



Accounting and Finance

TIME AND ATTENDANCE REPORTING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This regulation establishes guidance and procedures to accurately document time and attendance for all civilian employees of the 919th Special Operations Wing (SOW). It implements the provisions of AFM 177-372AV2, Time and Attendance Reporting Civilian Pay System. It is to be used by supervisors, timekeepers, and employees in conjunction with governing regulations and higher headquarters' directives to prevent excess and/or inappropriate compensation.

SUMMARY OF REVISIONS

This revision adds and defines 44 additional workdays of military leave for ARTs; adds and defines the Family and Medical Leave Act (FMLA). An * indicates revisions from the previous edition.

1. DEFINITIONS:

1.1. Normal Civilian Duty Day. Day Shift - Monday-Friday, 0715-1545, lunch 1115-1145.
Night Shift - Monday-Friday, 1515-2345, lunch 1900-1930.

1.2. Alternate Work Schedule. An approved 80-hour pay period (full-time employees) which deviates from the normal civilian duty day.

1.3. Active Duty. A call for duty under orders (AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour) 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 Flight Training Period (AFTP), Additional Ground Training Period (AGTP), or Equivalent Training (ET).

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 earned, or leave without pay.

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1.6. Military Leave. Absences from civilian duty without loss of pay to perform military duty. Civilian employees who are also reservists are entitled to 15 days of military leave each fiscal year. Military leave can be carried over to the next fiscal year not to exceed a total balance of 30 days. Military leave can only be used for active duty and must be taken in full-day increments.

*1.6.1. 44 additional workdays of military leave in a calendar year. The following guidance regarding use and implementation of military leave under Section 1039, National Defense Authorization Act for FY96, is provided:

1.6.1.1. This new category of military leave is limited to federal employees who are military technicians, which includes ARTs.

1.6.1.2. Military leave under this Section can only be used to perform "active duty without military pay" for participation in noncombat operations outside the United States, its territories and possessions. "Noncombat operations" is defined as an operational mission to include site visits, exercises, and training conferences, but does not include entry into a hostile fire/imminent danger zone.

1.6.1.3. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward reserve retirement while in duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC, this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY such as callback overtime or additional hours of work performed due to long distance flights. This is irregular or occasional overtime work.

1.6.1.4. Military leave under this Section can be commingled with the traditional 15 days of military leave, annual leave, leave without pay (LWOP), earned compensatory time, and credit hours. However, if military duty (including paid travel days) is performed on an intervening non-workday (weekend/holiday/scheduled day off), regardless of the leave category used on the preceding workday and following workday and whether or not separate sets of orders are published, traditional military leave (if still available) must be charged to those intervening non-workdays. For example, if a military tour of duty runs from Friday through the following Monday, and the employee elects to use this new category of military leave on Friday and Monday, 2 days of traditional military leave must be charged for Saturday and Sunday, if available. If traditional military leave has been exhausted, there is no charge for Saturday and Sunday.

1.6.1.5. The new military leave category 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 hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes intervening weekends/holidays/scheduled days off, there would be no charge to this category of military leave for those intervening days and no civilian pay would be received for those intervening days.

1.6.1.6. In order for an ART to receive any pay for an intervening non-workday, a change to "active duty with pay" status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status or inactive duty status on workdays during the same military tour are also authorized, and require either the use of a DD Form 1610, AF Form 3956, or AF Form 40A.

1.6.1.7. Use of this military leave is at the employee's discretion.

1.6.1.8. 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 entitlement, etc.

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. The Family and Medical Leave Act.** The Family and Medical Leave Act (FMLA) of 1993 provides covered Civil Service employees with an entitlement to 12 workweeks of unpaid leave (in addition to any accrued leave) during a 12-month period for certain family and medical reasons described below. Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a less than full-time work schedule with the difference made up by the number of hours of leave taken as family and medical leave. An employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. The Eglin AFB procedures for requesting and approving leave and required record keeping are listed below. Questions may be directed to your servicing Employee Relations Specialist, 96 MSS/DPCE, Eglin AFB FL.

1.9.1. Conditions or medical procedures that would normally be covered by the Act include minor illnesses that last only a few days and surgical procedures that typically do not involve hospitalization and require only a brief recovery period. Complications arising out of such procedures that develop into serious health conditions are covered:

1.9.1.1. Voluntary or cosmetic treatments that are not medically necessary would not be covered, unless overnight inpatient care is required.

1.9.1.2. Treatment of substance abuse may also be included, such as when a stay in an inpatient treatment facility is required. Absence because of an employee's use of a substance, without treatment, does not qualify for leave under FMLA (This does not prevent an agency from taking disciplinary action against an employee's position, provided the agency abides by the Rehabilitation Act of 1973.)

1.9.2. The 12-month period begins on the date the employee first takes FMLA leave and continues for 12 months. The employee is not entitled to 12 additional weeks of leave until the previous 12-month period ends and event or situation occurs that entitles the employee to another period of FMLA leave.

1.9.3. FMLA leave is offered to full-time and part-time employees:

1.9.3.1. A total of 12 administrative workweeks will be made available equally for full-time and part-time employees indirect proportion to the number of hours regularly scheduled in the administrative work week. This will be calculated on an hourly basis and will equal 12 times the average number of hours in the employee's regularly scheduled work week.

1.9.3.2. If the employee's hourly schedule varies, then an average based on the 12 weeks prior to leave will be calculated.

1.9.4. An employee who meets the criteria for leave and has complied with the requirements and obligations under the FMLA may not be denied family and medical leave.

1.9.5. If an employee refuses to provide a completed medical certification to the agency, or to obtain second or third medical certification, then the employee may be denied FMLA leave.

***1.10. Recordkeeping and Reporting Requirements:**

1.10.1. Records must be kept by the supervisor no less than 3 years. No particular order or form of records is required. The supervisor will retain the original application and any supporting documentation in the AF Form 971 folder.

1.10.2. All records should be available for inspection, copying, and transcription by representatives of the Agency and Department of Labor.

1.10.3. Records should contain:

1.10.3.1. The employee's rate of basic pay.

1.10.3.2. The occupational series of the employee's position.

1.10.3.3. The number of hours of FMLA leave taken

1.10.3.4. Whether the leave was family leave or medical leave.

1.10.4. When an employee transfers to a different agency, the losing agency must provide the gaining agency with information on the number of hours of FMLA leave taken by the employee and the beginning and ending dates of the employee's 12-month period.

1.11. Non-Exempt Employee. Any employee covered by the provisions of FLSA and Title 5 U.S.C.

1.12. Premium Pay. Additional compensation for overtime, night differential, Sunday, and holiday duty.

1.13. Credit Hours. Hours of work performed at the employees option in excess of the basic work requirements. Credit hours may be worked only by employees on flexible work schedules. There is no limit on the number of credit hours which may be accumulated during the biweekly pay period, but no more than 24 credit hours may be carried over from one pay period to the succeeding biweekly pay period. Credit hours are distinguished from overtime hours in that they are not officially ordered in advance by management.

2. RESPONSIBILITIES:

2.1. Wing Commander. The wing commander will ensure all assigned personnel comply with this regulation. The commander is the waiver authority for deviations from the established internal audit schedule. Waivers will be documented and kept on file.

2.2. Supervisors. Supervisors are responsible for time and attendance management of assigned employees to include scheduling, tracking, and documenting assigned work. Supervisors must have direct 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 immediate supervisor, another supervisor will be appointed to assume the following duties:

2.2.1. Supervisory Duties:

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

2.2.1.2. Requests approval and/or approves the earning of overtime and/or compensatory time (AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time).

2.2.1.3. Certifies time and attendance reports.

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

2.2.1.5. Approves alternate work schedules.

2.2.1.6. Ensures time and attendance folders are created and maintained for each employee to include the following items:

- 2.2.1.6.1. Timecards with T&A histories for each pay period.
- 2.2.1.6.2. Computed aggregate salary compensatory time limitation based on current salary.
- 2.2.1.6.3. 919 SOW Forms 6, Work Schedule and Change Request (6 years).
- 2.2.1.6.4. Copies of all AFRES Forms 918, Report of Inactive Duty Training Performance--AGTP/AFTP (USAFR) (6 years)
- 2.2.1.6.5. Copies of all certified AF Forms 938, Request and Authorization for Active Duty Training/Active Duty Tour (6 years)
- 2.2.1.6.6. Copies of all AF Forms 40, Authorization for Inactive Duty Training and 40A, Record of Individual Inactive Duty Training (6 years)
- 2.2.1.6.7. Copies of all AFRES Forms 4, Work Hours Report (6 years)
- 2.2.1.6.8. SFs 71, Application for Leave (6 years)
- 2.2.1.6.9. Copies of AF Forms 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time (6 years)

NOTE: See AFMAN 37-139, T177-21, R3, for disposition.

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

2.3.1. Timekeeper's Duties:

- 2.3.1.1. Make entries to the civilian pay program for all exceptions to employees' scheduled tour of duty; i.e., leave, overtime, compensatory time, premium pay (night differential, Sunday premium, holiday pay).
- 2.3.1.2. Ensure that all supporting documentation; i.e., AF Forms 938, AF Forms 428, AF Forms 40/40a, AFRES Forms 918, AFRES Forms 4, SFs 71, and 919 SOW Forms 6 are on file and include required statements, certification, and signatures/initials.
- 2.3.1.3. Timekeeper's signature block must be included in Block 26 of the AF Form 938 and signed and dated. If military leave was used, stamp original certified order "MIL LEAVE" and annotate number of days, dates used, and civilian duty hours for the days duty was performed. (If military leave is charged for a travel day that is determined not payable by reserve pay, reserve pay will notify the timekeeper, in writing, of the change.)
- 2.3.1.4. The timekeeper who signs the timekeeper's certification statement on the AF Form 938 will be responsible for annotating the time card.

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

- 2.4.1. AFRES Form 4. Must be completed in ink and properly certified for Air Reserve Technicians (ARTs) on flying missions.
- 2.4.2. AF Form 938. This form must be signed by the timekeeper before submittal for pay and a signed copy furnished to the timekeeper. All orders stamped "MIL LEAVE" will be submitted to military pay through proper channels (original plus one copy.) A pre-travel copy of the form may be submitted at the discretion of the timekeeper.

2.4.3. AFRES Form 918.

2.4.4. SF 71. The SF 71 will be used for all leave requests when employee is not available to initial time card.

2.4.5. AF Form 40/40a.

2.4.6. 919 SOW Form 6.

2.4.7. If an employee takes court leave, the employee will obtain a Statement of Court Duty from the clerk of court after completion of the duty. This statement will be submitted to the employee's timekeeper. The timekeeper will, in turn, submit this to the reserve pay office.

2.5. Certifying Official. Responsible for verification of military duty performance. This person must have personal knowledge of the performance of the duty.

3. CIVILIAN TIME ACCOUNTING:

3.1. Overtime/Compensatory Time Management:

3.1.1. AF Form 428 must be approved prior to performing overtime/compensatory time. In an emergency, the supervisor may verbally approved overtime/compensatory time earned with the AF Form 428 completed no later than the following duty day. Specific justification must be included in all AF Form 428 requests. A separate AF Form 428 is require for each pay period. Work to be performed while TDY, which may require use of overtime/compensatory time will be forecast and approved on an AF Form 428 prior to departure and updated/corrected the first duty day after return to home station. Supervisors must ensure that employees do not exceed the maximum overtime/compensatory time hours that they may earn biweekly. Completed AF Forms 428 will be submitted to the timekeeper for processing.

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

3.1.3. GS employees whose basic rate of pay exceed the maximum 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.

3.1.5. Overtime/compensatory time requests must be requested by the supervisor and approved by the next level of supervision or as determined by the appropriate group commander in advance.

3.1.6. The use of compensatory time requires supervisor approval. It must be used within 1 year following the pay period in which it was earned.

3.2. Absences from Duty: Personnel performing military duty during scheduled civilian work hours will be in an appropriate leave status.

3.2.1. Military leave must be exhausted prior to using compensatory time, leave without pay, credit hours earned, or annual leave when performing periods of active duty during the normally scheduled civilian workday. (EXCEPTION: When military leave would result in forfeiture of annual leave, annual leave may be used.)

3.2.2. Employees who begin military duty after completion of their civilian work day 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, they must be in a 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 civilian pay without charge to leave.

3.2.3. Absences from scheduled civilian work hours for the purpose of pre-mission crew rest must be charged to annual leave, leave without pay, or compensatory time unless the civilian duty day can be legitimately adjusted to avoid the requirement to take leave.

3.2.4. 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 when performing preflight, flight, and postflight duties associated with an additional flight training period (AFTP). Military leave may not be used for inactive duty. (See AFMAN 36-8001)

3.3 Alternate Work Schedule. Title 5 U.S.C., Chapter 61, Subchapter II, established permanent authority for flexible and compressed work schedules.

3.3.1. Rules Governing Alternate Work Schedules:

3.3.1.1. Supervisors at all levels are authorized to approve alternative work schedules within their areas. Supervisors must be fair and equitable, and ensure that work centers are manned to accomplish required work.

3.3.1.2. Supervisors will allow each employee to participate in the alternate work program. Mission requirements may impact worker scheduling. Workers and work teams are empowered to develop "workaround" schedules in order to accomplish unplanned mission requirements. These alternate, unplanned worker generated schedules will be submitted to the supervisor for consideration and approval prior to changing a planned work schedule. Supervisors may terminate alternate work schedules when the mission is adversely affected.

3.3.1.3. Work centers will be covered during established 919 SOW normal duty hours (0715-1115 and 1145-1545) Monday through Friday.

3.3.1.4. Full-time employees will be scheduled to work 80 hours and part-time employees will be scheduled to work not more than 64 hours per biweekly work period.

3.3.1.5. Work shifts may vary from a minimum of 4 hours duration to a maximum of 10 hours duration.

3.3.1.6. All work shifts in excess of 4 hours will include a scheduled lunch period. Lunch periods will normally be scheduled between the end of the 4th hour and the beginning of the 6th hour after the start of the work shift. Lunch periods on the night shift may be adjusted based on mission requirements.

3.3.1.7. Employees desiring to use annual leave, leave without pay (LWOP), sick leave, military leave, or compensatory time off for an entire work shift will be charged the amount of time equal to the alternative work shift that was scheduled for that day; e.g., if alternative work shift scheduled was 10 hours and employee requested sick leave, the employee is charged for 10 hours of sick leave. (Military leave is charged in 1-day increments and will result in only 1 day charged regardless of workshift duration.)

3.3.1.8. Employees on civilian TDY will adjust their work schedule to conform to the TDY location within the guidelines of paragraph 3.3.1.5. in this instruction.

3.3.2. Procedures for Implementing Alternative Work Schedule:

3.3.2.1. Employees may request a change to the normal work shift by completing an alternative work schedule worksheet and presenting it to their supervisor.

3.3.2.2. Alternative work schedules must be requested and approved in writing no later than termination of the work shift Wednesday prior to the start of the affected biweekly work period. After an alternative work schedule has been approved, it remains in effect until a new schedule is requested and approved, unless required to be changed by management due to mission requirements. A corrected alternative work schedule worksheet will be completed with comments and signed by the supervisor when changes are required.

3.3.2.3. Once approved, the supervisor signs the Alternative Work Schedule Worksheet (919 SOW Form 6), makes a copy for the employee's time and attendance folder, coordinates changes with the employee's timekeeper, and returns the approved original to the employee.

3.4. 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.

3.5. 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 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:

3.5.1. CURRENT SALARY divided by 2087 hrs. X 80 = BIWEEKLY SALARY

3.5.2. GM-15/10 BIWEEKLY SALARY minus employee's BIWEEKLY SALARY = DOLLAR DIFFERENCE

3.5.3. DOLLAR DIFFERENCE divided by maximum hourly overtime rate (GS-10/1 TIMES 1.5)= AVAILABLE COMPTIME HOURS PER PAY PERIOD

EXAMPLE: (based on salary table with 3.09 locality pay adjustment and GS-14 salary of \$64216)

Current Annual Salary of GM-15/10: \$89265
Maximum Bi-weekly Salary: \$3422
Maximum Hourly Overtime Rate: \$22.68

\$3422	GM-15/10 bi-weekly salary
- <u>\$2462</u>	GM-14 bi-weekly salary
\$ 960	DOLLAR DIFFERENCE

NOTES:

1. Salaries may change from year to year; be sure to recompute each January for COLAs and locality pay, and if you are promoted or demoted.
2. Compensatory time is treated the same as overtime pay for the purpose of determining maximum earnings during a pay period.
3. The actual available hours may come out as 14.74 or 2.38, as examples. Overtime and compensatory time are charged in 15 minute increments; therefore, the times are rounded down to the nearest quarter of an hour.
4. The fact that compensatory time off earned in a pay period may also be used during that pay period does not negate its accumulation towards the total maximum amount.

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

4. MILITARY DUTY. All military leave taken by an employee will be approved in advance by the supervisor. Use of SF71 or initialing of timecard in advance is required.

4.1. Active Duty: 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 and date the AF Form 938 and include the following statement, **“I CERTIFY RECEIVING A COPY OF THIS ORDER FOR CIVILIAN PAY RELATED REVIEW AND PROCESSING.”** Military pay will not process an AF Form 938 without the timekeeper’s signature and statement.

4.2. Additional Flight Training Period/Additional Ground Training Periods:

4.2.1. The automated AFRES Form 918 will be maintained by the squadron’s Operations Resource Management (ORM). Each unit will maintain a list of personnel designated to certify automated AFRES Form 918.

4.2.2. As soon as possible after completion of the AFTP/AGTP, the employee will report to the timekeeper to complete verification. The timekeeper verifies appropriate leave has been taken and will then initial the automated AFRES Form 918.

4.2.3. After the timekeeper has verified the leave block, the form is returned to the ORM section. ORM personnel will input the individual’s 918 into the AFRES Form 918 pay system. A pay transmittal listing will be run every Friday and taken to 919 SOW/FMFP for pay. A signed copy of the transmittal and all 918s will be filed in each squadron ORM section.

4.3. Unit Training Assembly/Equivalent Training: For rescheduled Unit Training Assemblies and ET, employees will report to their civilian supervisor to verify that the civilian pay records are properly documented to preclude dual compensation. Employees will document civilian duty day hours for the day(s) duty was performed in Block 17, Remarks, of the AF Form 40a or the AF Form 918 for inactive duty performed on a civilian work day and must be certified by the civilian timekeeper. The timekeeper will sign in the remarks section of the AF Form 40a after the following statement, **“I CERTIFY RECEIVING A COPY OF THIS ORDER FOR CIVILIAN PAY RELATED REVIEW AND PROCESSING.”** UTAPS monitors will not process the AF Form 40a without the statement and the timekeeper’s signature.

5. TRAINING. The goal of time and attendance procedures is to ensure accurate accounting and prevent inappropriate dual compensation. All employees should be well-versed in the regulations that apply to attendance and compensation. Training will be documented on the employee’s AF Form 971, Supervisor’s Employee Brief. 919 SOW personnel will receive initial and recurring training as follows (Ref HQ AFRES T&A Handbook, AFMAN 36-8001, AFI 36-807, DOD 7000.14-R):

5.1. Employees: All civilian employees will be trained on documentation of time and attendance, entitlements, and responsibilities in the prevention of inappropriate dual compensation.

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

5.3. Timekeepers: Prior to assuming timekeeper responsibilities, each timekeeper (Primary and Alternate) will attend 919 SOW timekeeper’s training.

5.4. Internal Auditors: Designated individuals will be trained in procedures for conducting periodic random audits. Training will be conducted with assistance of HQ AFRES or HQ 10AF.

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. Each group commander will appoint, in writing, a minimum of four individuals responsible for conducting semi-annual internal audits.

6.2. Audits of time and attendance and military pay records will be accomplished on a quarterly basis.

6.3. Report of audit finding will be forwarded to the wing commander for review and required action. The wing commander may direct additional or more in-depth audits. Courtesy copies will be furnished to all group commanders.

6.4. Financial Management (FM) will be the single manager for training and audit format/responsibilities of the 919 SOW audit program.

7. 919 SOW FORM 6. The 919 SOW Form 6 will be utilized by all civil service employees in the 919 SOW. The purpose of the form is to forecast alternate and standard work periods for the employee, supervisor, and time and attendance technician.

8. EXAMPLES:

EXAMPLE 1: An employee's regularly scheduled civilian work week is 0730-1630, Monday through Friday, with a 1-hour lunch break from 1130-1230. He/she is placed in ADT status at 1700 Monday and is released from duty at 2300 the same Monday night. No charge to leave is required as the individual completed his/her civilian workday prior to the start of the manday tour. (Ref: 49 Comptroller General 233 (1969))

EXAMPLE 2: An employee has the same civilian tour of duty as in Example 1. He/she is placed in ADT status at 1700 on Monday and is released from duty at 1730 Tuesday. No leave is charged for Monday as military duty did not begin until after the end of the regularly scheduled civilian workday. The civilian employee must be in leave status for Tuesday as he/she was in military status during their regularly scheduled civilian workday.

EXAMPLE 3: An employee has a regularly scheduled civilian tour of duty 0730-1630, Monday through Friday, with a scheduled lunch period from 1130-1230. He/she is placed in manday status for 1 day starting at 1630 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. Although military duty does not start each day until the end of the civilian workday, the individual must be charged leave for Tuesday and Wednesday. These are consecutive military days even though the individual is able to perform his/her civilian duties during the regularly scheduled civilian workday. Leave is not charged for Monday because the employee did not start military duty until after the civilian workday was completed. (Ref: CGB-133972 and 37 Comptroller General 255)

EXAMPLE 4: An employee has a regularly scheduled civilian work week as in Example 3. He/she is placed on ADT starting at 1630 on the following days: Monday for 1 day, Wednesday for 1 day, and Friday for 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. However, if the individual is entitled to and receives a travel day at the end of the tour on Monday or Wednesday then appropriate leave must be taken on Tuesday or Thursday.

EXAMPLE 5: An employee has a regularly scheduled civilian work week of 0730-1630, Monday through Friday, with a 1-hour break from 1130-1230. He/she 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 he/she was released from duty before the start of the regularly scheduled workday the following Monday.

EXAMPLE 6: An employee has the same scheduled work week as in Example 5. He/she is placed on ADT at 1630 on Friday and is released from duty at 1200 on Monday. Monday is a day of leave because the employee was unable to report to his/her civilian workplace at the regularly scheduled time of 0730 on Monday even though he/she

may have worked in the civilian capacity for the remainder of Monday. Friday is not charged to military leave as the individual was able to complete his/her regularly scheduled civilian workday. Saturday and Sunday are not charged as leave days as no leave was used on Friday. If the duty had begun prior to the end of the civilian workday on Friday, then 4 days of military leave would have to be charged to the individual. (Ref: Defense Finance and Accounting Service Decision, 6 June 1991)

EXAMPLE 7: An employee has a regularly scheduled civilian tour of duty 0730-1630, Monday through Friday, with a 1-hour lunch break 1130-1230. He/she is placed in manday status at 1700 Monday, released from duty at 0730 Tuesday, performs his/her regularly scheduled civilian workdays Tuesday and Wednesday, is again placed in manday status at 1700 Wednesday, released at 0730 on Thursday, and reports to the civilian workplace. In this case, leave is not charged for Monday and Thursday because they completed their regularly scheduled civilian workday prior to reporting for military duty on Monday and were able to report to the civilian workplace prior to the start of the regularly scheduled workday. Performing military duty on Monday through Thursday is consecutive days of military duty even though the individual was able to complete their regularly scheduled civilian workdays on Tuesday and Wednesday. (Ref: Comptroller General Decision B-133972)

EXAMPLE 8: An employee's regularly scheduled civilian workday is 0730-1630, Monday through Friday, with a 1-hour lunch break from 1130-1230. He/she is scheduled to fly an AFTP at 1530 hours. You may NOT elect to work through the scheduled lunch period to complete your scheduled 8-hour workday at 1530 to avoid taking appropriate leave from 1530-1630. You may NOT reschedule your workday to begin at 0630 in order to avoid taking appropriate leave. Charge to leave is required.

EXAMPLE 9: An employee has a regularly scheduled workday of 0700-1600 with lunch from 1100-1200. He/she elects to fly an AFTP from 1100-1500. Three hours of leave must be taken from 1200-1500. Leave is not required from 1100-1200 as this is not part of the regularly scheduled workday. You cannot split your workday to perform an AFTP, AGTP, or ET. That is, you cannot work a portion of your regularly scheduled workday, perform an AFTP, AGTP, or ET, and then complete your workday without taking leave.

EXAMPLE 10: An employee has a regularly schedule workday of 0700-1600 with lunch from 1100-1200. He/she 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.

9. PRESCRIBED FORM:919 SOW Form 6 (PA), Work Schedule and Change Request.

JACK W. BLAIR, JR., Colonel, USAFR
Commander