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**Personnel**

**CIVILIAN TIME AND  
ATTENANCE CONTROLS FOR  
AIR FORCE RESERVE PERSONNEL**

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This instruction implements AFD 36-8, *Employee Benefits and Entitlements*. It establishes guidance and procedures to accurately document time and attendance for all civilian employees at Pittsburgh Air Reserve Station, in conjunction with governing directives to prevent dual compensation.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. A bar ( | ) indicates revisions from the previous edition

**1. Definitions:**

- 1.1. **Normal Civilian Duty Day:** Monday - Friday, 0730 - 1600, lunch 1130 - 1200.
- 1.2. **Alternative Work Schedule:** An approved 80-hour pay period (full time employees) which deviates from the basic 8-hour workday.
- 1.3. **Active Duty:** A tour of duty under orders (AF Form 938) for the purpose of performing Military Active Duty (AD), Active Duty for Training (ADT), or Annual Tour (AT).
- 1.4. **Inactive Duty:** Military training to include Unit Training Assembly (UTA), Additional Flying Training Period (AFTP), Additional Ground Training Period (AGTP), Equivalent Training (ET) or Readiness Management Period (RMP). May not be performed OCONUS.
- 1.5. **Dual Compensation:** Receiving pay from the military while also receiving pay as a federal civil service employee. Inappropriate dual compensation occurs when the employee is not in an official leave status, e.g. annual leave, military leave, compensatory time, credit hours, or leave without pay.
- 1.6. **Military Leave:** Absences from civilian duty, without loss of pay, to perform military duty.
  - 1.6.1. **Traditional Military Leave:** Civilian employees who are also reservists are entitled to 15 days (120 hours) of military leave each fiscal year. Military leave can be carried over the next fis-

cal year not to exceed a total balance of 30 days (240 hours). Military leave is used for active or inactive duty and must be taken in 1 hour increments.

1.6.2. **Forty-Four (44) Day Military Leave:** This category of leave is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hour's (352) and are charged on the same basis that annual leave is charged. This leave can only be used to perform "active duty without military pay" for participation in combat or noncombat operations outside the United States, it's territories and possessions. The military leave applies only to military technicians (ARTs) as defined in 5 USC 8401(30) a and b.

1.7. **Compensatory Time:** Time off earned in lieu of overtime pay for an equal amount of time spent in irregular or occasional overtime work.

1.8. **Exempt Employee:** Any employee not covered by the provisions of the Fair Labor Standards Act (FLSA). See 5 CFR Chapter 1, para 551.203.

1.9. **Non-Exempt Employee:** Any employee covered by the provisions of the FLSA.

1.10. **Premium Pay:** Additional compensation for overtime, night shift differential, Sunday or holiday duty.

## 2. Responsibilities:

2.1. **Wing Commander.** The Wing Commander will ensure all assigned personnel comply with this instruction. The Commander is the waiver authority for deviations from the established internal audit schedule. Waivers will be documented and kept on file with the OPR for this instruction. The Wing Commander is the approval authority for all overtime.

2.2. **Supervisor.** Supervisors are responsible for time and attendance management of assigned employees, to include scheduling, tracking and documenting of assigned work. Supervisors should have personal knowledge of employee's work schedule and will verify actual hours worked. Supervisors at all levels must work closely with timekeepers to ensure accuracy of time and attendance accounting on a daily basis. In the absence of the supervisor, an individual will be appointed to assume the following duties.

### 2.2.1. Supervisor duties:

2.2.1.1. Authorizes use of leave (military, annual, compensatory, sick, etc.)

2.2.1.2. The requirement for the use of compensatory time and overtime is the supervisors responsibility. Requests approval the earning of overtime and/or compensatory time. Overtime approval is granted by the Wing Commander. Compensatory time is approved by Group Commanders for their subordinate employee or the Wing Commander

2.2.1.3. Reviews and certifies time and attendance report (AFRES Form 4, **Air Reserve Technician (Aircrew) Time Card**, and if used 911 AW Form 2, **Daily Attendance Sheet** or 911 AW Form 3, **Daily Attendance Sheet**).

2.2.1.4. Monitors overtime/compensatory time earned to preclude employees from exceeding the mandated aggregate salary limitation.

2.2.1.5. Approves alternate work schedules.

2.3. **Timekeeper.** Timekeepers are responsible for maintenance of time and attendance accounting. They will coordinate with the supervisors and employees to ensure accurate and timely documentation.

2.3.1. Records all exceptions to employees' scheduled tour of duty, i.e., leave, overtime, compensatory time, premium pay (night shift differential, Sunday premium, holiday pay).

2.3.2. Ensures that all appropriate supporting documentation, i.e. AF Forms 938, AF Forms 428, Record of Individual Inactive Duty Training, if used 911 AW Form 2 or 911 AW Form 3, Automated AFRES Forms 918, AFRES Form 4, and Standard Form 71, **Request for Leave or Approved Absence**, are on file and include required statements, certification and signatures/initials.

2.4. **Employee.** Employees are responsible to request supervisor approval of all exceptions to the normal civilian duty day. The following forms will be submitted to their designated supervisor for approval and coordination with the timekeeper:

2.4.1. AFRES Form 4 - All aircrew members complete this form during TDYs involving flying duties where conversions to and from military status occur. See AFI 36-807/AFRES Sup.

2.4.2. Automated AFRES Form 918 - Report of Inactive Duty Training Performance AFTP/AGTP (USAFR).

2.4.3. 758 AS/DOO Form Letter 7, Authorization for Ground AFTPs.

2.4.4. Request for leave (Note: The OPM 71 will be used for all leave requests when an employee is not available to initial time card).

2.4.5. AF Form 40/40a - Authorization for Individual Inactive Duty Training.

2.4.6. 911 AW Form 2 or 911 AW Form 3 Daily Attendance Sheet

2.5. **Certifying Official.** Responsible for verification of military duty performance and/or civilian time and attendance.

### 3. Civilian Time Accounting:

#### 3.1. Overtime/Compensatory Time Management:

3.1.1. Group Commanders must approve compensatory prior to performance of the work. If the unit is using the automated time card program, the computer time card may be used for approval of compensatory time. When compensatory time is earned, the Group Commander will be the timecard approval. For units who do not use the automated timecard program, AF Form 428 must be used. Overtime must be approved on an AF Form 428 prior to performance of the work. In an emergency, the supervisor may verbally approve compensatory time earned with AF Form 428 completion no later than the next duty day. Specific justification of duty to be performed must be included in all AF Form 428 requests. A separate AF Form 428 must be submitted for each pay period and no lump sum approvals can be made in advance unless for a specific reason, e.g., airlift missions or special projects. Supervisors must ensure that employees do not exceed the maximum number of compensatory hours they may earn bi-weekly. Completed AF Forms 428 will be submitted to the timekeeper for processing.

3.1.2. Under FLSA, non-exempt GS and WG employees must be paid overtime for work in excess 40 hours in a basic workweek unless they request compensatory time earned. If compensatory time earned is requested, the statement "I ELECT COMPENSATORY TIME N LIEU OF OVERTIME." must appear on the AF Form 428 and initialed by the employee prior to approval.

3.1.3. GS employees whose basic rate of pay exceeds the minimum rate of GS-10 may be required to take compensatory time instead of overtime.

3.1.4. Except under certain circumstances, no overtime/compensatory time may be earned while TDY for formal training. If in doubt, contact the civilian personnel office for guidance.

3.1.5. Overtime/compensatory requests must be signed by the supervisor as the requester and approved by the Wing Commander or as further delegated. Coordination with Wing budget office is required to certify funds are available. Under some circumstances, the requester and approving official may be the same person. Wing Commander and Group Commander are both the requesting and approving authority for those they supervise. Compensatory time earned may not be used in lieu of premium pay for regularly scheduled overtime.

3.1.6. The use of compensatory time requires supervisor approval. It should be used within 12 pay periods following the pay period in which it was earned. Employees are entitled to pay for compensatory time not used within 12 pay periods.

**3.2. Absences From Duty:** Personnel performing military duty during scheduled civilian work hours will be in an appropriate leave status. Sick leave is never an appropriate leave status to perform military duty.

3.2.1. Employees who begin military duty after completion of their civilian workday are entitled to civilian pay without charge to leave even though they receive a full day's military pay. However, if they receive active duty pay on successive days (for annual tour or active duty tour), they must be in a paid leave status to receive pay from their civilian position on such days. If, at the end of the military tour, employees report to their civilian position at the beginning of the regular tour of duty, they are entitled to receive pay from their civilian position for the hours that the military duty overlapped their civilian duty day.

3.2.2. Absences from scheduled civilian work hours for the purpose of crew rest must be charged to annual leave, leave without pay, credit hours, or compensatory time if the flying duty for which crew rest is required is in a military status.

3.2.3. Employees who perform inactive duty during their scheduled civilian workday must be in an appropriate leave status for the period of time the inactive duty overlaps their civilian workday. Employees must be in an appropriate leave status beginning at directed show time and when performing mission planning, pre-flight and post-flight duties associated with an AFTP.

3.2.4. Employees who choose to interrupt their civilian work hours in order to participate in inactive duty status will continue to the end of the mission in inactive duty status. Employees will not switch back to civilian status at the end of the period of inactive duty to complete their civilian workday without charge to leave for time spent during the inactive duty period.

**3.3. Alternative Work Schedule.** Refer to the 911 Alternate Work Schedule (AWS) plan for governing rules.

**3.4. Lunch Periods:**

3.4.1. There are only 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. 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 civilian employee to take a 30-minute or longer lunch period, a 20-minute on-the-job lunch period may not be granted.

3.5. **Premium Pay.** Employees whose regularly scheduled work shift is outside of the normal civilian work day may be entitled to additional pay, to include: night differential, overtime, Sunday premium, and holiday pay, GS-employees cannot earn compensatory time for work performed during normal duty hours on either a holiday or the day on which a holiday observed.

3.5.1. AFI 36-807/AFRES Sup authorizes senior ARTs to establish duty hours for beginning and ending work. For aircrew members on long-distance flights, duty will begin at the directed reporting time and will end upon completion of post-flight duties and release from duty. Work scheduled in accordance with this supplement becomes the crewmember's regularly scheduled tour of duty.

3.6. **Pay Cap.** compensatory time granted is subject to the aggregate salary limitations in Title 5 U.S.C. 5547 which prohibits payment of overtime to employees whose rate of basic compensation equals or exceeds the maximum rate of basic compensation equals or exceeds the maximum rate of basic compensation for GS-15. No employee may receive compensation and pay totaling more than the maximum rate payable to a GS-15, Step 10, in any pay period. The following method will be used to compute the maximum number of compensatory hours an employee may earn in a pay period without exceeding the aggregate salary limitation:

3.6.1. Examples:

3.6.1.1. "CURRENT SALARY" divided by 2087 hours X 80 = "BIWEEKLY SALARY" (GM15/10 BIWEEKLY SALARY) - employee's "BIWEEKLY SALARY" = "DOLLAR DIFFERENCE", which is the maximum additional dollar amount the employee can earn bi-weekly.

3.6.1.2. "DOLLAR DIFFERENCE" divided by 1.5 x GS 10/1 hourly rate = "AVAILABLE HOURS", which is the number of hours of compensatory time an employee may earn biweekly.

3.6.2. Supervisors are responsible for ensuring all employees are aware of their individual aggregate salary limits.

3.6.3. Employees are responsible for ensuring they do not exceed the aggregate salary limit.

**4. Military Duty:** All military duty performed by an employee will be approved in advance by the supervisor. The civilian timekeeper prior to submission for payment will verify use of leave. Civilian employees of the 911 AW, who are also reservists of the 911 AW, will identify their civilian supervisor and timekeeper to the unit of reserve assignment (if not the same).

4.1. **Active Duty:**

4.1.1. Reservists will provide a certified copy of all active duty orders to their civilian timekeeper for submission to civilian pay.

4.1.2. After completion of the active duty tour, employees will submit the certified AF Form 938 to their timekeeper who will ensure appropriate leave has been taken. The timekeeper will sign in block 48 (Timekeeper Signature). Military Pay will not process an AF Form 938 without the timekeeper's signature.

#### **4.2. Additional Flying Training Periods/Additional Ground Training Periods.**

4.2.1. Automated AFRES Forms 918, Report of Inactive Duty Training Performance AGTP/AFTP (USAFR), will be maintained by the designated ART supervisor. The 911 OG/CC maintains automated AFRES Forms 918 for 911 AW/CC/CV and SE. 911 OG/CC will maintain a list of personnel designated to certify automated AFRES Forms 918.

4.2.2. At the beginning of every week, each section will print out the previous week's AGTPs/AFTPs certify their accuracy, and forwarded the forms to the appropriate timekeeper for verification.

4.2.3. After the timekeeper's verification, the forms are forwarded to 758 AS/DO or 911 OG/CC for certification.

4.2.4. Upon completion of certifications, copies will be provided to Flight Management, timekeeper and section supervisor. The original is forwarded to Military Pay for payment processing.

#### **4.3. Unit Training Assembly/Equivalent Training/Readiness Management Period.**

4.3.1. For regularly scheduled Unit Training Assemblies (UTA), the reserve unit will notify the member's civilian supervisor of the UTA dates. The civilian supervisor will verify that the member's civilian pay records are properly documented to preclude dual compensation.

4.3.2. For rescheduled Unit Training Assemblies, Equivalent Training Periods, and Readiness Management Periods, employees will report to their civilian supervisor to verify that their civilian pay records are properly documented to preclude dual compensation. The employee will record their civilian duty hours in the remarks block of the AF Form 40a. The timekeeper will initial next to the civilian duty hours.

**5. Training:** The goal of time and attendance procedures is to ensure accurate accounting and prevent dual compensation. All employees should be well versed in the directives that apply to attendance and compensation. 911 AW personnel will receive initial and update training as follows:

5.1. Supervisors: Supervisors will receive training in procedures to document employee time and attendance and the responsibilities established by this regulation.

5.2. Timekeepers: Prior to assuming timekeeper responsibilities, each timekeeper (Primary and Alternate) will attend 911 AW timekeeper's training.

5.3. Internal Auditors: Designated individuals will be trained in procedures for conducting periodic random audits. Training will be conducted by the 911 AW with the assistance of 22 AF, AFRC, or the AF Audit agency, if available.

**6. Internal Controls.** the purpose of internal audits is to identify inappropriate compensation and time and attendance accounting errors. Internal audit procedures are established as follows:

6.1. The Wing commander will appoint a 911 AW Dual Compensation Audit Team. This team will conduct base wide semi-annual audits.

6.2. Division chiefs will ensure internal audits are accomplished quarterly.

6.3. Report of audit findings will be forwarded to the Group Commander for review and required actions.

**7. Examples:** Examples 7-1 through 7-10 are for traditional military leave and examples 7-11 through 7-15 are for the new 44 day military leave. The examples along with the Table of Conversions (attachment 1) are to aid in understanding the provisions and intent of this instruction.

7.1. An employee's regularly scheduled civilian workweek is 0730 - 1600, Monday through Friday, with a 30-minute lunch break from 1130 - 1200. The individual is placed in ADT status at 1700 hours Monday and is released from duty at 2300 hours the same Monday night. No charge to leave is required as the individual completed their civilian workday prior to the start of the manday tour. (Reference: 49 Comptroller general 233 (1969))

7.2. An employee has the same civilian tour of duty as in paragraph 7.1. The individual is placed in ADT status at 1700 hours on Monday and is released from duty at 1730 hours 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 the individual was in military status during the entire regularly scheduled civilian workday.

7.3. An employee has a regularly scheduled civilian tour of duty 0730 - 1600 Monday through Friday, with a scheduled lunch period of 1130 - 1200. The individual is placed in manday status for one (1) day starting at 1630 and is released from duty at 2300 hours on each of the following days: Monday, Tuesday, Wednesday. Separate sets of orders are issued for each day. Leave is not charged because the employee did not start military duty until after the civilian workday was completed. (AFRC/CV Memo, 23 Feb 01)

7.4. An employee has a regularly scheduled civilian workweek as in paragraph 7.3. The individual is placed on ADT starting at 1630 on the following days: Monday for one (1) day, Wednesday for one (1) day, and Friday for one (1) day. The individual 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.

7.5. An employee has a regularly scheduled civilian workweek of 0730 - 1600 Monday through Friday, with a half-hour lunch break from 1130 - 1200. The individual is placed on ADT beginning 1630 Friday and is released from duty on Sunday. No charge to leave is required, because the military duty did not start before completion of the civilian workday on Friday, and the individual was released from duty before the regularly scheduled workday the following Monday.

7.6. An employee has the same scheduled workweek as in paragraph 7.5. The individual is placed on ADT at 1630 on Friday and is released from duty at 1200 on Monday. Monday is charged 4 hours of leave from 0730 - 1130 because the employee was unable to report to their civilian workplace at the regularly scheduled time of 0730. The individual must then complete his regularly scheduled workday remainder from 1200-1600. Friday is not charged to military leave as the individual was able to complete their regularly scheduled civilian workday. Saturday and Sunday are not charged to leave as no leave was used on Friday.

7.7. An employee's regularly scheduled civilian workday is the same as paragraph 7.5. The individual is scheduled to fly an AFTP at 1530. An employee may NOT elect to work through the scheduled lunch period to complete their scheduled 8-hour workday at 1530 to avoid taking appropriate leave

from 1530 - 1600. The workday may not be rescheduled to begin at 0630 in order to avoid taking appropriate leave. Charge to leave is required.

7.8. An employee has a regularly scheduled workday of 0700 - 1600 with lunch from 1100 - 1200. The individual elects to fly an AFTP from 1100 - 1600. Four hours of leave must be taken from 1200 - 1600. Leave is not required from 1100 - 1200 as this is not part of the regularly scheduled workday. The workday cannot be split to perform an AFTP, AGTP, RMP, or ET. That is, an employee cannot work a portion of their regularly scheduled workday, perform an AFTP, AGTP, RMP, or ET and then complete the workday without taking leave.

7.9. An employee has the same workweek as paragraph 7.8. The individual elects to work inactive duty from 1630 - 0030. No charge to leave is required. NOTE: Duties associated with flying may require leave to comply with crew duty day requirements.

7.10. An ART will be participating in a combat-noncombat OCONUS tour in military status from 4 - 15 Nov. The individual has 15 days of traditional military leave and 352 hours of 44 day military leave (44 day ML) on the books. The individual will depart from Charleston AFB on 4 Nov, perform military duty at Aviano AS, Italy from 5 - 14 Nov 96 and return to Charleston AFB on 15 Nov 96. The individual may use 72 hours of the 44 day ML to cover 4 - 8 Nov and 12 - 15 Nov and use 3 days of their traditional military leave (44 day ML cannot be used on non-workdays).

7.11. An ART will be participating in a combat-noncombat OCONUS tour in military status from 1 - 14 Dec. The individual has 10 days of traditional military leave and 300 hours of 44 day ML on the books. The individual will depart from Grissom AFB on 1 Dec, land at Dover AFB and remain overnight, depart Grissom on 2 Dec and perform military duty at Rhein Main AFB, Germany from 3 - 13 Dec, and return to Grissom AFB via Dover on 14 Dec. The individual may use 80 hours of 44 day ML to cover 2 - 6 and 9 - 13 Dec, and must convert to active duty with pay status and use 2 days of their traditional military leave to cover 7 - 8 Dec since they are continuing in a military status, and use 2 days in a military status.

7.12. An ART will be participating in a combat-noncombat OCONUS tour in military status 29 Oct - 31 Nov 96. The individual will perform a separate tour of military duty from 25 - 28 Oct. The individual has 9 days of traditional military leave and 352 hours of 44 day Mil on the books. The individual departs from Robins AFB on 25 Oct, performs military duty at Charleston AFB from 26 - 28 Oct, departs Charleston AFB on 29 Oct performs military duty at Aviano AS, Italy 30 - 31 Oct, and returns to Robins AFB on 1 Nov. The individual may use 4 days of the traditional military leave to cover 25 - 28 Oct and 32 hours of 44 day ML to cover 29 Oct - 1 Nov. The individual may not use 44 days ML on 25 or 28 Oct because their destination for the first tour of duty was not OCONUS.

7.13. An ART will be participating in a combat-noncombat OCONUS tour in military status from 21 Oct - 8 Nov. The individual has 10 days of traditional military leave and 300 hours of 44 day ML on the books. The individual also has 72 hours of annual leave, 44 hours of compensatory time, and 8 credit hours on the books. The individual will depart Travis AFB on 21 Oct, perform military duty 22 Oct - 7 Nov at Yokota AF, Japan and return to Travis on 8 Nov. The individual elects to use 40 hours

of annual leave 21 - 25 Oct, 32 hours of 44 days ML 28 - 31 Oct, 8 credit hours on 1 Nov, and 40 hours of compensatory time 4 - 8 Nov. There is no charge to military leave on intervening nonworkdays.

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Commander