

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance Letter, Time Keeping Procedures

1. Reference. National Guard Regulation (NGR) 37-111, DOD Financial Management Regulation , Volume 7A, 8 and National Guard Regulation (NGR) 95-210.
2. Applicability. This policy applies to Dual Status Federal employees of the Utah Army and Air National Guard.
3. Purpose. A federal employee performing any type of military duty must be in an appropriate leave status from their full time technician position. This policy letter provides guidance on several types of military for both active and inactive duty leave status requirements.
4. What are considered Active and Inactive Duty:
  - a) Active Duty consists of Active Duty Training (ADT), Annual Training (AT), and Active Duty Operational Support (ADOS). Each active duty day is considered a 24 hour period.
  - b) Inactive Duty Training (UTAs, MUTAs, AFTPs, PTs, RMA/RMPs, ATAs, etc...)
5. Employees performing military duty are authorized the use of annual leave, military leave, compensatory time, or LWOP U.S. All leave is charged in hourly increments. Employees may not use sick leave to perform military duty. For active duty, the technician's entire workday must be charged.
6. Technicians may not perform active duty orders while performing primary technician duties, functions and missions to include training courses and/or conferences that are primarily related to the technician position responsibilities.
7. Employees who perform inactive duty or active service may use military leave, annual leave, compensatory time, time-off award or LWOP U.S. and will be charged the amount of leave necessary to cover the period of inactive duty or active service. Inactive Duty (UTA, MUTAs, AFTPs, and ATAs) is generally in 4 hour increments; however PTs and TPPAs will be a minimum of 4 hours and a maximum of 8 hours. A member may perform a maximum of one PT or TPPA RMA/RMPs, per calendar day and not be performed in conjunction with another type of IDT or active service. Hours in the civilian workday that are not chargeable to leave must be worked or charged to another leave. A technician may not earn compensatory time on the same day they perform two periods of inactive duty, one period of PT, TPPA, RMA/RMP or active service unless approved in writing (in advance) by the Human Resources Officer. Approval will only be given to members who have a change in status i.e.; ending their military duty, and converting to technician status. Example: Performing two periods of inactive duty on a Sunday drill and changing to Technician status at the end of the day to travel on technician orders therefore earning travel comp time.
8. In accordance with NGR 37-111, Readiness Management Periods (RMPs) are used to support the ongoing day-to-day operation of a unit, accomplishing unit administration, training preparation, support activities and maintenance functions. RMPs are restricted to one per day and are not less than four hours in duration. A technician may not earn compensatory time on the same day they perform an RMP.
9. In accordance with NGR 37-111, paragraph 2-2a, "Technicians shall not be authorized the use of training/special workday funds/workdays to perform the primary duties, functions and missions required in their technician positions, to include training courses and/or conferences that are primarily related to the technician position responsibilities". Paragraph 3-5 also states "normal full-time staff duties or command and control responsibilities will not be included in these projects or missions".

10. The following guidance regarding AFTPs applies. All AFTPs regardless of the category must:

a) Include at least four hours duty time, and be performed in the appropriate duty uniform and must be in some type of leave status.

b) Be scheduled in advance and may be performed at any time subject to the following:

(1) Normally, one AFTP per individual is authorized during any one calendar day. A maximum of two AFTPs or a combination of an AFTP and a training assembly (UTA) or additional training assembly (ATA) may be scheduled during any one calendar day, as long as the aggregate total duty time, less lunch/dinner breaks, is at least eight hours. Approval authority for dual AFTPs may not be delegated below the facility supervisor.

(2) An AFTP is not authorized on a day when the member has performed one RMA or two UTAs.

(3) An AFTP that begins one calendar day and ends the following day will constitute a single AFTP and will be credited as performed on the day it began.

(4) AFTPs are authorized; however, they are not an entitlement.

(5) The use of an AFTP will not put a technician in a compensatory or night time differential status.

11. A technician performing RMP/AFTP/ATA in a points only status must be in an appropriate leave status if the duty performed is within the normally scheduled technician work day. Leave may be charged in hourly increments for the time the employee is absent from their position for points only status orders.

12. An employee required to work on a holiday is entitled to holiday premium pay. Holiday premium pay must be approved in advance by the Human Resources Office. If a technician is required to work more than the number of hours in their regular scheduled tour of duty, that employee is authorized compensatory time for all additional hours worked above the regularly scheduled tour of duty. Compensatory time may be earned only when performing technician duties. When an employee is performing military duties, they must be placed in a military status and may not receive compensatory time.

13. Blood Donation: IAW DOD Financial Management Regulation, Volume 8, Chapter 5: Employees who serve as blood donors may be excused from work without charge to leave for the time necessary to donate blood, for recuperation following blood donation and for necessary travel to and from the donation site, not to exceed four hours, and documented as administrative leave (LN). This leave must be used on the day of the blood donation and employees must have appropriate blood donation verification to accompany time card. This does not cover an employee who gives blood for his or her personal use or receives compensation for giving blood. Employees, who are members of a union, please refer to the local union contract agreement.

14. Point of contact is the Supervisory Human Resources Specialist.

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