-815, para 10.7

## ***COMPENSATORY TIME FOR TRAVEL (TRAVEL COMP)***

### **Q: How is Travel Comp time computed?**

A: Travel comp time is compensation for hours spent traveling in official civilian duty status that is not otherwise compensable. The hours are computed based on the originating time zone. Once you arrive at your destination and begin duty, record the hours on your timecard in the time zone work is being performed in. Return travel is done the same way, document hours in the time zone your begin travel until travel is completed. Always check your wing guidance to ensure you are complying with local policy for earning and using travel comp time. More information can be found at: [https://www.opm.gov/oca/pay/HTML/compensatory\\_time.asp](https://www.opm.gov/oca/pay/HTML/compensatory_time.asp)

## ***DUTY STATUS***

### **Q: What is a good example of being completely released from military orders and being called back without being required to take leave for the civilian duty day?**

A: On 27-28 Jan we had 2 members on orders that were released at 0730 on 28 Jan. After the members were completely released from military duty we found out two other members who were scheduled to come on alert at 1630 that day were delayed while TDY and could not make it back due to an ice storm. The two members who just came off alert were asked and agreed to come back on alert at 1630 (the same day) until 0730 29 Jan. The members had worked their civilian duties on 28 Jan. In this type of situation, have the group or wing commander do a memo to be filed with the timecard stating the member(s) had already returned to civilian duty prior to the additional tasking including the AFRCI reference (para 12.3.3), date and time of VOCO notification and the reason for the emergency.

### **Q: What are the rules for determining hours of work when an employee is on stand-by?**

A: An employee is on duty, and time spent on standby duty is hours of work if, 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 employees activities so substantial that the employee cannot use the time effectively for his or her own purposes. On the other hand, time spent in an on-call status is not hours of

work if: (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 (2) the employee is allowed for another person to perform any work that may arise during the on-call period. In other words, if a member is released to their home and is available to mow the lawn, swim in the pool etc...they are not in duty status. If they are restricted to a specific facility (normally on base) then those hours are considered hours of work. REF: AFRCI 36-803, Para 11.

**Q: When is the AFRC Form 4 required?**

A: AFRCI 36-803, para 4.3.3 requires the AFRC Form 4 to be completed when flying in civilian status away from home station. It may also be used to document flying thru lunch, changes in duty status and when constructive credit is appropriate. As always, local requirements may be more restrictive and require the AFRC Form 4 for any or all of the optional uses. UPDATE: The AFRC Form 4 is no longer posted to the e-pub site. We are working the issue and the form should be posted again soon.

***EXCUSED ABSENCE***

**Q: How is time coded for Permanent Change of Station (PCS) actions?**

A: A supervisor may grant an excused absence for an employee to transact personal business related to the PCS if the actions cannot be taken care of outside of regular working hours (driver's license, bank accounts).

Excused absence is not necessary for the time complying with PCS requirements such as passports, vaccinations, HHG (packing and receiving). These tasks are considered to be official duty time.

Ref: AFI 36-815, para 10.18

**Q: Is leave charged when a base is closed? When late reporting is authorized?**

A: If an employee is on leave and the base is closed, they will continue to be charged leave. This provision includes all paid leave including leave for military duty. Employees in a non-pay status immediately before and after the days the activity were closed will continue in that status. Employees who are TDY to the location affected by the severe weather are entitled to the excusal while at that location. Those employees who are TDY in civilian status to a location unaffected by the severe weather are not entitled to the excusal. When an early departure or late reporting is authorized, employees who are on scheduled leave will remain in leave status.

Ref: AFI 36-815, para 9.6.2-9.6.3.1

**Q: When is "GWOT/Presidential/Bush Leave/OCO (Overseas Contingency Operations)" authorized and required to be used?**

A: The excused absence authorized by President Bush for civilians returning from ACTIVE DUTY in support of GWOT, let's call it "Bush Leave", is to be used during the first 5 days/ first workweek following restoration to civilian status. The period of excused absence for an employee on an uncommon tour of duty, CWS, or an employee on a part-time work schedule will be prorated according to the number of hours in the employee's regularly scheduled workweek. OPM updated their policy in December 08 to clarify that each qualifying period of active duty must be at least 42 consecutive days in duration and that employees may receive only one period of excused absence per 12 month period regardless of the number of deployments. Ref: OPM memo dated 16 Dec 08 <http://www.chcoc.opm.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1837> Update: The 12 month period begins the 1<sup>st</sup> day of the excused absence and may not be used again until 1 year later. This does not apply to the provision that allows for make-up absences authorized for subsequent deployments authorized by the Aug 08 policy. If dates were arranged prior to the Dec 08 policy change members are allowed to utilize

the absence for the subsequent deployments provided they have not been deployed again under the Dec 08 policy which would start the 12 month clock. Ref: AFI 36-815, para 10.15.

**Q: If the flu shot is being offered on base may I use an excused absence?**

A: The flu shot is considered an excused absence if it is being offered by the agency, on-base. Use code "LV" on the timecard and enter a comment in the remarks section of the timecard.

## ***FITNESS***

**Q: May overtime/compensatory time/credit time be earned on the same day fitness leave is used?**

A: Normally credit hours, compensatory time or overtime are not earned on the same days an employee is approved for fitness leave. The use of the fitness leave is contingent upon available time, based on workload/mission requirements, during the regular duty day. The fact that that an employee needs to earn additional time during the duty day would dictate that workload/mission prohibits the use of fitness leave. Ref: AFRC/CV memorandum 23 Jul 2003 and AFRCI 36-803, para 12.8.6

## ***HOLIDAYS***

**Q: When a holiday falls on a non-workday when is the holiday observed?**

A: When the holiday falls on a regularly scheduled workday, observe that day as the holiday. If the holiday falls on Sunday for employees whose regular schedule is 40-hour basic work-week, Mon-Fri, the employee will observe the following Monday as the holiday. When the holiday falls on Saturday, the employee will observe the holiday on the proceeding Friday. For employees whose work week is other than Mon-Fri, the employee will observe the next regularly scheduled workday as the holiday if the holiday falls on the non-workday designated as the day in-lieu-of Sunday. When the holiday or designated observed day falls on an employee's non-workday, Mon-Sat, the workday immediately preceding the day is observed as the holiday. Employees on a compressed work schedule who are relieved or prevented from working on a designated holiday are entitled to the basic pay for the number of hours of the compressed work scheduled on that day. REF: AFI 36-807, para 6.3.

## ***HOURS OF WORK***

**Q: If I receive a phone call during the night, am I entitled to be compensated?**

A: Time spent on the telephone incident to carrying out official business by an employee on stand-by (employees who are **required** to remain in a state of readiness to perform work), may be regarded as work. IAW Comptroller General Decision B-205118, 8 Mar 1982, the minimum periods of overtime compensation is 15 minutes. Local requirements will determine required documentation of the continuous period of time.

## **LEAVE**

### **Q: Are there limits on how many hours of advanced annual leave an employee may be granted?**

A: Yes, AFI 36-815, para 2.4.1 allows an employee's supervisor to approve advance leave up to the number of hours an employee will earn in the current leave year. Approving advance leave requires careful thought, including assurance that the employee will be in duty status long enough to earn the leave granted before the end of the leave year. Please contact your local civilian personnel office prior to completing the OPM 71 approving advanced leave. Ref: AFI 36-815, para 4.6.

### **Q: Is an earned Time Off Award (TOA) an acceptable type of leave for military duty?**

A: The AFRC policy prohibiting the use of a TOA by an ART for performance of military duty has been revised. FRCI 36-803 no longer prohibits the use of previously earned time off awards in order to document an absence from an ART's civilian position in order to perform military duty. TOAs are awarded per AFI 36-1004, Air Force Civilian Recognition Program. While an ART may now use a TOA to perform military duty, it is not appropriate to grant one for that purpose. Ref: AFRCI 36-803, para 12

### **Q: Are all personnel required to request annual leave in writing?**

A: Employees are required to REQUEST and supervisors are required to APPROVE/DISAPPROVE leave in ATAAPS. **Printed OPM 71 leave requests are not required except when requested for audit purposes or per local requirements.** AFRCI 36-803, para 4.5.4.

### **Q: Under what circumstances is Annual Leave restored?**

A: In order for lost leave to be restored, the leave must be requested, approved and scheduled before the start of the third biweekly pay period before the end of the leave year (30 Nov 13). The justification to restore the lost leave must fit into one of the approved reason: Exigencies of the Service, Administrative Error or Sickness of the Employee. Requests are submitted promptly after the leave year ends and must include the number of hours lost and the specific dates that could not be rescheduled. All requests are processed through the leave approving supervisor to the CPF who will in turn send to DFAS for establishment of the Restored Annual Leave Account. Ref: AFI 36-815, para 4.14

### **Q: Can employees use Sick Leave while in military status?**

A: IAW 5 CFR 630.401, sick leave is appropriate when the employee receives medical or dental examinations or is incapacitated for the performance of duty by reason of illness or injury, pregnancy, or childbirth. Employees on extended active duty orders are unable to perform civilian duties due to the extended active duty period – not due to medical appointments, illness, or injury so sick leave IS NOT APPROPRIATE in these circumstances. Sick leave MAY be approved, however, when the ONLY reason the employee is unable to perform civilian duty is due to a military medical exam, illness, or injury, e.g., employees who are placed on military orders in order to receive medical treatment/exams or are incapacitated for either military or civilian duty due to a line of duty incident. Military orders must clearly identify a reason appropriate for sick leave. Additionally, 5 USC 6323(b) PROHIBITS THE USE OF SICK LEAVE while performing military service in support of a contingency operation or while providing military aid in support of civil authorities in the protection of life or property. **Update:** Continuation orders must be completed IAW AFRCI 36-3004, Chapter 4. If the words "Member is extended for medical reasons" are in the remarks, the member may use sick leave to cover their absence effective the same date as the orders extension.

**Q: Can an employee return to their civilian position while on military terminal leave?**

A: A member of a uniformed service who has performed active service and who is on terminal leave pending separation from, or release from active duty in, that service under honorable conditions may accept a civilian office or position in the Government of the United States, its territories or possessions, or the government of the District of Columbia, and he is entitled to receive the pay of that office or position in addition to pay and allowances from the uniformed service for the unexpired portion of the terminal leave. Ref 5 U.S.C. section 5534(a). On the timecard, a comment in the remark section stating the employee is on terminal leave and the order number is sufficient documentation of the military duty.

**Changes to the Family Medical Leave Act (FMLA).** The FMLA has been amended to expand the coverage for the 26-week entitlement for family members to care for a covered service member undergoing medical treatment, recuperation or therapy for a serious injury or illness by amending the definitions of “covered service member” and “serious injury or illness.” The definition of covered service member now includes members of the National Guard or Reserve and Veterans. Previously, employees had an entitlement to FMLA leave to care for a covered service member only to care for a spouse, son, daughter, parent or next of kin who was a current member of the Armed Forces. Now employees have an entitlement to FMLA leave to care for a spouse, son, daughter, parent or next of kin when such relative is a veteran of the Armed Forces. For more information see <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>

Updates:

1) On 14 Jun 10 OPM issued final regulation amending the definition of family member for sick leave to cover grandparents, grandchildren, same sex and opposite domestic partners, step parents, step children, foster, guardianship and other relationships. The complete guidance can be viewed at [www.gpo.gov/fdsys/pkg/FR-2010-06-14/pdf/2010-14252.pdf](http://www.gpo.gov/fdsys/pkg/FR-2010-06-14/pdf/2010-14252.pdf) Note: Family members for sick leave are very different than the persons covered by FMLA.

2) Final regulation has been issued, effective 3 Jan 11, on the use of sick leave and advance sick leave for serious communicable diseases, including pandemic influenza (when designated by the Center for Disease Control {CDC}) and permitting employees to substitute up to 26 weeks of accrued sick leave for unpaid FMLA to care for a seriously injured or ill covered service member, including up to 30 days advance sick leave. The limitation of 13 days for general family care/bereavement has not changed. Neither has the 12 weeks of sick leave to care for a family member with a serious health condition. What has changed is the use of the 12 weeks of sick leave in addition to the 26 weeks to care for a covered service member. Some examples and the revision to 5 CFR part 630 are attached.



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3436-1.pdf

To read more on communicable diseases approved under this provision and a current list of communicable diseases for which federal isolation and quarantine are authorized please visit the CDC website <http://www.cdc.gov/ncpcid/dgmgq/index-new-sites.html>

**Q: When does use or lose leave need to be scheduled and used by?**

A: Use before the leave year ends and scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year: 6 January 2018 for using and 25 Nov 17 for scheduling. <http://www.opm.gov/oca/leave/html/leaveyeardates.asp> Ref: 36-815, para 4.4 and local labor agreements.

**Q: What is the Voluntary Leave Transfer Program and who qualifies to be a recipient or donor?**

A: The VLTP allows an employee who has a medical emergency and is without the availability of paid leave to receive transferred leave from other employees. In order to become either a recipient or donor, the procedures in AFI 36-815, chapter 11 must be followed. Your civilian personnel office is available to assist with applications and donations.

**Q: If I have a family member who is an employee in a different federal organization may I donate leave to them?**

A; Yes, AFI 36-815 provides a sequence of publicity for requesting donations to assist fellow federal employees. However, when the employee is a family member or when you are personally aware of a friend or co-worker who needs your assistance you may complete an OPM form 630B in order to donate leave at any time. These donations are subject to the limitations explained in AFI 36-815, chapter 4.

**Q: How is administrative leave different from an excused absence?**

A: Normally, “Admin Leave” is granted to a group of employees whereas an “Excused Absence” is granted to an individual. Installation commanders are the approval authority for admin leave when weather conditions warrant or when normal operations are interrupted by events beyond the control of management. While in some circumstances, an excused absence may be approved by the leave approving authority. Such instances include voting, brief tardiness, and blood donations. For further guidance see AFI 36-815 chapter 10.

***LEAVE WITHOUT PAY***

**Q: Is it mandatory for supervisors to approve a request for LWOP?**

A: There are times when LWOP is mandated by Law and by Regulation. Other than those exceptions, LWOP is within the administrative discretion of the supervisor. The by law circumstances include a disabled veteran to cover an absence for medical treatment related to a service connected disability, a member of the Reserve or National Guard to perform military training and/or active duty, and Family & Medical Leave Act (FMLA). The by regulation LWOP situations include pending action by the Office of Workers’ Compensation Programs (OWCP) or due to a relocation because of the involuntary transfer of the head of household.

Ref AFI 36-815, Chapter 6

**Q: Is it appropriate to approve LWOP for an employee who is seeking non-federal service employment?**

A: Approving LWOP for employees who are intending to resign from Federal employment (e.g. resigning to seek/accept employment with the airlines) does not meet the intent of the leave program. It is AFRC policy that LWOP will not be approved in these instances.

The fact sheet on the effects of extended LWOP can be found at this link

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/>

## ***LEAVE WITHOUT PAY --- "ABSENT UNIFORMED SERVICE"***

### **Q: When is an RPA (Request for Personnel Action) processed for LWOP-US?**

A: An RPA is processed when the member requests Absent-Uniformed Service (LWOP-US) for 1 or more days. If other types of leave are intermingled, RPAs need only be processed at the start of Absent-Uniformed Service and at the completion, RTD (Return to Duty), not for each type of leave. Ref: AFI 36-315, para 4.5.

**UPDATE:** The effective date of the Absent U.S. RPA should match the first day the employee enters a non-pay (KG) status in order to avoid comp and credit hours being paid out. Ref: AFI 36-815, para 36-815, para 6.5.

### **Q: When can Absent-Uniformed Service (LWOP-US) be used?**

A: Absent-Uniformed Service can only be used for absences for military duty, voluntary or involuntary, that are not covered by another form of paid leave. Ref is AFI 36-815, para 6.5

### **Q: Why should KG (Absent U.S.) be used for non-pay status instead of KA (LWOP) when performing military duty?**

A: Not only will the use of KG allow you to buy back the time and make up contributions to your TSP account, the use of KG will not have a negative affect your Service Computation Date (SCD), Wage Grade Increases (WGI) or your High 3 retirement computation. Ref: 36-815, para 6.5.

## ***MILITARY LEAVE***

### **Q: What are the different types of military leave?**

A: There are 3 types of military leave; 15, 22 and 44 days authorized for various types of military service each providing different entitlements to civilian and military compensation. The annual 15 days are accrued each fiscal year on 1 Oct and may be used at the member's discretion when performing military duty (whether active or inactive duty), see 5 USC 6323(a). Up to 15 days may be carried over from one fiscal year to the next. This leave allows the employee to receive full military pay/allowances and full civilian pay. The 22-day leave may be used when supporting civil authorities during an emergency or natural disaster or as a result of a call to order in support of a contingency operation, see 5 USC 6323(b). Employees will receive full military pay as well as the amount of civilian pay that exceeds the amount of military pay received for the period covered by this leave. Finally, the 44 day leave is available to ARTs who are on active duty WITHOUT PAY while participating in combat and non-combat operations OCONUS or by CONUS based UAS crews conducting operations outside the U.S., see 5 USC 6323(d). Military orders must clearly identify the period of military non-pay status. Employees receive full civilian pay but no military pay. Since employees are performing MILITARY DUTY, they are not entitled to overtime pay or comp time for additional hours worked. Because the 22-day and 44-day leave is limited to very specific circumstances, unused amounts of the 22-day and 44-day leave may not be carried over to subsequent fiscal years. Ref: AFI 36-803, para 12.



## ***NIGHT SHIFT DIFFERENTIAL***

### **Q: Is night differential (ND) paid for occasional work?**

A: No. Occasional overtime work consists of hours not normally scheduled such as staying late one day in order to complete a project. In order to receive ND the work must be scheduled and published ahead of time. For example, if night flights are schedule and the schedule is published the employees will receive ND pay instead of overtime pay.

UPDATE: In order to document authorized night differential simply use the comment in the remarks section.  
Ref: AFRCI 36-803, para 13.2.

### **Q: Is an employee authorized night differential if their work schedule temporarily changes to day shift?**

A: If a GS employee's daily tour of duty does not include night work he/she is not entitled to the night pay differential. A WG employee who is regularly assigned to a night shift is temporarily assigned to a day shift or a night shift with a lower night shift differential will continue to receive the regular night shift differential. Ref: AFRCI-36-803, para 13.2.1.1.

## ***PREMIUM PAY***

### **Q: What is the difference between "OS" and "OU"?**

A: "OU" (unscheduled overtime) is used for required overtime work that is **requested and** scheduled after the beginning of the administrative workweek (usually Sunday) and compensated with PAY not compensatory time. "OS" (scheduled overtime) is used for required overtime work that is **requested and** scheduled prior to the beginning for the regularly scheduled administrative workweek. Employees on fixed (straight-8) or compressed work schedules (CWS) must be paid for any scheduled overtime (OS); they may request compensatory time (CE) in lieu of overtime pay for unscheduled/irregular overtime (OU). Employees on flexible work schedules (FWS) may request comp time (CE) in lieu of overtime pay whether the required overtime work is scheduled or unscheduled. Use credit hours (CD), if authorized by your AWS Plan, to document overtime periods an employee on FWS "ELECTS" to work. Ref: DoDFMR, Vol 8, Chap 3, para 030302. Regardless of which code is used, the AF IMT 428 is normally approved prior to the work being accomplished. In emergency situations, the 428 may be accomplished within 24 hours of the work being performed. If verbally approved, a comment may be added to the justification section of the 428.

### **Q: Are part time employees eligible for Sunday premium pay?**

A: DoD began paying Sunday premium pay to eligible part-time employees effective as of May 26, 2009. DoD employees have until May 26, 2015 to file a claim to recover Sunday premium pay for work performed on Sundays on or after May 26, 2003. Part-time employees who are/were regularly scheduled to perform work on a Sunday are entitled to Sunday premium pay, providing they performed the Sunday work. This provision applies to eligible appropriated fund employees including General Schedule employees and prevailing rate employees and to eligible prevailing rate non-appropriated fund (NAF) employees. However, NAF white-collar employees are not covered.

**Q: Is the OT pay that police receive before and after their shift paid while they are in leave status?**

A: The pay this question is referring to is regularly scheduled overtime for pre-shift and post-shift activities such as arming/disarming. This overtime is payable to employees who are on paid leave status but not when on LWOP. Therefore they are entitled to the overtime pay when on LM but not on KG. The key is paid leave status.

**Q: How are credit hours earned and used?**

A: Credit hours are requested by the employee and approved by leadership (level depends on your local guidance). The hours may be earned during the administrative workweek as long as there is a valid requirement and the request is approved. These hours are paid out when an employee enters into LWOP-US/Absent-Uniformed Service so be sure to use your credit and comp time prior to LWOP-US/Absent-Uniformed Service status. Credit hours differ from overtime in that overtime hours are officially ordered by management in advance. For more information concerning credit hours please review OPM guidance at: [http://www1/opm.gov/oca/worksch/HTML/cred\\_hrs.htm](http://www1/opm.gov/oca/worksch/HTML/cred_hrs.htm)

**Q: Can credit hours be earned and used during the same pay period?**

A: Yes, the only restriction is that the hours must be earned before they are used. If more than 24 hours are earned during a pay period those exceeding 24 must be used or they will be dropped from the carry over balance. For example: if your credit hour balance is 22 and you earn 3 more hours during the current pay period, 1 of those hours must be used during the pay period. DFAS will not allow a balance of more than 24 credit hours to be carried into the next pay period.

**Q: Is there any time an employee is allowed comp time or overtime while attending training?**

A: Yes, in very limited circumstances. If the training is being provided for the employee's current position and the employee is covered by the Fair Labor Standards Act (FLSA) they can earn time for training. If the training is not required for their current position but helps them qualify for a promotion or advancement then no, they cannot earn time for training. Personnel who are not covered by the FLSA are not allowed to earn overtime, credit or comp for training.

**Q: What is the Fair Labor Standards Act (FLSA)?**

A: The FLSA was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. It protects workers from unfair labor practices such as unequal pay, excessive work hours, lack of overtime compensation, and unsafe working conditions in the United States.

***READINESS MANAGEMENT PERIODS (RMP)***

**Q: Can an RMP be performed during civilian duty hours?**

A: No. Current policy is that RMPs are no longer an option for ARTs during their civilian duty day. RMPs may be authorized before or after civilian duty hours, on an SDO or weekend. Ref: DoDI 1215.06, change 1, Nov 01 and AFRC/CV memo, 23 Feb 09. Ref: AFRCI 36-803, para 4.1.5.

**Q: How many RMPs are authorized?**

A: Please refer to AFI 36-2254, volume 1 for limitations and guidance on the approved reasons for RMPs.

## ***RESERVIST DIFFERENTIAL***

### **Q: Who is eligible for Reservist Differential?**

A: Reservist Differential is for federal employees who are absent from their position of employment due to a call/order to active duty and who is entitled to reemployment rights under USERRA. The intent is to ensure employees who are performing active duty do not lose pay by paying the difference between their active duty pay and civilian basic pay (including locality pay). The only days that are part of the calculation are the days that the employee is in a non-pay status from their civilian position. Ref 5USC Sec 5538

### **Q: What is the process for receiving Reservist Differential?**

A: Always start by providing your Civilian Personnel office with (1) copies of your military LESs for the entire period of military duty (2) copies of your civilian LESs for the period for which you're claiming Reservist Differential (It's helpful to include one pay period prior to and one pay period after Absent-US status) and (3) a copy of your orders. In place of your civilian LES, you can contact either Finance or Civilian Personnel to get a civilian pay record report from the Remedy system. Your CPO and FM will verify you are entitled to the differential, complete a calculations checklist and forward to DAFS for completion.

## ***938 CERTIFICATION***

### **Q: What is the correct way to certify the AF IMT 938?**

A: ARTs are entitled to travel pay from their HOR unless they will be performing AD from a previous set of orders which entitle them to travel without a break. Blocks 6&7 on the 938 are for travel. Blocks 36a-d (formerly 38a-d) is the statement of tour of duty, certification for military duty. Since military duty begins when travel begins, 36a must reflect time departed HOR or "In-Place" in block 38b if already at their duty location. Item 36b is arrival location, date, time and mode of travel, 36c is departure from duty (may be In-Place if converting back to civilian duty, and 36d is arrival at HOR signifying end of military duty and authorization to use military leave. See AFRCI 36-803 for examples.

### **Q: How should the AF Form 938 blocks 36c and d be accomplished when the individual departs the base and remains at home on accrued military leave (terminal leave)?**

A: In block 36c of the 938, show the date and time they leave the base; in block 36d, document the date and time they complete their terminal leave.

### **Q: How should the timecard be annotated for terminal leave?**

A: When an employee is on terminal leave and has returned to their civilian position, annotate the hours as hours worked in the civilian position "RG." Do not annotate military duty entries; however, in the remark section, select the words "terminal leave" from the drop down menu.

-If they are using their "Bush leave/GWOT excused absence" with their 1st 5 days of terminal leave, there will be a 2nd comment required in the remark section and those days will be "LV" in the middle column vs. "RG."

-If the employee uses their terminal leave and does not return to civilian duty then they continue to document the military duty with the terminal leave remark. Then when they return to civilian duty the 1st 5 days are recorded as LV, if appropriate, and a comment in the remarks section is annotated.

-A copy of the terminal leave form (AF Form 988) is filed with the timecard.

**Q: What information on the 938 is used to document military duty on the timecard?**

A: If departing from home for military duty without any civilian duty, use the time in block 36A as the start time. If reporting to work in civilian status prior to military conversion, use the “in-place” time in block 36B as the start time. When performing consecutive days of Active Duty, use the 24 hours clock until the time you either arrive HOR (block 36D) or the time of in-place conversion to civilian status (Block 36C). The 24 hour clock may be documented either 0001-2400 or 0000-2359. Military leave “LM” is only authorized for the overlap between military status and civilian duty hours, including travel. See the MILITARY LEAVE section for further details.

***FORM 40A***

**Q: Why are the civilian hours on the 40A different than the hours on the AF Form 3956, Report of Inactive Duty Training Performance-AGTP/AFTP?**

A: The employee’s civilian duty hours and timekeeper initials are in the remarks section of the 40A to ensure appropriate leave has been taken if the scheduled military duty and scheduled civilian duty day overlap. The civilian hours entered on the AF FM 3956 are used to construct the full crew duty day; hours worked in both military and civilian status. When the hours overlap the column for leave taken must also be completed.

The questions and answers in this document represent basic policy. Be sure to check local policy and labor agreements in addition to these responses.

Please check back in the fall for an updated version. POCs are Mr. Curtis Averyheart, HQ AFRC/A1CE, DSN 497-0273 and Ms. Laura Bay, HQ AFRC/A1CE, DSN 497-1860.