

From: [AFPC/DP3FS Civilian Support Branch](#)
To: [UDG_AFPC_CIV HR CPS](#); [UDG_AFPC_CIV HR MAJCOM](#)
Cc: [AFPC/DP3FS Civilian Support Branch](#); [LITTLE, NEKITHA M Lt Col USAF HAF AF/A1PA](#)
Subject: CPS Transmittal: Informational Transmittal to HAF/A1C Message #2021-0002 (*UPDATE #3*) -- Temporary Increase of Civilian Annual Leave Carryover Limit (FY21 NDAA, Section 1111)
Date: Tuesday, July 27, 2021 9:02:11 AM
Attachments: [DCPAS FY21 NDAA Section 1111 Guidance Leave Carryover Jan 2021.pdf](#)
[DAF Guidance on Military SLA for FY21.pdf](#)

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Colleagues:

Please ensure widest dissemination to HR Professionals, Supervisors and Managers.

Earlier this month DAF approved granting our military Airmen and Guardians Special Leave Accrual (SLA) for FY21. Military leave is governed by 10 U.S. Code Chapter 40-Leave, and supplemented by Air Force Instruction 36-3003, Military Leave Program. We have received numerous inquiries if the annual leave carry over for civilians will also be extended/increased. We are not currently aware of any efforts by OPM or Congress to extend the special leave accrual for civilians. The Department of Air Force does not possess the authority to do so on its own.

The Office of Personnel Management (OPM) issued guidance on January 5, 2021 implementing the higher annual leave carryover limit established under section 1111 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021 (H.R. 6395), which was enacted on January 1, 2021. The FY21 NDAA affected use or lose annual leave from leave year 2020 that would have been forfeited on January 3, 2021. As a reminder excessive annual leave credited under section 1111 of the FY21 NDAA is not included in a lump-sum annual leave payment under 5 U.S.C. 5551 – 5552, nor may this excess leave be donated under the Voluntary Leave Transfer Program (VLTP). Any excess annual leave credited under section 1111 that is not taken in leave year 2021, **will be forfeited** at the beginning of leave year 2022 on January 2, 2022. All use-or-lose annual leave must be requested, approved and scheduled in writing, before the beginning of the third bi-weekly pay period (November 21, 2021) prior to the end of the leave year, this will help to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited.

Employees and supervisors with questions should seek guidance from their servicing Civilian Personnel Office. CPSs and MAJCOMS can direct their questions to the Civilian Support Branch, AFPC/DP3FS at: afpc.dp3fs.civiliansupportbr@us.af.mil.

Thank you,
Civilian Support Branch
AFPC/DP3FS

From: AFPC/DP3FS Civilian Support Branch <AFPC.DP3FS.CivilianSupportBr@us.af.mil>
Sent: Tuesday, February 23, 2021 12:41 PM
To: UDG_AFPC_CIV HR CPS <AFPC.CIVHRCPS@us.af.mil>; AFPC/DP3FS Civilian Support Branch

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Subject: CPS Transmittal: HAF/A1C Message #2021-0002 (*UPDATE #3*) -- Temporary Increase of Civilian Annual Leave Carryover Limit (FY21 NDAA, Section 1111) - Applicability of Section 1111 to Uncommon Tours of Duty

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Colleagues:

Please ensure widest dissemination to HR Professionals.

The purpose of this transmittal is to forward Update #3 to HAF/A1C's Numbered Message #2021-0002, Temporary Increase of Civilian Annual Leave Carryover Limit (FY21 NDAA, Section 1111). No action required, for situational awareness only.

The update incorporates additional guidance from OPM and DCPAS concerning application of section 1111 to employees on uncommon tours of duty, such as firefighters. OPM confirmed that section 1111 applies to employees on uncommon tours of duty and that their special annual leave carryover ceiling would be 125% of their normal ceiling.

Section 1111 establishes a special carryover ceiling "equal to 125% of the maximum amount of annual leave permitted, but for this subsection." For employees on an uncommon tour of duty, the "maximum amount of annual leave permitted" is the proportional equivalent of the amount for a regular full-time employee. For employees covered by the title 5 leave system, an agency would follow the principles in 5 CFR 630.210, then determine the proportional equivalent of 30 days or 240 hours for a regular full-time based on the uncommon tour of duty, and then multiply that amount by 125% to derive the special section 1111 carryover ceiling. For example, a firefighter who has a 120-hour biweekly uncommon tour of duty, the proportional equivalent of 240 hours is 360 hours ($240 \times (120 / 80) = 360$). Under section 1111, the normal carryover ceiling is inflated by 25%, so the special section 1111 carryover ceiling for such a firefighter would be 450 hours ($125\% \times 360 \text{ hours} = 450 \text{ hours}$).

As a reminder, please ensure all leave restoration actions for eligible annual leave that was forfeited at the end of leave year 2020 is processed by **NLT 27 February 2021**. For clarification, employees do not have to be eligible for leave restoration (5 U.S.C. 6304(d) or 5 CFR 630.310) to receive the additional section 1111 carry over leave benefit. If leave was lost and the employee is not eligible for leave restoration under other provisions, section 1111 will be applied without any action needed from the employee or CPS. See Q&As 5-6 on the attached DCPAS Reference Guide, *Higher Annual Leave Carryover Limits Under Section 1111 of the NDAA for FY 2021*, for additional information.

Employees can direct questions to their servicing Civilian Personnel Flight.

Civilian Personnel Offices can direct any questions to the Civilian Support Branch, AFPC/DP3FS at:
afpc.dp3fs.civiliansupportbr@us.af.mil.

Thank you,
Civilian Support Branch
AFPC/DP3FS