

TIME-OFF INCENTIVE AWARDS

2.6. Nomination Process.

2.6.1. Nominations for awards will be submitted using AF Form 1768, *Staff Summary Sheet*, or an electronic Staff Summary Sheet (eSSS), and will describe the act, event, or achievement. AF Form 1768 or eSSS should include all additional pertinent information (see Figure A2.1).

2.6.2. The justification for the award will be typed on bond paper, in bullet format, and should not exceed one page unless otherwise required by this AFI.

2.6.3. Citations should address the local, command or AF-wide impact of the accomplishments. Language for the citation should not contain superfluous embellishments, acronyms or quotations. It should be written in readable conversational language. Citations will be prepared IAW instructions in Attachment 3.

2.7. Documenting Incentive Awards. Copies of all approved incentive awards will be sent to the employee's servicing personnel office for updating the employee's personnel data records.

4.1. Granting Time-Off Awards. The Time-Off Award (TOA) is only authorized to recognize superior accomplishments of an employee that contributed to the quality, efficiency, or economy of government operations. The TOA grants time off from duty without loss of pay or charge to leave. These awards provide an alternative to monetary or non-monetary recognition for superior accomplishments. A TOA can be granted for performance as reflected in the employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a rating-based performance award. Decisions to grant TOAs shall be based upon the same criteria or circumstances as for other incentive awards (i.e., SASA), and should be made within 30 calendar days of the act, service or achievement. The period of time-off granted is based upon the value of the individual's contribution, not upon the individual's grade or salary.

4.1.1. Immediate supervisors may approve a TOA up to one workday without review and approval of a higher official. An award in excess of one day must be approved by the employee's second-level supervisor.

4.1.2. Civilian employees forfeiting a TOA due to activation for Guard or Reserve duty, or for combat service, are entitled to reinstatement of their award. A reinstated TOA must be used within 6 months of deactivation from active service or redeployment from combat service.

4.1.3. A TOA will not be granted broadly across organizational (flight, squadron, group, etc.) lines or on an installation-wide basis. They shall not be granted in conjunction with a military "down," "goal," "family," "training" day, or the like which would grant the entire or majority of the civilian employee population a TOA to be used on a specified day. Furthermore, a TOA shall not be granted in order to provide a reconstitution period to returning deployed civilians or to create the effect of a holiday or treated as administrative excusals or leave.

4.2. Eligibility. Employees, including career CSE and direct-hire FNEs, meeting the definition of 5 USC 2105 are eligible to receive a TOA. Indirect-hire FNEs are eligible for these awards only if an incentive awards program established by agreement with the host country includes such a provision.

4.2.1. Civilian Team Incentive Award. A TOA may be granted to those employees whose individual contributions to a team effort caused the team to achieve superior

accomplishments. It should be recognized that some members of a team might not have contributed substantially to the team's overall success. As such, a TOA may only be offered to employees who contributed to the overall team accomplishment. Where recognition is based on the achievement of pre-established goals, measures, or other award formula, the goal, measure or formula justifying recognition must itself clearly represent superior accomplishments. To grant time-off in this manner, the performance outcomes must be so significant that this type of award is clearly warranted and a benefit to the AF. See paragraph 4.1 for the basic requirements for granting the TOA and paragraphs 4.3.1, 4.3.7, and 4.3.8, for additional restrictions relevant to the use of team incentive awards.

4.3. Time-Off Award Restrictions.

4.3.1. The maximum amount of time-off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a total time-off of 80 hours during any leave year.

4.3.2. For part-time employees or those with an uncommon tour of duty, the total time off granted during any calendar year must be based on the average number of hours generally worked during a two-week period. The maximum award for any single contribution is one-half the maximum amount of time that can be granted during the year.

4.3.3. The supporting documentation for an approved TOA cannot be used to justify another award, i.e. honorary, NAA, or SASA. Exception: A TOA granted in conjunction with a rating-based performance award will use the same supporting documentation. (See paragraph 4.1 of this publication.)

4.3.4. TOAs cannot be issued in conjunction with a Quality Step Increase (QSI).

4.3.5. Awarded time-off should be scheduled within 90 calendar days after the effective date of the award. Employees forfeit any time-off not used within one year from the effective date.

4.3.6. TOAs must be carefully scheduled to avoid adversely affecting an employee who has an annual leave "use or lose" situation.

4.3.7. Awarded time-off cannot be used to justify restoring forfeited annual leave.

4.3.8. Employees may never convert a TOA to a cash payment.

4.3.9. Employees may not transfer approved, unused time-off when they transfer from the AF to another DoD component or to another Federal agency. In addition, employees coming from another department or Federal agency may not transfer a TOA to the AF.

4.3.10. Once awarded, an employee cannot be required to use their TOA on a date specified by a supervisor or higher official.

4.4. Documenting Time-Off. A TOA must be fully supported with appropriate written justification. Refer to paragraph 2.6 of this publication to complete the nomination process.

4.4.1. On an AF Form 1768 or eSSS include the following certification statement from the supervisor or recommending official: "I have considered fully the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

4.4.2. Include the approving official's name, position title, signature and date signed, as well as those of the recommending official, as appropriate.

4.4.3. Submit the approved AF Form 1768 or eSSS and justification in the employee performance folder (EPF).

PROCEDURES:

Prepare written justification for each employee's award. The attached sample provides all required information except the justification. Civilian Personnel (x 7-3212) will gladly review your draft justification if you wish.

Justification will need to be as per the guidance in the AFI 36-1004 (Chapter 2). Bullet format on bond paper and should not exceed one full page. The AF Form 1206 will work for the justification when submitting the TOA.

The package should consist of the SSS and justification on bond paper when submitted to the Civilian Personnel Office.

File the written justification in the Employee Performance File (the one with the red stripe).

When the time off award has been processed it will show up on the employees LES depending on the pay period that it was processed in, advise the employee of the award and insure he/she is aware of the Air Force limitations on scheduling and using the award (see above).

****Recommendations for Civilian of the Quarter/Year****

8 Hours for Squadron Level

16 Hours for Group Level

24 Hours for Wing Level