

17 March 1998



Personnel

**LEAVE STATUS OF AIR RESERVE
TECHNICIANS WHILE PERFORMING
DUTIES IN MILITARY STATUS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 442 FWR 40-1, 8 November 1995

Pages: 5
Distribution: F

This instruction provides guidance and policy for proper leave status for Air Reserve Technicians (ARTs) while performing duties in military status, and civil service employees who also participate as reservists. For the purpose of this instruction, all of these individuals will be classified as ARTs. It is applicable to all ARTs assigned to the 442d Fighter Wing, including those assigned to Geographically Separated Units (GSUs). Other source publications are AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*; AFI 36-807/AFRES Supplement/WAFBSUP1, *Weekly and Daily Scheduling of Work and Holiday Observances*; AFRC Time and Attendance Handbook; DoD 7000.14-R, Vol. 8, *Financial Management Regulation*; 442 FWI 177-1, *Timecard and Additional Flying/Ground Training Procedures*; and as outlined in paragraph 4, Timekeepers Information File (TKIF).

SUMMARY OF REVISIONS

This revision corrects the source publication references in the purpose statement. It changes the verbiage from referring to the Air Force Time & Attendance System (AFTAS) to the Defense Civilian Pay System (DCPS). It addresses changes where military leave does not need to be exhausted before other types of leave may be used. It incorporates the use of Readiness Management Periods (RMPs), and their required documentation. It deletes the attachment. It adds reference to the newly developed Timekeeper Information File (TKIF). It combines paragraphs 3.b.(3) and 3.b.(4) into paragraph 3.2.3. It combines paragraphs 3.c and 3.c.(1) into paragraph 3.3. A (I) indicates revisions from the previous edition.

1. Definitions of Military Duty :

1.1. Military active duty (special tour or school tour) is defined as Active Duty (AD), Active Duty for Training (ADT), Active Duty for Support (ADS), or Annual Tour (AT). AD, ADS or ADT may be paid from Reserve Personnel Appropriations (RPA) or Military Personnel Appropriations (MPA)

funds. Consecutive days are defined as two or more days following one another in uninterrupted order.

1.2. Inactive Duty for Training (IDT) consists of Unit Training Assembly (UTA) periods, Additional Flying Training Periods (AFTP) and Additional Ground Training Periods (AGTP) (from hereon called TPs), Equivalent Training (ET) Periods, and Readiness Management Periods (RMPs).

2. Responsibilities:

2.1. Air Reserve Technician (ART). The ultimate responsibility for proper leave reporting and accounting lies with the ART. Employees must coordinate directly with their supervisor or timekeeper when deviations to the normal workday schedule occur. The ART must ensure that time away from their civilian position is reported to their timekeeper and verify this was properly submitted to Accounting and Finance by checking the Leave and Earnings Statement each pay period. Also, the ART must ensure certified copies of all military pay documents are provided to the timekeeper when duty has been performed. Timekeepers will stamp and certify either the front or back of the pay document verifying that proper leave was taken. Timekeepers will make a copy of the certified pay document for their records. Military pay will not accept this pay document unless the timekeeper signs it.

2.2. Timekeepers. Must ensure that proper leave (military, compensatory time hours, credit hours, annual or leave without pay) is submitted via the Defense Civilian Pay System (DCPS). All leave will be reflected on the DCPS Time and Attendance (T/A) worksheet. If a correction is necessary, a copy of the T/A worksheet correction must be filed with the pay period being corrected, not the pay period when the correction was made. This procedure will allow for more efficient cross-referencing during audits. Unit timekeepers must maintain a copy of all DCPS T/A worksheets and supporting documentation for a period of six (6) years, (i.e., certified copies of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, AF Form 40a, **Record of Individual Inactive Duty Training**, AF Form 3956, **Report of Inactive Duty Training Performance-/AGTP/AFTP (USAFR)** (or electronic equivalent). Timekeepers must sign AF Form 938, and sign and/or initial AF Form 40a and AF Form 3956, before they are submitted for pay. These actions verify proper leave was taken for military duty performed during civilian duty hours.

3. Guidelines:

3.1. Air Reserve Technicians must be in proper leave status when performing military duty during their scheduled civilian workday to avoid dual compensation for military and civilian pay. The rules are different for active duty and inactive duty status. The guidelines have been established by regulations, past Comptroller General decisions, and AFRES/CV policy letters. The ultimate responsibility to comply is with each individual ART. Section 516 of Public Law 104-106 gives an employee the right to use accrued annual leave or available compensatory time even if military leave is available.

3.2. Military leave must be taken in whole-day increments, not hours like annual leave, or compensatory time/credit hours off, and may be used for mandays, annual tour, and any travel days associated with the duty. If the duty or travel starts after the end of the civilian workday, no leave is taken for that day. If duty begins before the end of the scheduled civilian workday (including travel time), a full military leave day must be charged. When an ART is on successive days of military active duty Friday through the following Monday (and the military duty begins during the regular scheduled work hours on Friday), military leave (if available) must be charged for the intervening nonworkdays (i.e., Saturday, Sunday, holiday, and scheduled day off), regardless of the type of leave used on Friday and

Monday. Again, this is only required if military leave days are remaining. If the orders do not extend over the weekend, no leave is charged for the weekend.

3.2.1. If ARTs begin military active duty after completion of the regularly scheduled civilian workday, they are entitled to civilian pay without charge to any type of leave. There is no violation of dual compensation restrictions in this situation since the employee's regularly scheduled civilian workday was not interrupted for the purpose of performing military active duty. However, if ARTs receive military pay on successive scheduled civilian workdays, they must be in a paid leave (military leave, annual leave, or compensatory time/credit hours off) status to receive pay from their civilian position on such days. This is true whether or not the employees perform a full day's work in their civilian position.

3.2.2. ARTs may not be placed in military active duty status at the end of their civilian workday and issued a separate set of military orders at the end of successive workdays for the purpose of not using any leave. Publishing separate sets of orders does not constitute beginning and ending tours of duty. Permitting ARTs to perform mandays on consecutive days without charge to leave is not authorized.

3.2.3. Employees returning to their civilian position at the beginning of the regularly scheduled civilian workday after a military tour has ended are entitled to receive civilian pay without charge to leave even though they receive a full day's military pay. There is no interruption of the regularly scheduled civilian workday for the purpose of performing military active duty following completion of said duty and, as such, there is no violation of dual compensation restrictions. Only the time away from regularly scheduled workday will be charged as leave.

3.3. Inactive Duty for Training (IDT). Military leave **cannot** be used for IDT. An ART must use annual leave, compensatory time/credit hours off or leave without pay to perform IDT for the period of time the IDT overlaps the regularly scheduled civilian workday.

3.3.1. ARTs may not work a straight eight-hour schedule solely for the purpose of performing an IDT period or deviate their schedule to avoid taking proper leave. This restriction does not apply to employees on the flexible work schedule.

3.3.2. If ARTs perform military duty through their lunchtime (normally scheduled between 1130 and 1300 hours), that time is not counted as leave required for the duty period. Annotate the DCPS T/A worksheet to show "L" for lunch, and the actual time the lunch period was taken, in parenthesis (i.e., L1200-1300). This annotation mainly applies to pilots who fly a TP over their lunch period.

4. Timekeeper Information File (TKIF). The 442 FW OPR for the TKIF correspondence will be 442 OG/CCA. They will be the sole point of contact for incoming timekeeping correspondence such as policy letters, messages, etc. Electronically transmitted information, will be placed into a timekeeper public folder for electronic access, and any hard copies received will be scanned into the timekeeper public folder, by the OPR. Each timekeeper will be responsible for maintaining their individual TKIF of the cor-

response. This TKIF will act as a supplement to official regulations and instructions, and aid the time-keepers by keeping timely information readily available to them.

CHARLES E. STENNER, JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 36-8001--*Reserve Personnel Participation and Training Procedures*

AFI 36-807/AFRES Supplement/WAFBSUP1--*Weekly and Daily Scheduling of Work and Holiday Observances*

DoD 7000.14-R, Vol 8--*Financial Management Regulation*

442 FWI 177-1--*Timecard and Additional Flying/Ground Training Procedures*