

15 June 1994

Personnel

TIME OFF INCENTIVE AWARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

This directive implements AFPD 36-10, Civilian Performance Management. This instruction establishes and describes the Keesler Air Force Base Civilian Time Off Incentive Awards Program. It explains eligibility criteria, nomination procedures, and administrative responsibilities. It applies to all appropriated civilian employees serviced by the Consolidated Civilian Personnel Office. The Time Off Award is time off from duty without loss of pay or charge to leave, in recognition of superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of Government operations.

1. APPROVAL AUTHORITY:

- 1.1. The Installation Commander (81 TRW/CC) is the approval authority for all Time Off Awards. This approval authority is delegated as follows:
 - 1.1.1. 81 TRW Squadron or equivalent commanders are delegated the authority to approve Time Off Awards of 1 workday per award. When the total time off awarded to any employee will exceed 40 cumulative hours in a leave year, approval of the Installation Commander is required.
 - 1.1.2. 81 TRW Group or equivalent commanders are delegated the authority to approve Time Off Awards exceeding 1 workday per award (not to exceed 40 cumulative hours per employee, per leave year).
 - 1.1.3. The Installation Commander, or designee, is the approval authority for all recommendations for Time Off Awards on 81 TRW employees whose total award time exceeds 40 cumulative hours in a leave year.
 - 1.1.4. Tenant commanders approve all Time Off Awards within their organization.
- 1.2. All approved Time Off Awards must meet the documentation, review, and processing requirements established in paragraph 5.

2. ELIGIBILITY CRITERIA. A Time Off Award may be granted to any appropriated fund Air Force employee, including part-time, temporary, intermittent, etc. A Time Off Award may be granted in recognition of outstanding accomplishment or personal effort which contributes to the quality, efficiency, or economy of Government operations such as:

- 2.1. Making a high quality contribution involving a difficult or important project or assignment;
- 2.2. Displaying special initiative and skill in completing an assignment or project before the deadline;
- 2.3. Using initiative and creativity in making improvements in a product, activity, program, or service;
- 2.4. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project while maintaining the employee's own workload;
- 2.5. Accomplishing a one-time or special assignment that required extra effort or resulted in the unit receiving recognition for responsiveness to unprogrammed requirements;
- 2.6. Participating in a Quality Team or Process Action/Improvement Team that resulted in the implementation of a significantly improved work process;
- 2.7. Submitting a significant suggestion that has been adopted, but ineligible to receive a cash award.
- 2.8. Being selected for squadron-wide, or higher level, employee of the quarter or year.
- 2.9. Achieving extraordinary mission effectiveness through total team accomplishment.

3. LIMITATIONS ON TIME OFF AWARDS:

- 3.1. The total time off which may be granted during any leave year for a regular full-time employee is 80 hours. For part-time, intermittent, and temporary employees, or those on an uncommon tour of duty, the total time which is granted in any leave year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

3.2. The maximum amount of time off which may be granted for any single contribution is 40 hours. For part-time, intermittent, and temporary employees, or those on an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that is granted during the year.

3.3. A Time Off Award must be scheduled and should be used within 90 calendar days from the award's effective date. Time off not used within 1 year of the award's effective date is forfeited with no further right to restoration. The SF 50 remains in the OPF.

3.4. Time off which has been approved and not used at the time an employee transfers from the Air Force to another DOD service or to another Federal agency cannot be transferred. Conversely, unused time off will not transfer with employees who transfer to the Air Force from another service department or federal agency. In order to avoid the loss of the time off, every effort should be made to allow the employee to use the incentive prior to transfer.

3.5. A time off award does not convert to a cash payment under any circumstances.

3.6. Since time off awards are not annual leave, time off award balances cannot be transferred to leave recipients under any approved voluntary leave transfer program.

4. NOMINATION PROCEDURES AND APPROVAL:

4.1. The supervisor ensures all recommendations meet the following documentation requirements:

4.1.1. All recommendations for the individual Time Off Award are submitted on a Standard Form 52 (SF 52), Request For Personnel Action. The SF 52 should be approved in sufficient time to reach 81 MSS/MSCE at least one pay period prior to its effective date.

4.1.2. Part A: Block 1 will state "TIME OFF AWARD FOR _____ HOURS." Blocks 3, 4 and 5 are self explanatory. The delegated approving official will sign in Block 6. When Installation Commander approval is required the delegated approving official will sign in Block 5, the Installation Commander will sign in Block 6.

4.1.3. Part B: Completed as appropriate, identifying the employee.

4.1.4. Part D: Provide justification briefly explaining how the employee met the criteria for the award, if additional space is required, bond paper may be used and attached to the SF 52.

4.1.5. Part F: Certification by the supervisor as follows:

"I have considered the cost of this Time Off Award in lost production time and have determined that the benefits realized by the Air Force from the employee's contributions support the amount of time off approved. I have also considered the unit's workload and unit employee's leave projections and certify that this employee is able to schedule the time off in addition to other projected leave no later than _____(date). I have also considered other available forms of recognition and cash awards in determining the amount of this Time Off Award."

(Signature of Supervisor)

4.2. The SF-52 is the primary method for recommending employees for time off awards. However, if the use of a letter to recommend employees for awards is already in place and deemed more efficient, this procedure may continue to be used. In some cases the letter recommendation may be more efficient than the SF-52, such as when 10 or more employees are to receive a time off award for the same achievement or reason. The employees to receive the award may be listed as a group on an attachment. The information, justification, and certification requirements for letter recommendations are the same as that required for the SF-52.

4.3. The recommending organization is responsible for submitting award packages to 81 MSS/MSCE for processing.

5. TIME AND ATTENDANCE REPORTING:

5.1. The supervisor records approval and use of time off on the employee's time and attendance report after the SF 50 is received from 81 MSS/MSCE.

5.2. The employee will use the Application for Leave (SF-71) to schedule and request approval for taking the time off awarded. The time off cannot be taken without supervisory approval.

5.3. The Time Off Award will not be used as a basis to restore annual leave or to substitute for sick or annual leave already taken.

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