
From: RICHARDSON, MICHAEL G GS-13 USAF USAFE 86 FSS/FSCA <michael.richardson.2@us.af.mil>
Sent: Tuesday, June 30, 2020 9:58 AM
Subject: COVID-19 Exception to Expiration of Time-Off Awards (TOAs) - US and LN APF Civilian Employees

Commanders/Directors:

BLUF: The DoD, HAF/A1C and U-A/A1K guidance attached and below provide exceptions to the requirement for US appropriated fund (APF) employees and Local National (LN) employees to use civilian time-off awards (TOAs) within 1 year of issuance. These exceptions to policy were granted in recognition of the decreased opportunity that many employees have had to use TOAs due to their support of the agency's response to COVID-19. Please disseminate this information within your organizations.

- **US APF Employees**

DoD recently approved the **removal** of expiration dates for US APF civilian time-off awards (TOAs) issued during the period 13 March 2019 through 30 September 2020. TOAs awarded after 30 September 2020 will be subject to normal rules, i.e., they must be used within 1 year of issuance.

Employees must use TOA hours of paid leave in the order in which they are received. Therefore, an employee who receives TOAs in both FY 2020 and FY 2021 will be required to use a TOA without an expiration date before using a TOA with an expiration date (i.e., a TOA granted after September 30, 2020). Employees are encouraged to use TOAs in a timely manner because they are non-transferable when moving between DoD Components or non-DoD agencies.

Additional information, including Frequently Asked Questions, is included in the attached [DCPAS message 2020067](#).

At this time we have not received any guidance on an exception to TOA expiration dates for US NAF employees; if/when it is available the NAF Human Resources Office (86fss.fscn.naf-hr@us.af.mil) will ensure that you receive it.

- **LN Employees**

U-A/A1K recently approved an **extension** of the expiration date for LN civilian time-off awards (TOAs) issued during the period 13 March 2019 through 30 September 2020. The expiration date for TOAs issued during this period has been set to 30 September 2021. TOAs granted before or after these dates are subject to the normal one-year time limitation. Employees must use TOAs with an extended expiration date of 30 September 2021 before using TOAs issued thereafter.

Supervisors are reminded that there is no authority to deny civilian requests to use TOAs based upon imposition or lifting of any Federal, state or local travel restrictions or physical distancing requirements. Use of TOAs may not be denied because the employee intends to travel out of the area. Use of TOAs may be requested for any reason, or no reason at all. Therefore, a request to use a TOA should generally be approved unless there is a mission-related reason to deny it.

This information will be posted on the [Ramstein CPO website](#) along with other extensive information on COVID-19-related HR matters.

If you have questions on this information please address them to US APF Employee Relations at 86fss.fsec.us-emr@us.af.mil, or to LN Employee Relations at 86FSS.CPF.LN-EMR@us.af.mil.

V/r,

MICHAEL RICHARDSON
Acting Civilian Personnel Officer
86 FSS/FSC, Ramstein Civilian Personnel Flight
DSN: 314-478-7144

-----Original Message-----

From: REICHERT, STEVE J GS-15 USAF USAFE USAFE A1/A1K
<steve.reichert@us.af.mil>
Sent: Friday, June 26, 2020 5:27 PM
To: USAFE-AFAFRICA CPO Distro List <HQUSAFE-AFAFRICA.A1KC.CPO@us.af.mil>
Subject: INFO: Local National (LN) Update for Time-Off Awards (TOAs)

CPOs,

BLUF: The purpose of this email is to provide guidance pertaining to the expiration date for certain Time-Off Awards (TOAs) for Local National (LN) personnel. For TOAs issued to LN personnel in the period between 13 March 2019 and 30 September 2020, the expiration date of these TOAs is set to expire on 30 September 2021. TOAs granted before or after these dates are subject to the one-year time limitation. Additionally, supervisors and employees must be reminded that employees must take these TOAs before using TOAs issued thereafter.

BACKGROUND:

- a. USAFE-AFAFRICA policy requires that TOAs be scheduled and used within 1 year after the effective date of the award. (USAFEI36-731, Paragraph 6.6. <https://static.e-publishing.af.mil/production/1/usafe/publication/usafei36-731/usafei36-731.pdf>)
- b. On 19 June 2020, DoD has issued updated guidance for U.S. civilian TOAs. Subsequently, USAFE-AFAFRICA is issuing updated guidance for the LN employee TOAs under the purview of USAFE-AFAFRICA AOR.
- c. This approach will mitigate undue hardship of losing TOAs during the hot phase of COVID-19. In addition, we believe this will avoid overly favoring employees who would otherwise benefit from an indefinite TOA shelf life, as opposed to those employees whose award will be issued directly after the reference period and who have 1 year to use it.
- d. This extension will ensure employees have a minimum of one year to use their TOAs. Already approved releases based on TOAs within that reference period will remain scheduled as approved.
- e. Supervisors are reminded that there is no authority to deny LN requests to use TOAs based upon imposition or lifting of any Federal, state or local travel restrictions or physical distancing requirements. Use of TOAs may not be denied because the employee intends to travel out of the area. Use of TOAs may be requested for any reason, or no reason at all. Therefore, a request to use a TOA should generally be approved unless there is a mission-related reason to deny it.

My point of contact on this matter is Ms. Maria Puzone, U-A/A1KC, maria.puzone@us.af.mil, and your respective country SME.

VR

STEVE J. REICHERT, GS-15, DAFC
Chief, Personnel Division
Directorate of Manpower, Personnel, and Services

From: USAFE-AFAFRICA/A1KC
Sent: Wednesday, June 24, 2020 10:00 AM
To: USAFE-AFAFRICA CPO Distro List <HQUSAFE-AFAFRICA.A1KC.CPO@us.af.mil>

Subject: FOUO\\HAF/A1C Message # 2020-009 - Update on Expiration of Department of Defense (DoD) Time-Off Awards (TOAs)

This e-mail contains FOR OFFICIAL USE ONLY (FOUO)

CPOs,

Update below from HQ AF/A1C regarding the expiration of DOD Time Off Awards.

Please let me know if you have any questions.

Respectfully

Christian H. Sorenson, GS-13, DAF
Civilian Personnel Branch
HQ USAFE-AFAFRICA/A1KC, Ramstein AB, GE
e-mail: christian.sorenson@us.af.mil

"Due to COVID-19 and until further notice, I will be teleworking. So please contact me via email and I will respond as soon as possible."

From: USAF Pentagon AF-A1 Mailbox AF-A1C Workflow <usaf.pentagon.af-a1.mbx.af-a1c-workflow@mail.mil>
Sent: Wednesday, June 24, 2020 4:21 AM
Subject: HAF/A1C Message # 2020-009 - Update on Expiration of Department of Defense (DoD) Time-Off Awards (TOAs)

MESSAGE FROM THE CIVILIAN FORCE MANAGEMENT DIRECTORATE (A1C)

HAF/A1C Message # **2020-009**

SUBJECT: Update on Expiration of Department of Defense (DoD) Time-Off Awards (TOAs)

SUSPENSE: N/A

1. PURPOSE: To provide information pertaining to the recently approved DoD removal of expiration date for certain TOAs. This message supersedes HAF/A1C Message # 2020-006.

2. REFERENCES:

(a) 5 USC 4502(e)

(b) 5 CFR 451.104

(c) DoDI 1400.25, Vol. 451

(d) DoDI1400.25V451_AFI36-1004. *Civilian Recognition Program*

(e) Under Secretary of Defense for Personnel and Readiness Memorandum, *Removal of Expiration Date for Certain Time-Off Awards*, dated 19 June 2020

3. BACKGROUND:

a. Federal regulations authorize agencies to award employees time-off, but prohibit TOAs from being converted to a cash payment. Agencies have their own internal policies for establishing and administering TOAs to enhance their overall awards program and to support the achievement of the agency's goals and mission. Current DoD policy requires that TOAs be scheduled and used within 1 year after the effective date of the award.

b. Since March 2020, the travel and physical distancing requirements imposed by state and local governments in response to the COVID-19 pandemic have significantly impacted the way that many Federal employees would have otherwise been using their TOAs. The situation has been even more acute for employees who have experienced an increase in the demands of their jobs (and therefore the number of hours spent working) due to their engagement in COVID-19 response work. For that reason, DoD has been working on an exception to the one-year forfeiture requirement for TOAs and exploring the HR system modifications needed to implement that exception. It is DoD's goal to help avoid a situation in which large numbers of DoD employees may be faced with permanently "losing" any unused TOAs as a result of COVID-19.

4. STATUS:

a. DoD approved the removal of the expiration date for certain TOAs such that the time limit in which the award must be used is not applicable to TOAs granted between **13 March 2019** and **30 September 2020**. These awards will have an unlimited expiration date. Awards granted before or after these dates are subject to the one-year time limitation.

b. The Defense Finance and Accounting Services (DFAS) will implement this exception to policy through the Defense Civilian Payroll System (DCPS). It may take several weeks for the changes to appear in this system. Expired TOAs will not be restored and available for use until that time. Unexpired TOAs will continue to have a one-year expiration date until that time.

c. TOA hours of paid leave must be used in the order in which they are received. Therefore, an employee who receives TOAs in both FY 2020 and FY 2021 will be required to use a TOA without an expiration date before using a TOA with an expiration date (i.e., a TOA granted after September 30, 2020). In addition, employees are encouraged to use TOAs in a timely manner because they are non-transferable when moving between DoD Components or non-DoD agencies.

d. Supervisors are reminded that there is no authority to deny civilian requests to use TOAs based upon imposition or lifting of any Federal, state or local travel restrictions or physical distancing requirements. Use of TOAs may not be denied because the employee intends to travel out of the area. Use of TOAs may be requested for any reason, or no reason at all. Therefore, a request to use a TOA should generally be approved unless there is a mission-related reason to deny it.

5. OUSD (P&R) memorandum is attached. AFPC may release additional operational guidance regarding the DoD decision to assist CPSs.

6. All A1C Numbered Messages are maintained on A1C's Sharepoint located at: https://org2.eis.af.mil/sites/11547/numberedmessages/_layouts/15/start.aspx###InplviewHashf32f12df-40df-4b2c-b047-b506fbab242b=ShowInGrid%3DTrue

7. POINT OF CONTACT: Ms. Keisha E. Barlow, AF/A1CM, keisha.e.barlow.civ@mail.mil, (703) 614-6501.

Thank you,

John Carbone

Acting Director
Civilian Force Management
HQ USAF/A1C
1040 Air Force Pentagon
443-752-6755

FLY. FIGHT. WIN!

From: LOCK, CLINT E JR GS-14 USAF USAFE 86 FSS/FSC <clint.lock@us.af.mil>

Sent: Tuesday, April 21, 2020 4:24 PM

To: 86 AW Group Commanders <86AW.GpCC@us.af.mil>; 86 AW Group Deputy Commanders <86awgroup.depcommanders@us.af.mil>; 435 AGOW Commanders <435AGOWCommanders@us.af.mil>; 521 AMOW/CCs <521amow.ccs1@us.af.mil>; 86 AW Squadron Commanders <86AW.SqCC@us.af.mil>; 86 AW Squadron Commanders <86AW.SqCC@us.af.mil>

Cc: FISCHER, RAQUEL R GS-14 USAF USAFE 86 MSG/DD <raquel.fischer@us.af.mil>; REED, NATOSHA L Lt Col USAF USAFE 86 FSS/CC <natosha.reed@us.af.mil>; WIRT, ROBERT T GS-14 USAF USAFE 86 FSS/CD <robert.wirt.3@us.af.mil>; DRISKELL, DAVID H GS-12 USAF USAFE 86 FSS/FSEH <david.driskell@us.af.mil>; RICHARDSON, MICHAEL G GS-13 USAF USAFE 86 FSS/FSCA <michael.richardson.2@us.af.mil>; CONATSER, AMBER L CIV USAF USAFE 86 FSS/FSCA <amber.conatser@us.af.mil>; JOAS, HEINZ G DE USAF USAFE 86 FSS/FSCA-L <heinz.joas.de@us.af.mil>; KNIFFEN, KATJA DE USAF USAFE 86 FSS/FSCL-E <katja.kniffen.de@us.af.mil>; 86 AW Group Execs <86AW.GpExec@us.af.mil>; 435 AGOW Group Execs <435agow.gpexec@us.af.mil>; 521 AMOW/CCE <521amow.cce@us.af.mil>; USAFE-AFAFRICA/A1KC <usafea1kc.a1kccivilianpolicy@us.af.mil>; 86 FSS_CPF_All Employees (Distro) <UDG_86FSS.FSEC_FSECAIIPersonnel@us.af.mil>; USAFE-AFAFRICA/A1KC <usafea1kc.a1kccivilianpolicy@us.af.mil>; JOAS, HEINZ G DE USAF USAFE 86 FSS/FSCA-L <heinz.joas.de@us.af.mil>; PUZONE, MARIA C GS-14 USAF USAFE USAFE A1/A1KC <maria.puzone@us.af.mil>; REICHERT, STEVE J GS-15 USAF USAFE USAFE A1/A1K <steve.reichert@us.af.mil>

Subject: FOUO://Special Leave Accrual (US DoD civilians) USD, 16 April 2020

Importance: High

Commanders/Directors:

BLUF: We've received numerous inquiries expressing concern about the possibility of use or lose annual leave forfeiture due to COVID-19. Inquiries include whether the Office of Personnel Management (OPM) or DoD plan to extend the leave year, allow a higher leave carry over, or grant automatic Restoration of Annual Leave due to the crisis. They also include inquiries about any planned extensions to the timeframes in which Time Off Awards, comp time, or comp time for travel must be used. To date, no special rules have been granted in any of these areas. However, HAF has elevated concerns on these matters to DoD for OPM engagement, and we hope to have further information to share within the next few weeks regarding any possible changes. DoD is working on policy to extend the expiration of time off awards from 2019.

DISCUSSION: Please keep in mind employees are still able to request and take personal leave (annual, sick, compensatory time off, time off awards) during this crisis. Even though vacation and travel options may be limited at the moment, there are many reasons why someone would want to or need to take leave that would not violate the social distancing rules (e.g., illness of the employee or family member, go on a local hike, take a day off from work to relax and relieve stress, etc). Management should only disapprove or discourage annual leave when dictated by mission requirements.

KEY POINT: Leave disapprovals should be accomplished in writing, IAW the information in our *Restoration of Forfeited Annual Leave Factsheet*, posted on the [Ramstein CPO website](#) in the event no special COVID-19 rules come into play, and an individual request for restoration of an employee's use-or-lose leave becomes necessary.

ADDITIONAL RESOURCES: (Related AFPC Q&As from [Civilian Personnel Programs FAQs](#) dated 17 April 2020)

Q: During the COVID-19 Pandemic, are there prohibitions on civilians earning or using certain types of leave?

A: Civilians may earn: annual and sick leave, compensatory time-off, compensatory time-off for travel, credit hours and time off awards. There is no current Service prohibition on the use of civilian leave; those decisions are made locally, based on command/organization mission requirements and the personal needs of an employee.

Q: Does the Department of Defense (DoD) plan to extend the leave year or grant automatic Restoration of Annual Leave due to the COVID crisis?

A: DoD is continuing to monitor the situation and at this time, there are no changes to the end of the leave year or leave restoration policies. Civilians may only carry 240 (CONUS) or 360 (OCONUS) hours of annual leave from one leave year to another (Current leave year ends on January 2, 2021). Regulations allow for restoration of forfeited annual leave. Large scale or group restorations can be approved, based on exigency. Restoration under an exigency is only authorized if use of the leave was scheduled in advance, in writing, and was approved for use before the start of the third biweekly pay period before the end of the leave year.

Q: Does DoD plan to extend the timeframe in which Compensatory Time Off AND Compensatory Time Off for Travel can be used due to the COVID crisis?

A: DoD conducted research to see if there was any flexibility to modify or waive the provisions governing Compensatory Time Off AND Compensatory Time Off for Travel given the impact the COVID pandemic is having on the DoD civilian workforce. After reviewing the statute and regulations, DoD has determined that there is no such authority to modify these provisions, even in a temporary manner. Such changes would require statutory or regulatory change. DoD is continuing to monitor the situation and may consider legislative relief depending on the duration of the pandemic. At this time, however, there are no changes to either of the Compensatory Time Off policies. The current rules and authorities are as follows:

- Civilians must use their Compensatory Time Off within 26 pay periods or must be paid out (FLSA covered employees) or forfeited (FLSA exempt). For the latter group, if it is determined that the employee's failure to use the time off was beyond the employee's control, it will be paid out.
- Civilians must use their Compensatory Time Off for Travel within 26 pay periods or it will be forfeited. If forfeiture was beyond the employee's control, an agency may extend the forfeiture deadline by up to an additional 26 pay periods (one (1) year).

Q: Does DoD plan to extend the timeframe in which Time Off Awards can be used due to the COVID crisis?

A: Civilians must use their Time Off Awards within one year of the effective date; no extensions permitted. Payout is not allowed. DoD is working on policy to extend the expiration of time off awards awarded during 2019. More guidance on this issue is pending.

For additional information on COVID-19-related HR matters please see the extensive guidance posted on the [Ramstein CPO website](#). We will inform you of any possible changes in the areas discussed herein upon receipt, and we remain postured to assist and advise you on available HR tools and flexibilities to meet your mission requirement and protect your employees.

v/r
Clint

CLINT E. LOCK, GS-14, DAFC
Civilian Personnel Officer
Ramstein AB, Germany
86 FSS/FSC/Bldg 2120
DSN: 314 478-6680



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Removal of Expiration Date for Certain Time-Off Awards

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense Human Resources Practitioners

REFERENCES:

- a. Under Secretary of Defense for Personnel and Readiness memorandum, "Removal of Expiration Date for Certain Time-Off Awards," dated June 19, 2020 (attached)
- b. Department of Defense (DoD) Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," dated November 4, 2013, https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/140025_vol451.pdf

BACKGROUND/INTENT: On June 19, 2020, the Under Secretary of Defense, Personnel and Readiness, signed the memorandum at reference (a) which provides an exception to policy for time-off awards issued by DoD Components between March 13, 2019-September 30, 2020. Time-off awards issued during this period will not have an expiration date. Time-off awards issued on or after October 1, 2020 will be subject to the one year limitation for use.

Components should otherwise continue to grant and process time-off awards in accordance with Reference (b) and any applicable local policies or procedures. Components are authorized to develop internal procedures governing use of impacted time-off awards.

POINT(S) OF CONTACT: Ms. Laura Larsen, Labor and Employee Relations Specialist, laura.m.larsen4.civ@mail.mil.

Attachment(s):
As stated



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JUN 19 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Removal of Expiration Date for Certain Time-Off Awards

Due to the coronavirus disease 2019 (COVID-19), many civilian employees have served in support of the DoD's whole of government response to COVID-19 without the opportunity to use awarded time off within the one-year time limitation. Therefore, as an exception to policy, the time limit in which an award must be used, at Paragraph 10.c. of Enclosure 3 of DoD Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards," is not applicable to awards granted between March 13, 2019 and September 30, 2020. Awards granted before or after that time are subject to the 1-year time limitation.

Subject to any applicable labor relations obligations, this change is effective immediately.

A list of frequently asked questions and answers is attached. My point of contact for this matter is Ms. Laura Larsen, Human Resources Specialist, Labor and Employee Relations, whom you may reach at laura.m.larsen4.civ@mail.mil.

Matthew P. Donovan

Attachment:
As stated

Frequently Asked Questions: Removal of Expiration Date for Certain Time-Off Awards

1. Q: What does the exception to policy regarding time-off awards (TOAs) mean?
A: Section 10(c) of Enclosure 3 of Department of Defense Instruction (DoDI) 1400.25, Volume 451, requires that TOAs be used within 1 year. This exception exempts awards issued between March 13, 2019 and September 30, 2020, from this time limitation. These awards will have an unlimited expiration date.
2. Q: What happens to TOAs issued after September 30, 2020?
A: Employees must use TOAs issued after September 30, 2020, within 1-year of issuance in accordance with Section 10(c) of Enclosure 3 of DoDI 1400.25, Volume 451.
3. Q: When will the exception to policy take effect?
A: This exception to policy is effective as of the date this policy and is retroactive to March 13, 2019, 1 year before the President declared COVID-19 a national emergency. The Defense Finance and Accounting Services will implement this exception to policy through the Defense Civilian Payroll System (DCPS). It may take several weeks for the changes to appear in this system. Expired TOAs will not be restored and available for use until that time. Unexpired TOAs will continue to have a 1-year expiration date until that time.
4. Q: How does this exception to policy affect the award process?
A: The award process is not affected. Components are encouraged to continue to award and recognize their employees through monetary and non-monetary awards.
5. Q: Where can Human Resources Practitioners go to see if employees TOAs have been forfeited and/or restored?
A: Human Resources Practitioners can access the Leave Availability Report from the DCPS Report Menu.
6. Q: Where can employees go to see if their TOAs have been forfeited and/or restored?
A: Employees can view this information on the Leave and Earnings Statement.
7. Q: Will this exception to policy impact the 80-hour carry over limit as stated in Section 10(b) of Enclosure 3 of DoDI 1400.25, Volume 451?
A: No.
8. Q: Must an employee use a TOA without an expiration date before other types of leave?
A: No, but employees must use TOA hours of paid leave in the order in which they are received. Therefore, an employee who receives TOAs in both FY 2020 and FY 2021 will be required to use a TOA without an expiration date before using a TOA with an expiration date (i.e., a TOA granted after September 30, 2020). In addition, employees are encouraged to use TOAs in a timely manner because they are non-transferable when moving between DoD Components or non-DoD agencies.