



Financial Management

TIME AND ATTENDANCE REPORTING PROCEDURES

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

Supersedes 452 ARWR 177-1, 20 May 92 OPR: 452 AMW/FMF (Mr. William Trammel)
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To establish procedures for the accurate accounting of Civilian and Air Force Reserve Technician (ART) time and attendance, normal duty hours, changes to the work schedule, earning of and disposition of compensatory/overtime/premium pay, and leave requirements and use. This instruction applies to all personnel of the 452 Air Mobility Wing (AMW) at March ARB only.

SUMMARY OF REVISIONS

Changes the form number of AF Form 1278, **Time and Attendance**, to 452 AMW Form 4, **Time and Attendance** throughout document. Adds Paragraph 3.1. Group Commander Responsibilities. Changes reference number AFR 12-50 Vol II, *Records Disposition Schedule* to AFI 37-139, *Records Disposition Schedule*.

1. Terms/Definitions:

1.1. Active Duty

- 1.1.1. Special school tour (AD)
- 1.1.2. Active duty for training (ADT)
- 1.1.3. Annual tour (AT)
- 1.1.4. Reserve personnel appropriations (RPA)
- 1.1.5. Military personnel appropriations (MPA)

1.2. AWOL : Absent without Leave

1.3. Compensatory/Overtime: Compensation in either hours or pay for working when approved, more hours than the normal work day or work week.

1.4. Consecutive Military Days - Two or more consecutive active duty days without an interruption. Using different types of active duty days, issuing separate active duty hours, or combining different types of activities/missions does not constitute an interruption of consecutive days.

1.5. Holiday Premium Pay : Hours worked on Federal holidays.

1.6. Inactive Duty for Training (IDT)

1.6.1. UTA - Unit Training Assembly

1.6.2. RUTA - Rescheduled Unit Training Assembly

1.6.3. AATP - Additional Flying Training Period

1.6.4. AGTP - Additional Ground Training Period

1.6.5. ET - Equivalent Training

1.6.6. RMP - Readiness Management Period

1.7 Leave

1.7.1. Annual Leave

1.7.2. Sick Leave

1.7.3. Administrative Leave

1.7.4. Military Lave (used only for active duty days)

1.7.5. Leave Without Pay (LWOP)

1.8. Projected: Term used with reference to AFRES Form 4, **Air Reserve Technician (Aircraft) Work Hours Record (CIV, AD, IAD)**, AF Forms 428 **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, and MARB Form 4, **Time and Attendance**. Indicates planned times, dates, etc., but is not the actual data.

1.9. Actual/Corrected: Term used to indicate hard and/or actual data, or corrections to “projected” information.

1.10. Orders: Includes original orders and all amendments, recisions, revocations, extensions, etc.

1.11. Supervisors: As designated in each organization or the commander.

1.12. Normal Duty Hours: Those hours specified, respective of operating procedures or instructions according to mission requirements.

2. Policies:

The 452 AMW personnel adhere to all applicable military and civilian regulations and directives pertaining to their respective positions. (See agreement between MARB CA and AFGE Local 3854, Riverside CA.)

2.2. Exceptions: Exceptions to wing policies may be granted by the senior technician or designated representative assigned to the wing based on individual and special circumstances of a serious or mission-related nature. Exceptions will be granted for personal convenience or to make allowances for failure to comply with established policies or procedures.

2.3. Changes: Changes to the normal duty hours may be made as necessary based on mission-essential or related requirements. Changes will not be made for any other reason or purpose.

2.4. Absences: All absences from work during normal duty hours will be in a pre-approved leave status. AWOL will be charged against absences without leave approval.

2.4.1. Military, annual, and administrative leave will be submitted for approval on an SF 71, **Request for Leave or Approved Absence**, or initialed for on a 452 AMW Form 4, prior to the times and dates requested. SF 71's will be completed in their entirety prior to timekeeper receiving it for annotation on 452 AMW Form 4.

2.4.2. Compensatory time off is considered the same as leave and must be approved prior to the times and dates requested using an SF 71.

2.4.3. Sick leave should be requested in advance when possible. If not requested and approved in advance, sick leave should be requested no later than four hours after the start of the normal duty day.

2.5. Compensatory Time, Overtime, and Holiday Premium Pay: Compensatory time, overtime, and holiday premium pay may be earned only when it is essential for the conduct of business and/or the mission of the 452 AMW. Written justification, an AF Form 428, must be submitted and approved prior to actually earning either "comp time," overtime, or holiday premium pay. Exceptional situations, mission-essential aid/or mission-related, that could require a civilian/ART to work outside of normal duty hours without prior written approval to do so.

2.5.1. For non-flying activities at March ARB, every attempt will be made to receive verbal approval from the designated approval authority.

2.5.2. For flying activities where the mission duration or itinerary changes, approval for "comp time," overtime, or holiday premium pay is granted on the condition that the activities were essential to the safe conduct of the flight, essential to successfully completing the mission, and such activities were not in conflict with existing rules, regulations, directives, OIs or policies.

2.5.3. Earning any form of additional compensation for personal gain is prohibited without exception.

2.6. ARTs Performing Active Duty: ARTs may perform active duty in support of this wing's

mission and/or training objectives subject to the following instructions.

2.6.1. All absences during normal duty hours will be covered by leave. Military leave must be used to a "zero balance" before any other type of leave is used to cover active duty periods. Additionally, military leave is always used in whole day increments.

2.6.2. Consecutive active duty days which run Friday through Monday and require leave on Friday and Monday, require that Saturday and Sunday be charged as military leave if military leave balance is not zero (0). When the military leave balance is zero, Saturday and Sunday, in this scenario, would be charged to other types of leave.

2.6.3. When consecutive active duty days are performed the day before and the day after a holiday, military leave will be charged against the holiday if the military leave balance is not zero and military leave was required to be used the day before and the day after the holiday. Consecutive active duty days that coincide with normal duty days require leave even if there were no absences from the normal civilian duty day. Military leave will be used before any other type until the military leave balance is exhausted.

2.7. ARTs Performing IDT: ARTs may perform IDT before, during, and after normal duty hours.

2.7.1. All absences during normal duty hours will be covered by pre-approved leave.

2.7.2. There are special considerations or limitations for consecutive IDT days except paragraph 2.7.1. above.

2.7.3. The normal duty day hours and schedule will not be changed to avoid taking leave to perform IDT.

2.7.4. Military leave will not be used for IDT.

2.8. Training: Each civilian and ART is encouraged to actively pursue his/her civil service/military career. To that end, attendance at appropriate, pertinent, approved, schools, courses, and program is advocated by this wing. When such opportunities exist, every effort will be made to allow attending these professionally related programs.

2.8.1. Compensatory time, overtime, and holiday premium pay will not be earned while traveling to/from these programs.

2.8.2. Compensatory time, overtime, and holiday premium pay may be earned for actual hours worked when the work schedule, training syllabus, etc., require working more than 8 hours per day, more than 40 hours per week, or on other than normal duty days. All types of additional compensation, except night differential, must be pre-approved in writing in order to be earned.

2.8.3. Constructive credit will not be earned for weekends and holidays when there are no scheduled work-related activities performed.

2.8.4. Mixers, social gatherings, picnics, library research, homework, study assignments, etc., performed outside the normal duty hours are not creditable overtime. The same functions and activities performed during the normal duty day are considered as working normal duty hours.

2.8.5. Accomplishing military/aircrew professional requirements are, in most cases, considered essential in maintaining an individual's ART position and are, therefore, part of his/her job. Simulators, aircraft missions, altitude chambers, passport photos, official photos, upgrade training, follow-on schools, specialized training, may be accomplished in civilian status. The decision to attend a particular program, school, etc., in civilian status will be made with consideration to all applicable directives and rules, with the final determination being made by the designated approval authority.

2.8.6. Under no circumstances will an individual perform any training or similar activities in civilian status, or a mix of civilian and other status, purely for the purpose of maximizing compensation. Likewise, military duty status will not be used to supplement civilian duty status purely to maximize compensation.

3. Responsibilities:

3.1. Group Commanders: Approve/disapprove AF Form 428.

3.2. Senior ART:

3.2.1. Ensure compliance with this regulation.

3.2.2. When a situation arises that is not covered by this regulation or is of such a unique nature that it warrants special attention, will be charged with rendering a decision to satisfy each situation.

3.3. Supervisors:

3.3.1. Collect daily time and attendance and forward to timekeeper.

3.3.2. Approve leave requests (SF 71) and forward to timekeeper with daily time and attendance.

3.3.3. Ensure compliance with this regulation.

3.3.4. Make recommendations to the Senior ART when situations arise that are not covered by this instruction or are of such unique nature that they warrant special attention.

3.3.5. Ensure that all assigned civilians and ARTs are treated fairly and without prejudice or preferential treatment.

3.3.6. Forward copies of orders to timekeeper prior to any planned work regardless of duty

status and for absences requiring military leave ensure that certified, completed active duty orders are furnished to the timekeeper at the completion of the active duty.

3.3.7. Ensure that all assigned civilians and ARTs are afforded ample opportunity to take leave and/or use accumulated “comp time.”

3.3.8. Ensure subordinates are not required or petitioned to work overtime for very extensive periods of time, to work under such stresses or conditions, or any other circumstances so as to cause physical, mental, or emotional harm to themselves or others.

3.3.9. Ensure that subordinates perform assigned tasks and fulfill all work work-related obligations.

3.3.10. Initial requests for “comp time,” overtime, or holiday premium pay, AF Forms 428. Submit AF Forms 40a to timekeeper with attached SF 71 if required.

3.3.11. Submit AF Form 40a, **Record of Individual Inactive Duty Training** to timekeeper with attached SF 71 if required.

3.3.12. Forward to the timekeeper, AFRES Forms 4, Work Hours Report (Projected and Actual), for all absences from normal duty position except for local flying missions or simulators.

3.3.13. Schedule leave, TDY, etc., so as to maintain the unit’s ability to accomplish its mission while simultaneously providing for the welfare and well being of subordinates.

3.3.14. Encourage professional advancement and career broadening activities.

3.4. Employees:

3.4.1. Accurate time and attendance accounting, duty status, schools, leave, and any job-related problems, situations, etc.

3.4.2. Record time and attendance with supervisor.

3.4.3. Provide SF 71s, AFRES Forms 4, orders, AF Forms 918, AF Forms 40a, AF Forms 1289, **Application for Active Duty Training (RPA)** or other applicable documents for absences during normal duty hours.

3.4.4. Comply with this instruction.

3.4.5. Perform all assigned tasks and duties.

3.4.6. Provide actual data for AF Form 428 and AFRES Form 4 where original data was only “projected” but required.

3.5. Timekeepers:

- 3.5.1. Central collection point for all daily time and attendance reports, AF Forms 4, orders for civilians and ARTs, AF Forms 428, AF Forms 40a, and AF Forms 918 for IDT during normal duty hours.
- 3.5.2. Return AF Forms 40a and 918 to section chiefs for certification for pay.
- 3.5.3. Assist the senior ART in the timely and accurate accounting of all time and attendance.
- 3.5.4. Withhold submitting inaccurate and incomplete 452 AMW Form 4 for pay until corrected.
- 3.5.5. Attend all required and recommended training programs and courses pertaining to timekeeper responsibilities.
- 3.5.6. Submit AF Forms 428 to Financial Management for funding, then applicable approving authority.
- 3.5.7. Maintain all related forms in accordance with AF Manual 37-139.

3.6. Flight Management (DOTF): After certifying ART AF Forms 918, forward them to the timekeeper.

4. FORMS:

- 4.1. Standard Form 71:** Used to request and receive approval for all types of leave prior to actually taking leave.
- 4.2. AF Form 428 :** Used to request and receive approval for compensatory time, overtime, and holiday premium pay prior to actually performing duties.
- 4.3. AF Form 40a:** Used to reschedule/accomplish UTAs and ETs.
- 4.4. AF Form 918 :** Used to document AFTs and AGTPs and to log flying time for pay.
- 4.5. AFRES Form 4:** Used to document all aircrew activity accomplished off-station by ARTs in civilian status.
- 4.6. AF Form 1289:** Used to document formal, authorized training.
- 4.7. 452 AMW Form 4:** Used to document time and attendance for pay purposes to include remarks.

5. REVIEW:

- 5.1. Normal Duty:** Normal duty schedule is Monday through Friday, 0730-1630 hours with 1130-1230 reserve for the lunch break.

5.1.1. Normal duty schedule may be adjusted by the appropriate approving authority for mission-related reasons.

5.1.2. Normal duty day will not be adjusted to avoid taking leave or other personal reason.

5.1.3. Aircrew flying missions or simulators will use the published schedule as their normal duty hours.

5.1.4. Individuals attending schools, seminars, courses, et.al., will use the scheduled hours as their normal duty hours.

5.2. Absences: All absences from work will be covered by leave.

5.2.1. Military leave must be used to cover absences due to active duty before other types of leave are used. Once the military leave balance is zero, "comp time," annual leave, or LWOP may be used.

5.2.2. Leave must be pre-approved using the SF 71 or 452 AMW Form 4 prior to actually taking leave. Sick leave, if needed, should be requested no later than 4 hours after the start of each day if not anticipated and requested/approved.

5.2.3. AWOL will be used for unexcused absences, however, it is not an accepted alternative nor will it be repetitive.

5.2.4. Individuals should plan to take leave periodically for their own physical and mental well being.

5.2.5. "Comp time" should be used as soon as possible after being earned to avoid any negative effects from working extended hours.

5.3. Compensatory Time, Overtime and Holiday Premium: Compensatory time, overtime, and holiday premium pay will not be earned without prior written approval except under exceptional, unique, mission-related circumstances.

5.3.1. AF Form 428 will be used in all instances.

5.3.2. Detailed remarks are required to justify the actions taken. Vague general remarks are inappropriate and are not, in themselves, sufficient justification.

5.4. Arts Performing Active Duty: Performing active duty days is an essential portion of an ART's job in support of the unit's mission and training objectives. Because of the sheer number of days, dollars, and personnel involved, it is essential that this instruction and all pertinent directives are adhered to.

5.4.1. Leave is not required for one (1) active duty day that is performed outside normal duty hours.

5.4.2. Leave is required for any active duty that does coincide with any portion of the normal duty day.

5.4.3. Military leave must be used before any other type of leave until the military leave balance is zero. Military leave is used in whole day increments unlike annual leave, "comp time," administrative leave, and sick leave, which may be used as hours and fourths of hours. If, for example, an active duty order begins at 1545, requiring .5 hours of leave and military leave is required to be used, one day of military leave will be used. Additionally, when a normal workday is also a consecutive active duty day and leave is required, the whole day, 8.0 hours, is charged as leave even if it is possible to work part of the civilian day based on the report or release times, regardless of the type of leave used. Travel days are active duty days and are treated the same as work days.

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