

10 JUNE 1998

Financial Management

CIVILIAN TIME AND ATTENDANCE SHEETS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: A copy of this publication can be found digitally at <http://www.usafa.af.mil/scs/afapbf.htm>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ USAFA/FMF
(Mr Terry W. Anderson)
Supersedes USAFAI 65-102, 19 May 98.

Certified by: HQ USAFA/FM
(Mr Terry W. Anderson)
Pages: 2
Distribution: F

This instruction implements AFD 65-1, *Management of Financial Services*, by establishing an optional electronic Time and Attendance (T&A) sheet for supervisors to use and maintain for the mandatory retention requirements identified in AFMAN 37-139, *Records Disposition Schedule*. An (I) identifies revisions from the previous edition.

SUMMARY OF REVISIONS

Erroneous information deleted from the Privacy Act Statement

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, 10 USC 9331, and 37 USC 201. System of Records Notice 177 AF AFCE, Defense Civilian Pay System (DCPS) and Debt Management applies.

1. Background. The T&A sheet currently available from the Defense Finance and Accounting Service (DFAS) and used for input of T&A information into the Defense Civilian Pay System (DCPS) does not have a form number. Therefore, without a form number assigned to this T&A form it may not be placed on USAFANet for use with Application FormFlow. The USAFA Form 65 was developed for timekeepers and supervisors to have a T&A form available on FormFlow. The USAFA Form 65 is an optional form and is not required to be used. Timekeepers and supervisors may continue to use the current DCPS form. This is the only numbered form the Forms Management Office (10 CS/SCSPF) will design.

2. Filing T&A. Effective 20 August 1995, organizations having civilian employees are required to maintain the Civilian Time and Attendance Sheets. The certified T&A sheet (e.g., the initialed and signed copy) and any supporting documentation must be filed in such a manner as to make them easily retrievable for audit purposes. They may be maintained by the supervisor or the unit timekeeper. Whoever maintains them must ensure they are added to your unit file plan under AFMAN 37-139, Table 177-21, Rule 3, and maintained for 6 years.

3. Maintaining T&A Sheets. The organization must maintain certified T&A sheets on each civilian employee. The USAFA Form 65 is provided as an optional electronic form available for the purpose of recording T&A information, in a standardized order.

4. Form Prescribed. USAFA Form 65.

DENNIS D. DILLON, Maj, USAF
Director, Financial Management and Comptroller