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Personnel

TIME AND ATTENDANCE

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This instruction implements and complies with the requirements of Title 5, United States Code (U. S. C.), Chapter 63 (Leave); Title 5 of the Code of Federal Regulations (CFR), Part 630 (Absence and Leave); DoD 1400.25-M, Subchapters 610, Hours of Duty, and 630, Leave; and AFPD 36-8, Employee Benefits and Entitlements. It applies to all civilian and ART employees of the 315th Airlift Wing. It establishes local policy in accordance with higher headquarters guidance and provides standardized instruction for preparing and certifying time and attendance sheets. Strict adherence to this instruction should eliminate the occurrence of dual compensation for ART employees.

SUMMARY OF REVISIONS

This revision adds a reference to paragraph **2.4.1**. It changes references to AFI 36-807/Holdover AFRES Sup in paragraphs **3.4.3**, **4.1.5.3**, **4.1.6.2**, **4.1.7**, **4.1.8.2**, **4.1.8.2.1.5**, and **Attachment 1**. It adds the new physical fitness program policy in paragraphs **4.1.1.3** through **4.1.1.3.2.3.5**. It adds AFRC/CC Memorandum, 26 Jun 1998, Overtime and Compensatory Time Off Policy, AFRC/CV Memorandum, 23 Jul 03, Physical Fitness Program Policy, and 437 AW/CC Memorandum, 11 Aug 03, Civilian Participation in Physical Fitness Activities, to the Glossary of References and Supporting Information in **Attachment 1**. It adds **Attachment 3**, Request for Approval of Excused Absence and Memorandum of Understanding for Physical Fitness Activities, and **Attachment 4**, Exercise Record. A bar (|) indicates revisions from the previous edition.

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1. Policy. The 315 AW depends heavily upon the work of its civilian and ART employees to perform its peacetime mission. The wing's policy is to permit these employees as much flexibility as possible in their work schedule while still meeting its mission requirements. Employees must understand that the 315 AW has the responsibility to effectively manage its resources in the performance of its mission. It is the intent of this instruction to work in conjunction with and not violate any articles or provisions of the Memorandum of Agreement as negotiated by Charleston AFB and the AFGE Union Local 1869. Employees of the 315 AW are encouraged to submit suggestions for improving/modifying this instruction through their chain of command to the OPR.

2. Terms Explained.

2.1. Active Duty (AD). A tour of active duty for Reserve training under orders which provides for automatic reversion to nonactive duty status when the specific period of active duty is completed. It includes annual tour (AT), special tours of active duty for training and school tour (ADT), and active duty support (ADS), which are funded from the Reserve Personnel Appropriations (RPA). Also included are temporary tours of active duty in support of the active force mission that are funded from the Military Personnel Appropriation (MPA). Normally, all forms of active duty are compensated with both military pay and retirement points. However, RPA and MPA mandays may be compensated with points only if using "Leave for Military Technicians."

2.2. Administrative Workweek. The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the 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.

2.3. Alternate Work Schedules (AWS). Work schedules made up of flexible or compressed schedules.

2.4. Approving Official for AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time. The wing commander is the Approving Official for overtime and holiday pay. Group commanders are Approving Officials for compensatory time. Approving authority may be delegated to persons acting for these commanders in their absence but not to a lower level in lieu of these commanders. The following specific areas of concern and emphasis regarding AF Form 428 procedures apply:

2.4.1. The AF Form 428 should be accomplished and approved in advance (after coordination with 315 AW/FM) for overtime, compensatory time earned, or holiday work. (Reference: AFRC/CC Memorandum, 28 Jun 98, Overtime and Compensatory Time Off Policy)

2.4.2. The AF Form 428 must contain specifics in the justification section; use the reverse side of the form if necessary.

2.4.3. After the work is performed, the AF Form 428 and time sheet will be annotated with the exact hours worked.

2.4.4. Operations group employees will forward the AF Form 428 with AFRC Form 4, Air Reserve Technician (Aircrew) Work Hours Record (CIV, AD, IAD) attached (if required) to the operations group commander/senior Air Reserve Technician (ART) for review and certification before the timekeeper enters the actual overtime/compensatory time worked on the time sheet.

2.5. **Basic Workweek.** The basic workweek for full-time employees is five consecutive 8-hour days. Full-time employees will normally be scheduled to work the same hours and days of their basic workweek.

2.6. **Compressed Schedule.** Compressed schedule for a full-time employee means, an 80-hour biweekly basic work requirement, which is scheduled in less than 10 workdays.

2.7. **Consecutive Days of Active Duty.** Consecutive days of active duty are two or more days on which active duty is performed that follow one another in uninterrupted order.

2.8. **Crew Duty Time (CDT).** CDT is the amount of time an aircrew may perform combined flight and ground duties, includes both civilian and military work and (normally) begins when the member reports for his first duty period, military or civilian, and ends one hour after engine shutdown, to allow for completion of post-flight duties. Maximum mission CDT for a basic aircrew is 18 hours; for an augmented crew it is 24 hours plus 45 minutes. For training missions, AFRC crews may perform transition, air refueling, airdrop, low level, formation, formation air refueling, and multiple threat avoidance approaches and departures, provided CDT does not exceed 16 hours and actual flight duty does not exceed 12 hours (see paragraph 2.11., Flight Duty Period). (Examples A2.10 and A2.11) (Reference: AFI 11-2C-17V3, C-17 Operations Procedures, AFI 11-401, Flight Management, and HQ AFRC/DO Message 071906Z Jul 00, Sixteen Hour Flight Duty Period (FDP) for Training (Tactical, Air Refueling, Functional Check Flight (FCF), etc) Events)

2.9. **Crew Rest Period.** The crew-rest period is the non-duty period before the flight duty period begins. Its purpose is to allow aircrew members the opportunity to get adequate rest before performing in-flight duties. Crew rest is free time, which includes time for meals, transportation and rest. Rest is defined as the condition that allows an individual the opportunity to sleep. Air Force aircrew members require at least 8 hours of uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period (see AFI 11-401/AFRC Supplement, paragraph 7.4.6). These 8 hours of uninterrupted rest must be continuous. When an aircrew member remains at the airfield after flying to perform official duties, the crew-rest period begins after termination of these duties.

2.10. **Flexible Schedule.** A flexible schedule is an 80-hour biweekly basic work requirement, which allows an employee to determine his/her schedule within the limits set by the agency. Flexible work schedules may split the tour of duty into two distinct types of time, core hours and flexible hours.

2.11. **Flight Duty Period (FDP).** The FDP begins at mission reporting (show time) and ends at aircraft engine shutdown, following completion of the final mission segment of the CDT. Air Reserve Component (ARC) crews may perform transition on C-17 training missions provided time from CDT does not exceed 16 hours and actual flight duty does not exceed 12 hours. (Example A2.12) (Reference: AFI 11-2C-17V3 and HQ AFRC/DO Message 071906Z Jul 00)

2.12. **Inactive Duty for Training (IDT).** Inactive duty for training is a military pay status authorized for the performance of Training Periods (TPs) (to include Additional Ground Training Periods (AGTPs), Unit Training Assemblies (UTAs), Additional Flying Training Periods (AFTPs), Readiness Management Periods (RMPs) or Equivalent Training (ET).

2.13. **Military Leave.** Military leave is absence from duty in the employee's civilian position to perform required military duty without loss of pay (including pay for regularly scheduled overtime). Eligible employees must, upon request, be granted military leave to which entitled for performance of active duty, active duty for training or inactive duty. Military leave does not have to be exhausted first and may be intermingled with other appropriate types of leave to perform military duty. The minimum

charge for military leave is 1 hour. Additional charges for military leave are in multiples of 1 hour. An employee may be charged military leave only for hours during which the employee would otherwise have worked and received pay. Members of the Reserves and/or National Guard will not be charged military leave for non-duty days (typically weekends and holidays) that occur within the period of military service. Employees who request military leave for inactive duty training (which generally is 2, 4, and 6 hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel (portal to portal). Hours in the civilian workday that are not chargeable to military leave must be worked or charged to another category, as appropriate. (Reference: AFI 36-815, Absence and Leave, 5 CFR 353.106(a) and OPM Memorandum, 25 Jan 01, Recent Legislative Changes)

2.13.1. Leave of Absences to Perform Duty with the Uniformed Services (LWOP-US). LWOP-US is leave of absence to perform duty with the uniformed services. Employees must be in an appropriate leave status from their civilian position while on active duty. Appropriate leave includes: military leave, annual leave, compensatory time, credit hours, and LWOP. In addition, Air Reserve Technicians (ART) may be eligible for special military technician leave as explained below. In accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, employees interrupting a period of civilian employment to perform military duty will be placed on Leave Without Pay Uniformed Services (LWOP-US) unless they choose to be separated (Separation-US). A Standard Form (SF) 52, Request for Personnel Action, must be submitted with a copy of the active duty orders. An SF 52 is required for all periods of LWOP-US regardless of the duration. More detailed information about requirements is posted on the AFRC civilian personnel website, <https://wwwmil.afrc.af.mil>, and AFPC website, <http://www.afpc.randolph.af.mil>. (Reference: AFI 36-815, paragraph 4.5, 5.1 and 5.8.3.)

2.13.2. Additional Leave for Military Technicians. Effective 10 Feb 96, military technicians are entitled to 44 additional workdays of military leave in a calendar year when on active duty without pay for participation in operations outside the United States, its territories, and possessions. In order for an ART to receive pay for an intervening nonworkday, a change to active duty with military pay status is required. This requires use of a separate AF Form 938 for each period of conversion. Use of this type leave is at the employee's discretion. 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. (Reference: AFI 36-815, paragraph 5-10; P. L. 104-106, Section 1039; HQ AFRC/CV Memorandum, 4 Sep 96, Implementation of New Military Leave Legislation; and OPM Memorandum, 25 Jan 01, Recent Legislative Changes)

2.14. Normal Duty Day. The number of regularly scheduled consecutive non-overtime hours of work, to include authorized meal periods.

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

2.16. Timekeeper. The supervisor/employee designated to monitor daily attendance, and post time and attendance sheets.

3. Responsibilities.

3.1. Employee. Employees are responsible for coordinating changes to their normal work hours with their supervisors. They will inform their timekeepers of work hours and duty status. The supervisor must approve changes to an ART's duty status before the fact. ART aircrew members will discuss contingency options for duty status conversions due to unplanned mission deviations with the supervisor prior to mission departure.

3.1.1. ARTs are responsible for supplying their supervisors/timekeepers with all time and attendance supporting documentation in a timely manner. They will submit the following documents, as appropriate, to the supervisor/timekeeper upon completion and/or approval:

3.1.1.1. SF 71, Application for Leave. Use of a SF 71 is highly encouraged whenever an employee's absence from the workplace requires any type of leave. When used, this form will be completed, approved and submitted to the timekeeper prior to absence. In emergencies and instances where prior approval is impossible, submission of the SF 71 after the fact is permissible. When SFs 71 are not used, employees will initial the time sheet when leave is taken.

3.1.1.2. AFRC Form 4. ART aircrew members complete this form during TDYs involving flying duties. They must complete this form as the mission progresses to validate actual duty, showing conversions to and from military status. They must turn this form in to their supervisors to accompany the AF Form 428 for final certification/review by the operations group commander.

3.1.1.3. Original and one copy of all certified military orders and amendments, i.e., AF Forms 938, Request and Authorization for Active Duty Training/Active Duty Tour, and AF Forms 973, Request and Authorization for Change of Administrative Orders.

3.1.1.4. A copy of civilian orders and amendments, i.e., DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, and AF Form 973.

3.1.1.5. Original and one copy of AF Form 3956, Report of Inactive Duty Training--AGTP/AFTP (USAFR), or other document (may be computer-generated) approved for the authorization and payment of this aircrew duty. Record civilian duty hours, and amount and type of leave taken from civilian job in the appropriate blocks. Ensure the timekeeper initials the AF Form 3956 after the performance of each training period (TP). (Reference: AFMAN 36-8001, paragraph 4.11.2.6, Reserve Personnel Participation and Training Procedures)

3.1.1.6. Original and one copy of AF Form 40a, Authorization for Individual Inactive Duty Training, Unit Training Assembly Processing System (UTAPS) or other document approved for the authorization and payment of this duty when a UTA or RMP is performed on a civilian workday. Record civilian duty hours, and amount and type of leave taken from civilian job in the remarks block. Ensure the timekeeper initials to the right of the civilian duty hours' statement. (Reference: AFMAN 36-8001, paragraph 4.11.2.6)

3.1.1.7. Jury/Court summons and certification of attendance from the court clerk.

3.1.1.8. Copies of Request for Time-Off Incentive Awards. Employees must ensure this leave is annotated on their leave and earnings statement before using it.

3.1.1.9. Records of Official Time (Union Representation). In accordance with Article 9.4 of the Memorandum of Agreement, supervisors will excuse officers, stewards, and employee

representatives to perform authorized representational functions. Permission will be granted subject to mission requirements. Before permission is granted, the union official/employee representative will complete a Record of Official Time form provided by the union. This form will be used as the basis for recording representational time on the time and attendance form. The union official or employee representative will inform his/her supervisor if the absence will be longer than estimated. At the completion of the authorized representational duties, the union official or employee representative will report back to his/her work area.

3.2. Supervisors:

3.2.1. Set, manage and/or alter employee work schedules and absences to meet unit requirements, and reasonably minimize government expense.

3.2.2. Meet employee needs and/or desires to the maximum extent when not detrimental to the mission or organization.

3.2.3. Prepare, certify and submit time and attendance data in an accurate and timely manner. Checking of daily attendance and posting of time and attendance may be assigned to a timekeeper. Assignment of these duties does not relieve the supervisors of the responsibility for the accuracy of the time and attendance for which they certify, including the proper administration of leave in accordance with applicable policies, regulations, instructions and bargaining agreements.

3.2.4. Request overtime, compensatory time, and holiday pay for their employees using AF Form 428. (See paragraph 2.4.)

3.3. Units/Staff Agencies:

3.3.1. Will appoint, in writing, primary and alternate timekeepers and ensure these individuals are properly trained for their duties.

3.3.2. Will not submit ART military pay documents for pay without processing them through the timekeeper. (Reference: HQ AFRES/CV Letter, 17 Nov 1992, Restriction on Processing Reserve Military Pay Transactions for ARTs.)

3.4. Timekeeper. The timekeeper is responsible for accurate recording and record keeping of all submitted time and attendance documentation.

3.4.1. Daily entries are required for all exceptions to an employee's normal duty day. Count holidays as time worked. Use documents listed below to obtain data for posting time and attendance sheets.

3.4.1.1. SFs 71.

3.4.1.2. Certified military orders and amendments. Verify proper leave has been requested. Sign in block 48 of the certified orders, certifying a copy has been obtained for civilian pay-related review and processing. Forward the original certified order to Reserve Pay (315 AW/FMP) and file one copy.

3.4.1.3. Civilian orders and amendments, i.e., DD Form 1610 and AF Form 973.

3.4.1.4. AF Forms 428 (with AFRC Form 4, as required, aircrew only).

3.4.1.5. AF Forms 3956. Verify proper leave has been requested. Initial in the "Timekeeper Initials" column, certifying the AF Form 3956 agrees with the time sheet in terms of duty status and appropriate leave charges. Return the original AF Form 3956 to the unit AFTP Moni-

tor and file one copy.

3.4.1.6. AF Forms 40a. Verify proper leave has been requested. Initial to the right of the civilian duty hours' annotation in the remarks block. Return original to the unit UTAPS Monitor and file one copy.

3.4.1.7. Jury/Court Summons and Certification of Attendance from the Court Clerk. Verify proper leave has been requested.

3.4.1.8. Copies of Request for Time-Off Incentive Awards. Verify Time-Off Incentive Award Leave is not being used to perform military duty.

3.4.1.9. Records of Official Time (Union Representation).

3.4.1.10. Work Schedule Change Forms and Letters.

3.4.2. Keep a copy of the documents listed in paragraphs **3.4.1.1.** through **3.4.1.9.** along with the time sheet for each pay period. A folder for each employee with documents filed by pay period is highly encouraged. (See AFMAN 37-139, Table 177-21, Rule 3, Records Disposition Schedule)

3.4.3. Each individual designated as primary or alternate timekeeper will review the Defense Civilian Pay System (DCPS) Timekeeper Training Guide and read AFI 36-807/Holdover AFRES Supplement, AFI 36-815, AFRC's Time and Attendance Guidance and this instruction prior to assuming timekeeper responsibilities.

4. Duty Status.

4.1. Civilian Duty.

4.1.1. Duty Hours. The normal duty day for most General Schedule employees of the 315 AW is 0730-1615, Monday through Friday, with a 45-minute non-paid lunch break from 1130-1215. Duty hours for Federal Wage System employees of the 315 AW are governed by the specifics of their shifts.

4.1.1.1. Duty hours and workweek may be adjusted with the supervisor's approval when necessary for efficient operation and/or when it would reduce the cost of operation without imposing hardship on the employee. Civilian employees may be required to change their workdays on short notice to temporarily support essential operations.

4.1.1.2. Aircrew members must ensure minimum crew rest and maximum crew duty time requirements (both airland and tactical) are adhered to in accordance with AFI 11-401/AFRC Supplement, paragraph 7.4.6, and HQ AFRC/DO Message 071906Z Jul 00. (Reference: paragraph **2.8.**, **2.11.** and **A2.10.** through **A2.12.**)

4.1.1.2.1. Excused Absence for Crew Rest (Aircrew Only). To the maximum extent possible, civilian aircrew duty days should be scheduled to coincide with the flying schedule. When situations arise and aircrews are required to remain in crew rest past their scheduled civilian workday reporting time or enter crew rest during the civilian workday, the following options apply:

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

4.1.1.2.1.2. If the flight/flight duty for which the employee is in a crew-rest status will

be performed in military status, the employee will either take annual leave, LWOP, compensatory time off, or credit hours or adjust his/her duty day to accommodate the crew-rest requirement.

4.1.1.3. Policy on Physical Fitness Activities on Official Time (Traditional Civil Service and Air Reserve Technicians) (Reference: AFRC/CV Memorandum, 23 Jul 03, Physical Fitness Program Policy and 437 AW/CC Memorandum, 11 Aug 03, Civilian Participation in Physical Fitness Activities):

4.1.1.3.1. Purpose: The goal of this policy is to ensure the health and wellness of the Air Force's civilian appropriated fund workforce. To that end, it is in the best interest of the Air Force to allow appropriated fund civilian employees the opportunity to participate in frequent, regular, and/or routine physical activities using excused absences. These activities may include participation in running, walking, jogging, bicycle riding, weight training, swimming and structured exercises (i.e., push-ups, sit-ups, aerobics, etc). These physical activities must enhance the Air Force's mission in some appreciable manner. Golfing, bowling and softball are examples of activities that do not fall under this program. Fitness Fundamentals: A complete fitness program should address cardiovascular and aerobic endurance, muscular strength and endurance, flexibility and body composition.

4.1.1.3.1.1. Aerobic activity elevates the heart rate into the age and physical condition training zone for at least 20 minutes. Walking, jogging, and biking are examples of activities giving this result. Golfing, bowling, and softball do not give this result.

4.1.1.3.1.2. Muscular strength and endurance exercises increase lean body mass, protect joints and increase the body's metabolism. Machines, free weights and general calisthenics are activities providing this result.

4.1.1.3.1.3. Flexibility exercises involve stretching all major muscles in the body and help reduce injury risk and promote flexibility and mobility at each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.

4.1.1.3.1.4. Body composition relates to the amount of muscle tissue and fat tissue in the body. High levels of body fat should be reduced through a combined program of aerobic activity and strength training.

4.1.1.3.2. Procedures:

4.1.1.3.2.1. Second Level Supervisors: Authorize individual requests to participate in a physical fitness program. Second line supervisor may implement the program on a temporary basis (i.e. for 3 months) to assess the continuation of the program based on the success of the trial period.

4.1.1.3.2.2. Supervisors

4.1.1.3.2.2.1. Supervisors may authorize, after considering the mission impact when making this decision, use of duty time at a maximum of 3 hours per week for participation in regular physical fitness activities. The time authorized may not be accrued and must be spread through five (5) days or used in (3) days; therefore, the maximum amount of excused absence is 1 hour in a day. This time includes time spent participating in physical fitness and dressing/showering/ cleaning up. Normally, overtime and compensatory time may not be approved or earned on days

when use of duty time is approved under this program.

4.1.1.3.2.2.2. Annotate excused absences for physical fitness activities on the time card with the appropriate code for excused absence (LV) along with the remark "Physical Fitness".

4.1.1.3.2.2.3. Each organization will determine sign in and out procedures at the appropriate level to record participation.

4.1.1.3.2.2.4. It is the responsibility of every supervisor to ensure this program is not compromised or abused.

4.1.1.3.2.3. Employees

4.1.1.3.2.3.1. Employees wishing to receive authorization of excused absence to participate in physical fitness activities must obtain a fitness assessment/approval from their primary care provider/physician to participate. The doctor's statement should include language such as:

4.1.1.3.2.3.1.1. "Employee's name" is physically able to participate in a physical fitness program which she/he has selected without limitation, or

4.1.1.3.2.3.1.2. "Employee's name" is physically able to participate in a physical fitness program which he/she has selected with the following limitations of _____.

4.1.1.3.2.3.2. Employees must complete a Request for Approval of Excused Absence and Memorandum of Understanding for Physical Activities to participate.

4.1.1.3.2.3.3. Participation in a health promotion program is restricted to the use of facilities under the control of the installation commander and may only be performed in or on base facilities.

4.1.1.3.2.3.4. The period of excused absence includes time spent participating in physical fitness and dressing/showering/cleaning up.

4.1.1.3.2.3.5. Employees are responsible for participating in the program in accordance with the established program purpose and procedures and should maintain a log or record of their activities to track their goals and progress.

4.1.2. Earning Compensatory Time and Overtime. Due to mission requirements, the supervisor may require an employee to work other than normal duty hours. Employees who are non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and all exempt employees who earn a salary less than the maximum rate of basic pay for GS-10 (including locality and/or special salary rate adjustments) may not be directed/ordered to receive compensatory time off in lieu of overtime pay. Eligible employees will include a signed statement on the AF Form 428 to indicate when they have earned/elected compensatory time in lieu of overtime pay.

4.1.2.1. Supervisors must ensure the overtime/compensatory time cap (due to biweekly maximum earnings limitations) is not exceeded. The supervisor will compute the maximum overtime/compensatory time for each GS/GM-12 and above. A copy of these individual time cap computations will be provided to, and maintained on file by, the timekeeper. The supervisor will ensure the cap is recomputed whenever there is a change in the employee's salary. The for-

mula follows:

Member's annual salary = \$ _____ divided by 2087 = \$ _____ per hour

Multiply \$ _____ (per hour) by 80 = \$ _____ bi-weekly

salary

GM-15/10 bi-weekly

salary = \$ _____ - (minus) \$ _____ (member's bi-weekly salary) = \$ _____ (remainder)

\$ _____ (remainder) divided by \$ _____ (GS-10/1 hourly wage) = _____ max overtime/
comp time hours

4.1.2.1.1. For ART pilots, the pay cap is based on the pilot special salary rate of GS-15 step 10. For non-pilot ARTs, the pay cap is based on the GS-15, step 10, locality pay scale. Use the overtime rate for a GS-10 step 1 for computing overtime pay.

4.1.3. Using Leave. Charge all absences, other than temporary duty (TDY), to the appropriate type of leave. All leave/compensatory time off must be coordinated with, and approved by, the supervisor prior to its use. Exception: in emergency circumstances and in the case of sick leave taken for illness, employees must make every reasonable effort to advise the supervisor of their absence as soon as possible.

4.1.3.1. Court Leave. Employees should return to work if a substantial part of the day (more than 4 hours) is left after release from duty.

4.1.3.2. Compensatory Time Off. The limit for the use of accrued compensatory time off is the end of the 26th pay period after that in which the overtime was worked. Since unused compensatory time worked is paid at the overtime rate at which it was earned, supervisors must not allow employees to earn more compensatory time than they can use.

4.1.3.3. "Time-Off" Incentive Award. ARTs are not allowed to perform military duty while taking "time-off" incentive award leave. (Reference: AFRES/CV Letter, 23 Dec 92, Implementation of the Time Off Incentive Award)

4.1.4. Premium Pay.

4.1.4.1. Holiday Premium. Supervisors will consider all reasonable alternatives prior to scheduling a civilian employee to perform duty on a Federal Holiday.

4.1.4.2. Night Differential (General Schedule Employees). Payable only when an employee's regularly scheduled hours of work fall between 1800 and 0600 hours.

4.1.5. Changes in Civilian Tour of Duty.

4.1.5.1. Supervisory and management-level personnel: AFRC has a waiver from Headquarters Air Force to the requirement that a one-week notice be given prior to a change in an employee's tour of duty. The employee must be notified before reporting for duty on the day of the change. This waiver applies to:

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

4.1.5.1.2. Aircrew ground support to meet special or essential unscheduled flying mis-

sions. (Reference: AFRC ART Time and Attendance Guidance, 23 Feb 01)

4.1.5.2. Non-supervisory personnel:

4.1.5.2.1. Union Notification: Except for emergencies and temporary changes, the Union will be notified at least 21 days prior to implementation of any employer proposed changes in the hours of work or tours of duty (including meal periods) for an organization element. The union will respond within 7 days of notification.

4.1.5.2.2. Employee Notification: Except for emergencies and temporary changes, a change in scheduled hours of work and tours of duty of an organizational element will be:

4.1.5.2.2.1. announced in writing at least one full pay period in advance.

4.1.5.2.2.2. cover at least two pay periods, and

4.1.5.2.2.3. be clearly posted in or near the work areas or circulated to affected employees.

4.1.5.2.3. Extending hours of employees who are not full time without conversion to full time does not constitute a change in scheduled hours of work and tour of duty for the organization element. (Reference: Memorandum of Agreement between AFGE Local 1869 and Charleston AFB, June 2001)

4.1.5.3. The calendar day on which a shift begins is considered the day of duty for that day even though the work schedule extends into the next calendar day only if a full workday cannot be performed by midnight. 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 hours. (AFI 36-807/ Holdover AFRES Sup, Weekly and Daily Scheduling of Work and Holiday Observances)

4.1.6. Lunch Periods.

4.1.6.1. The lunch period must be at least 30 minutes in length and is to be observed during the midday time frame; for example, in a workday of 0730-1600, lunch should be scheduled between 1100-1300. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday since this is in opposition to the intent of OPM guidance. Employees who are subject to a maxiflex work schedule that allows for some workdays with fewer than 6 hours in a day are not required to observe a lunch period on workdays with fewer than the six hours.

4.1.6.2. There are two situations where compensable on-the-job meals are authorized. First, 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. Second, when lunch is consumed in flight, an on-the-job lunch period not to exceed 20 minutes is permitted. The requirement to take a lunch period cannot be waived on the basis of an aircrew member flying an AFTP. In addition, if sufficient time on the ground is available for the employee to take a 30-minute lunch period, a 20-minute on-the-job lunch period may not be granted. In those instances where lunch is consumed in flight, i.e., long distance flights, appropriate justification is documented on the AFRC Form 4. (AFI 36-807/Holdover AFRES Sup)

4.1.7. Long Distance Flights. Long distance flights refer to those situations only where an employee departs his/her home station, arrives at another duty station and remains overnight at the remote duty station. Tours of duty and attendance reporting of aircrew 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. Home station dates will be used. Changes that occur by crossing the International Date Line are to be ignored. Duty times will be recorded on a 24-hour basis in the hours of the time zone of the home station. If changes in duty status occur during the tour, the AFRC Form 4 must be completed and will be reviewed and certified by the aircraft commander. When lunch is consumed in flight, an on-the-job lunch period not to exceed 20 minutes is authorized and will be indicated on AFRC Form 4. Explanations will be entered on the AFRC Form 4 for takeoffs later than 3 hours after reporting and all periods of overtime worked after landing (other than post-flight duties). (AFI 36-807/Holdover AFRES Sup)

4.1.8. Constructive Credit Hours. When TDY 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.

4.1.8.1. Non-supervisory personnel: ART aircrew members on off-station missions will be credited with a minimum of eight (8) hours work for each day they are TDY during their basic scheduled workweek. If circumstances beyond the control of the crewmember preclude eight (8) hours of actual work being performed, the number of hours actually worked and the number of hours excused from duty will be annotated on the AFRC Form 4. (Memorandum of Agreement between AFGE Local 1869 and Charleston AFB SC)

4.1.8.2. Supervisory and management-level personnel: 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. (AFI 36-807/ Holdover AFRES Supplement)

4.1.8.2.1. The following options are to be considered in scenarios in which the granting of constructive credit might be appropriate:

4.1.8.2.1.1. 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.

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

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

4.1.8.2.1.4. Send the aircrew home, keeping only the minimum number of crew required to be 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.

4.1.8.2.1.5. 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. (AFI 36-807/Holdover AFRES Sup)

4.1.9. "Deadheading" and Time Spent Traveling. Time spent traveling is considered hours worked if the travel is during regular working hours, or during hours on non-work days (applies to FLSA employees only) that correspond to regular working hours or if the employee is required to perform work while traveling. Accordingly, "deadhead" time (duty time accrued by aircrew members in a passenger or ACM status not accomplishing crew duties), while not creditable under FLSA (ART enlisted), is creditable under Title V (ART officer) as hours worked. "Waiting time" (prior to takeoff), since no actual work was performed is not creditable under FLSA. (5 C.F.R., Section 550.112 and Section 551.422 and FPM Supplement 990-2, Book 550)

4.1.10. Time Spent On Standby or in an On-Call Status.

4.1.10.1. ALPHA/BRAVO Alert. An employee will be considered on duty and time spent on standby shall be considered hours of work if the employee is restricted to an agency's premises, or so close thereto that he/she cannot use the time effectively for his/her own purposes; or the employee, although not restricted to the agency's premises is restricted to his/her living quarters or designated post of duty; has his/her activities substantially limited; and is required to remain in a state of readiness to perform work.

4.1.10.2. On-Call Status. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if 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 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. (5 C.F.R. 551.431)

4.2. Military Duty. AFRC/CVA Memo, 8 Feb 94, Duty Status of Air Reserve Technicians, establishes policy for duty status while performing various activities, for authorization and documentation requirements, for conversions in status while traveling and applies to all Air Reserve Technicians (ARTs).

4.2.1. Duty Status Categories consist of

4.2.1.1. Five types of IDT for which eligible members may be paid: TPs (includes AGTP), UTAs, ET, AFTPs and RMPs

4.2.1.2. Active Duty for Training, which includes RPA-funded AT, ADT, and ADS. Also included are temporary tours of active duty in support of the active force mission, which are funded from the MPA.

4.2.2. ARTs may perform duty away from home station in either military or civilian status except as annotated below:

4.2.2.1. Attendance at formal schools: see AFMAN 36-8001, paragraph 6.21.

4.2.2.2. Exercises: military but unit commanders may authorize civilian status for unit exercises in CONUS.

4.2.2.3. Airborne support or directed missions: outside CONUS will be military only unless unit commander determines civilian status is necessary.

4.2.2.4. Hostile area flights: military only.

4.2.2.5. Promotion Boards: military only.

4.2.3. ARTs must be off duty or in an official leave or compensatory status from civil service when they are in a point-gaining activity. This includes performing preflight, flight, or post-flight duties in connection with an AFTP or in the performance of ground training, simulator training, duty or instruction associated with an additional ground training period. ("Official leave" includes annual leave, military leave, leave without pay, compensatory time or credit hours). (Reference: AFMAN 36-8001). Based upon HQ USAF/JA Memorandum, 15 January 2002, Military Leave Rules for Civil Servant-Reservists. The rules for consecutive days of military duty are as follows:

4.2.3.1. A full day of annual leave, 15-day military leave, accrued compensatory time off, accrued credit hours, or LWOP-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:

4.2.3.1.1. 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 after the beginning of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day. (Example: paragraph [A2.1.](#) and [A2.5.](#))

4.2.3.1.2. 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. (Example: paragraph [A2.5.](#))

4.2.3.1.3. 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:

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

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

4.2.3.1.3.3. No other person is available to serve the second period of active duty,
AND

4.2.3.1.3.4. That portion of the rule in paragraph 4.2.3.1.1. above applies, which allows for no charge to military leave.

4.2.3.1.4. Multiple orders authorizing consecutive days of active duty and orders requiring civilian employees, including ARTs, to perform active duty at home station must be approved at the Group Commander/Senior ART level or higher. Appropriate documentation certifying this approval must be maintained and available for review. (AFRC/CV Memorandum, 23 Feb 01, Recent Legislative Changes: Minimum Charge for Military Leave)

4.2.3.2. Remember that active duty pay is received even for days on which only active duty travel is performed; consequently, the rules governing consecutive days of active duty apply to these travel days also. In addition, the employee must not be required to perform civilian duties during the hours or on the days for which leave is required under this policy.

4.2.4. Travel and per diem: Use the Joint Travel Regulation (JTR) for all specific guidance.

4.2.4.1. Travel in civilian pay and per diem status solely to perform military duty is forbidden and vice versa. However, travel in civilian status to perform (any) civilian duty in conjunction with IDT or active duty is acceptable.

4.2.4.2. 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.

4.2.5. Changes in Duty Status:

4.2.5.1. Except as provided below, the duty status in which members depart home station will continue until they return. All periods of military duty must be scheduled in advance, meet normal reserve participation requirements, and be annotated on official orders. Conversions in duty status for aircrew members must be approved by an authority no lower than the Aircraft Operations Officer as documented on the orders.

4.2.5.1.1. If one or more IDT periods are scheduled while on TDY:

4.2.5.1.1.1. Member will convert to IDT and back at times specified on the AF Form(s) 40/40a or other scheduling documents.

4.2.5.1.1.2. If periods of civilian duty are scheduled in conjunction with IDT flight training ensure that all preflight and postflight duties are performed in IDT status.

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

4.2.5.1.1.4. 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, LWOP, and/or accrued credit hours.

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

4.2.5.1.2.1. All conversions from civilian to active duty or from active duty to civilian status will occur at 0001 hours.

4.2.5.1.2.2. In-flight duty status conversions to or from active duty status are permitted at 0001 hours of the hours of the home station time zone. Complete appropriate Air-

crew/Mission Flight Data Document, in accordance with (IAW) applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

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

4.2.6.1. Include a remark to annotate each conversion to active duty or civilian status at 0001 hours IAW applicable order number. For example, Member will convert to active duty status at 0001 on 12 September IAW RO D-245.

4.2.6.2. Include a remark to indicate when IDT is authorized in conjunction with civilian TDY which identifies 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 revert to civilian status at 1700 on 13 September."

4.2.6.3. An AFRC Form 4, AF Form 3956 or other form as appropriate will be completed during all civilian TDYs involving flying duties with conversion to/from military duty. The form will be turned in to the individual's timekeeper at the completion of the mission.

4.2.6.4. Exceptions to policies outlined in this regulation will be requested through command channels to AFRC/CV/CVA for consideration.

4.2.7. Duty Status Overseas. (HQ USAF/CV Memo, 21 Nov 95, ART Status During OCONUS Operations)

4.2.7.1. 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.

4.2.7.2. ARTs must be in military status whenever performing in unit deployments or in direct support of contingencies outside the United States, its territories and possessions.

4.2.7.3. The above restriction does not prevent ARTs from participating in civilian TDY status on routine support missions outside of CONUS, unless these missions are into hostile fire areas.

4.2.7.4. ARTs required to attend conferences, to conduct site visits, or to recover routine support aircraft with maintenance problems (not in hostile fire area) are not restricted by this policy.

4.2.8. ART Status in Hostile Fire/Imminent Danger Zones (HQ AFRES/DO Message, 141305Z Apr 94).

4.2.8.1. ARTs will convert to active duty status at 0001 on the calendar day of departure from last ground location prior to entering hostile fire/imminent danger area. At no time can an ART enter a hostile fire/imminent danger area in any status other than active duty military. ARTs will remain in active duty status until the following three conditions are met:

4.2.8.1.1. Mission terminates,

4.2.8.1.2. Individual is outside of hostile fire/imminent danger area, and

4.2.8.1.3. Local time is 2400 hours

4.2.9. Duty Status While Engaged in Training (OPM Handbook X-118 and X-118C, FPM Supplement 930-71).

4.2.9.1. 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 related to the military requirements of the employee's reserve assignment and is not considered to be part of the technician's duties, the employee must be in an appropriate leave status to attend that training during the civilian workday.

4.2.9.2. Small arms training and chemical defense training (more commonly known as chemical warfare training) are two training situations that best represent this policy:

4.2.9.2.1. Participating in small arms training during the civilian workday is appropriate for security police, flight engineers, boom operators, aircraft loadmasters (and C-17 pilots) because the civilian position requires the employee to be qualified to carry small arms. In the case of the aircrew members, these employees carry duty of sky marshal and are responsible for protecting the aircraft. (Non-C-17) pilots and navigators are not granted official time for this training because carrying a small arm is not part of their civilian position. This policy has been in effect since at least 1986 when HQ AFRES/JA expressed concerns regarding injury/loss of life possibilities when an employee is engaged in such training. Their statement was "...it is highly questionable as to whether the Office of Workers' Compensation Programs (OWCP) would approve medical, compensation or death benefits..." since the activity was not directly related to the performance of the civilian job. Additionally, they determined that the injury or death would not be considered "line of duty" for military benefits since the employee was not in military status.

4.2.9.2.2. Chemical defense training is not related to any civilian position nor is it required to qualify for any civilian position; therefore, it is inappropriate to grant official time/excused absence for this training.

5. Auditing Requirements. The responsibility for stewardship and expenditure of public money demands that we remain in compliance with this instruction and other appropriate guidance. Therefore, periodic audits will be conducted.

5.1. Each 315 AW unit will conduct an audit of time and attendance records for all civilian employees twice per calendar year (semiannually), one internal and the other external. Because of familiarity with work schedules common to a group, a unit within the same group will normally conduct the external audits. Units also may utilize Staff Assistance Visits or similar inspections from outside agencies to meet this audit requirement.

5.1.1. Units will forward results of these audits to the 315 AW/CC through the appropriate group commander. These reports are due to the 315 AW/CC not later than 15 August and 15 February.

GARY L. COOK, Colonel, USAFR
Commander

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

Title 5, United States Code (U. S. C.), Chapter 63, Leave

Title 5 of the Code of Federal Regulations (CFR), Part 630, Absence and Leave

DoD 1400.25-M, Subchapters 610, Hours of Duty, and 630, Leave

AFI 36-807/Holdover AFRES Supplement, Weekly and Daily Scheduling of Work and Holiday Observances

AFI 36-815, Absence and Leave

AFMAN 36-8001, Reserve Personnel Participation and Training Procedures

AFMAN 37-139, Records Disposition Schedule

AFRES/CV Letter, 20 Apr 92, Leave Status of Air Reserve Technicians (ART) While Performing Duties in Military Status

HQ AFRES/CV Letter, 17 Nov 1992, Restriction on Processing Reserve Military Pay Transactions for ARTs

AFRES/CV Letter, 23 Dec 92, Implementation of the Time Off Incentive Award

AFRES/CVA Memorandum, 8 Feb 94, Duty Status of ARTs (AFRESR 40-22)

AFRES/DO Message 5 Apr 94 and HQ AFRES/DO Message, 141305Z, April 1994, ART Status in Hostile Fire/Imminent Danger Areas

USAF/CV Memo, 21 Nov 95, ART Status During OCONUS Operations

HQ AFRC/CV Memorandum, 4 Sep 96, Implementation of New Military Leave Legislation

AFRC/CC Memorandum, 26 Jun 1998, Overtime and Compensatory Time Off Policy

HQ USAF/DPFM Memorandum, 28 Dec 1999, Expansion of Military Leave for Reserves and National Guardsmen

AFRC/CV Memorandum, 24 Jan 2000, Expansion of Military Leave for Reserves and National Guardsmen

AFRC/DPC Memorandum, 17 May 00, Elimination of Restriction to Situations Involving Non-combat Operations--44 Days Military Leave

HQ AFRC/DO Message 071906Z Jul 00, Sixteen Hour Flight Duty Period (FDP) for Training (Tactical, Air Refueling, Functional Check Flight (FCF), Etc) Events

AFRC/CV Memorandum, 8 Aug 2000, Implementation of New Policy on Use of Excused Absence for Crew Rest

OPM Memorandum, 25 Jan 01, Recent Legislative Changes

AFRC/CV Memorandum, 23 Feb 01, Recent Legislative Changes: Minimum Charge for Military Leave

AFRC's ART Time and Attendance Guidance, 23 Feb 2001

Memorandum of Agreement between AFGE Local 1869 and Charleston Air Force Base, South Carolina, June 2001

HQ USAF/JAG Memorandum, 15 Jan 02, Military Leave Rules for Civil Servant-Reservists

ART Information Update No. 02-01, May 2002, New Rules on Charging Leave for Consecutive Days of Active Duty

AFRC/CV Memorandum, 23 Jul 2003, Physical Fitness Program Policy

437 AW/CC Memorandum 11 Aug 2003, Civilian Participation in Physical Fitness Activities

Attachment 2

EXAMPLES

Examples of military duty intermixed with civilian workdays and leave charged. All cases assume a civilian workday of 0730-1615, Monday-Friday, with a 45-minute non-paid lunch from 1130-1215. These examples address some of the more common dual compensation scenarios, but are in no way intended to be all-inclusive. Supervisors and employees are expected to use all available DoD, OPM and other MAJ-COM guidance when confronted by situations not specifically covered in this instruction.

A2.1. ART is placed in ADT status at 1700 Monday night. No charge to leave is required on Monday as he completed the civilian workday prior to the start of the active duty tour.

A2.2. ART is placed in ADT status at 1700 on Monday and is released from duty at 1730 on Tuesday. No leave is charged for Monday, as military duty did not begin until after the end of the regularly scheduled civilian workday. The ART must be in a leave status for Tuesday as he/she was in military status during the regularly scheduled civilian workday.

A2.3. ART is placed in ADT status for one day starting at 1616 and is released from duty at 2300 on each of the following days: Monday, Tuesday, and Wednesday. Separate sets of orders are issued for each day. No leave is required for Monday, but 8 hours leave is required for Tuesday and Wednesday since they are consecutive days of active duty.

A2.4. ART is placed on ADT starting at 1616 on the following days: Monday for one day, Wednesday for one day, and Friday for one day. He is released from duty each day in sufficient time so as to arrive home prior to midnight. In this case, consecutive days have not been performed, the duty was performed after the civilian workday was completed, and therefore no charge to leave is required. However, if the ART is entitled to and receives a travel day at the end of the tour on Monday or Wednesday, then the consecutive day rule would apply.

A2.5. ART is placed on ADT at 1700 on Monday, released from duty at 0729 on Tuesday, performs regularly scheduled civilian workdays Tuesday and Wednesday, is again placed in manday status at 1700 Wednesday, released at 0729 on Thursday, and reports to his civilian workplace. In this case, leave is not charged for Monday because the ART completed his regularly scheduled civilian workday prior to reporting for military duty, but 8 hours leave is required for Tuesday and Wednesday since they become consecutive days of active duty. Leave does not need to be taken for Thursday since ART was able to report to his civilian workplace prior to the start of the regularly scheduled workday.

A2.6. ART is placed on ADT at 1430 on Tuesday, released from duty at 0200 on Wednesday, performs regularly scheduled civilian workday Wednesday, is again placed on ADT at 1400 on Thursday, released at 2300 on Thursday. Leave is required from 1430 Tuesday through 1615 Thursday because of the consecutive day rule.

A2.7. ART is scheduled to perform IDT at 1530. He may NOT elect to work through the scheduled lunch period to complete the scheduled 8-hour workday at 1530 to avoid taking appropriate leave from 1530-1615. He may NOT reschedule his workday to begin at 0630 in order to avoid taking appropriate leave. He may NOT use 8 hours of military leave to cover the whole day. (Reference: AFRES/CV Letter,

20 Apr 92, Leave Status of Air Reserve Technicians (ART) While Performing Duties in Military Status and OPM Memorandum, 25 Jan 01, Recent Legislative Changes)

A2.8. ART elects to accomplish an IDT period from 1130-1530. Three hours and fifteen minutes of leave is required from 1215-1530. Leave is not required from 1130-1215 as this is not part of the regularly scheduled workday. The ART cannot split his civilian workday to perform IDT without taking leave. That is, an ART cannot work a portion (0730-1130) of his regularly scheduled workday, perform IDT (1130-1530) and then complete the remainder of his 8-hour workday (1530-1930). (He can work the remainder of the regularly scheduled workday, 1530-1615, only.) (Reference: OPM Memorandum, 25 Jan 01, Recent Legislative Changes)

A2.9. An ART aircrew member reports for duty at 0730 Monday, works his normal civilian duty day, then reports at 1630 to perform flight duties on a local training flight. In no case may the aircrew member perform flight duties after 2330, regardless of the pay status (0730-2330 is 16-hour maximum training crew duty time). (Reference: AFI 11-401 and HQ AFRC Message 071906Z Jul 00)

A2.10. An ART aircrew member is scheduled to perform flight duties on a local training flight from 1730 to 0030 Wednesday. He must take leave from his civilian position from 0730 to 0830 to preclude violating the 16-hour maximum training crew duty time. (Reference: AFI 11-401 and HQ AFRC/DO Message 061907Z Jul 00)

A2.11. An ART aircrew member performed aircrew duties that terminated at 2330 on Monday. He is scheduled to perform preflight duties in civilian status at 1530 Tuesday. He cannot report for work in his civilian position earlier than 1130 due to the 12-hour pre-departure crew rest requirement. Since crew rest is required and aircrew duties are to be performed in civilian status, no leave is charged. (Reference: AFRC/CV Memorandum, 8 Aug 00, Implementation of New Policy on Use of Excused Absence for Crew Rest)

A2.12. An ART aircrew member performed aircrew duties that terminated at 2330 on Monday. He is scheduled to perform preflight duties in military status at 1530 Tuesday. He cannot report for work in his civilian position earlier than 1130 due to the 12-hour crew rest requirements. Since crew rest is required and aircrew duties are to be performed in military status, the employee needs to take annual leave, LWOP, compensatory time off, or credit hours or adjust his/her duty day to accommodate the crew rest requirement. (Reference: AFRC/CV Memorandum, 8 Aug 00, Implementation of New Policy on Use of Excused Absence for Crew Rest)

Attachment 3

**REQUEST FOR APPROVAL OF EXCUSED ABSENCE
AND
MEMORANDUM OF UNDERSTANDING
FOR PHYSICAL FITNESS ACTIVITIES**

EMPLOYEE:

I, _____, request approval of excused absence, not to exceed three (3) hours per week, for the sole purpose of participating in physical fitness activities.

I understand (Employee must initial each line):

_____ I may only utilize on-base facilities during any period of excused absence for physical fitness activities,

_____ my participation is subject to supervisory scheduling and second line supervisory approval,

_____ if my request is not approved or I cannot be released from work for physical fitness activities due to mission requirements, I may not challenge the decision unless the decision is arbitrary or capricious,

_____ my absence will be annotated on my time sheet with the appropriate code for excused absence (LN) along with the remark "Physical Fitness,"

_____ my 3 hours per week of excused absence "on the clock" will be spread through five days or used in 3 days, that the time will not be accumulated, and the time will include time spent dressing/showering/cleaning up,

_____ I must sign in and out with my first level supervisor to record participation,

_____ that in order to enhance mission effectiveness, I must make every effort to improve my health and well-being during any period of excused absence for the purpose of physical fitness,

_____ that this request must be accompanied by a doctor's statement, at my own expense, permitting physical fitness activities with or without limiting conditions,

_____ that should my ability to participate in physical fitness activities become limited in any manner, I will notify my supervisor immediately,

Employee Signature

Date

SUPERVISOR:

_____ This employee is assigned to me.

_____ Enhancement of mission accomplishment considered.

_____ Excused absence recommended/not recommended.

Supervisor Signature

Date

SECOND LINE SUPERVISOR: Approved/Disapproved

Second-Line Supervisor

Date

Original(approved/disapprove): Supervisory Record (AF Form 971) with doctor's statement

cc: CPF Copy w/doctor's statement

