



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND G3/5/7
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION
FORT BRAGG, NORTH CAROLINA 28310-5000

AOJK-SA

19 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #8 Time and Attendance Procedures

1. REFERENCES:

- a. DOD Financial Management Regulation, Volume 8, Chapter 2
- b. Defense Civilian Payroll System (DCPS) CRS User's Manual and DCPS Time and Attendance User's Manuals
- c. Office of Personnel Management (OPM) Handbook on Alternative Work Schedules
- d. DCSOPS&T Time & Attendance Policy & Procedures, 25 September 2006
- e. Fort Bragg Total Army Performance Evaluation System (TAPES)
- f. Contract agreement between XVIII Airborne Corps, Fort Bragg, North Carolina and American Federation of Government Employees Local 1770 (AFL-CIO) dated 28 April 2006

2. PURPOSE: To establish policy and procedures for Time and Attendance procedures for USASATMO civilian personnel.

3. SCOPE: This policy applies to all civilian personnel who are assigned to the United States Army Security Assistance Training Management Organization (USASATMO).

4. GENERAL: Reference c establishes standardized Time and Attendance processes and procedures which must be strictly followed.

5. GENERAL POLICIES:

a. Duty hours: Duty hours are 0800 to 1700 Monday through Friday. Employees are expected to work a basic 8 hour day, 40 hour week, 5 days a week and 80 hours per pay period. Employees are allowed a minimum of 30 minutes for lunch and reasonable time for breaks/rest periods which will be considered duty time and included in the daily tour of duty and may be granted (15) minute rest period during each (4) hours of continuous duty and will not be contiguous to the lunch period.

b. Duty Schedules: The Commander/designee is the final decision authority for the establishment and/or modification of employee duty schedule to include any alternate scheduling that includes, but not limited flexible scheduling and compressed hour schedule. (Requests for modifications to the standard work schedule will be submitted in writing on CBA Form 1, reference 1f above) for bargaining unit employees only.

c. The Commander/designee is the final approving authority for leave, vacation, compensatory and over time. All compensatory and overtime requests will be approved in advance. Failure to comply with

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compensatory/overtime procedures will result in appropriate disciplinary measures. As required, this authority may be delegated to the Deputy Commander/Executive Officer.

6. Time and Attendance Reporting Policies and Procedures.

a. Employee Time and Attendance data will be maintained by use of the USASATMO standardized individual Time and Attendance sheet provided to each employee.

b. Employee Time and Attendance sheets must reflect actual hours worked on a daily basis, to include all approved compensatory/overtime and/or leave taken.

c. Documentation supporting approved absence will be submitted IAW 1f. above (SF-71's, email notes, court orders, military orders, OPM Forms, etc.) must accompany the Time and Attendance sheet and mirror all approved absences reflected on the Time and Attendance sheet.

d. Compensatory time authorization documents showing supervisory approval of compensatory time worked must accompany Time and Attendance sheets.

e. Time and Attendance must be entered into DCPS not later than the last Friday of the pay period; T&A corrections or late entries must be made no later than the following Monday of the next pay period. Military Pay branch is responsible for inputting data and maintaining files IAW MARKS Regulation AR 25-400-2.

7. RESPONSIBILITIES:

a. Deputy Commander:

(1) Establish USASATMO procedures for Time and Attendance keeping that complies with established legal, regulatory, and local guidelines.

(2) Review all timesheets to ensure compliance with the Time and Attendance Policy.

(3) Manage use and approval of mission related overtime/compensatory time.

(4) As delegated, approve and manage overtime/compensatory time. Approve/manage all leave, vacation, compensatory time-off programmed for the command.

b. Chief, Human Resource Management Branch has overall responsibility for managing USASATMO's Time and Attendance policies.

(1) Maintain accountability for accurate Time and Attendance reporting and establishment/maintenance of records within USASATMO to support internal/external audits/inspections.

(2) Maintain records of all employees work schedule.

c. Military Pay branch is responsible for inputting data and maintaining files IAW MARKS AR 25-400-2.

d. Supervisors:

(1) Report schedules and all updates to the HR Chief.

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(2) Turn-in all time sheets to the Executive Officer NLT the last Thursday of the pay period.

(3) Endorse all leave, compensatory time, time off prior to subordinate execution.

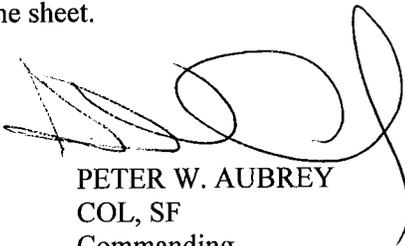
e. Employees responsibilities:

(1) Maintain accurate record of personal Time and Attendance records IAW established legal, regulatory and local guidance.

(2) Ensure required supporting documents for absences are attached to Time and Attendance sheets.

(3) Ensure supervisory endorsed compensatory time authorization documents are submitted with Time and Attendance sheets.

(4) Request Leave, Compensatory Time, Over Time and Sick Leave in writing prior to the event and submit the approval document with the time sheet.



PETER W. AUBREY
COL, SF
Commanding

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