COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: http://www.afrc.af.mil and the AFRCEPL (CD-ROM) published monthly.

This instruction establishes guidelines for conducting audits of time and attendance records for Air Reserve Technicians (ARTs) assigned to the 419th Fighter Wing. It implements AFPD 65-2, *Management Control Program*. It also references AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. This instruction applies to all ART personnel, supervisors and timekeepers.

SUMMARY OF REVISIONS

This revision adds requirement for wing executive officer to perform random audits, and quarterly audits for wing staff. Added requirement for each group to inform the wing executive officer via the LAN when audits within the group are completed. Changed requirement for each supervisor to send discrepancies found to the senior ART for the group. Deleted annual requirement for a working group meeting. Changed paragraph 2 audits will be conducted in May, Aug, Nov, and Feb. Added requirement to add statements to the remark section on AF Form 40a and AF Form 3956. Deleted how to figure the error rate. Paragraph A1.4.1. (Attachment 1) a requirement still exists to have Blocks 38 through 46 completed when member returns as supporting document for pre-certified orders. A (|) indicates revisions from the previous edition.

1. Responsibilities:

    1.1. Wing Executive Officer (CCE):

        1.1.1. Provides an ATLAS Variable Inquiry covering all ART personnel, which is requested from AFRC/DPCE at the end of each quarter and distributed to each group.

        1.1.2. Performs random audits throughout the wing and briefs the wing commander on findings. Also performs quarterly audit for wing staff.

    1.2. Each Group:

1.2.1. Distributes the ATLAS products to the proper supervisors/timekeepers.

1.2.2. Informs the wing executive officer via the LAN when audits within the group are completed.

1.3. Each Supervisor. Conducts an audit of 100% of their ART personnel. Audit procedures are described in (Attachment 1). Upon completion of the audit, each supervisor will forward a report of discrepancies found to the senior ART for the group by the end of each audit month as prescribed by paragraph 2 of this instruction.

1.4. Timekeepers. In order to facilitate the audit procedures, each ART will have a time and attendance folder in which certified copies of all documents necessary to the audit process will be stored. Folders will be standard 6-part folders, filed in the manner listed in (Attachment 2). Folders will be stored in each workplace by the timekeepers.

1.4.1. Pre-certified Group Orders. The timekeepers signature is needed on the AF Form 938. Blocks 38 through 46 needs to be completed even though they are done after the fact. A copy of the certified AF Form 938 for pre-certified group orders needs to be in the pay folder as required in **(Attachment 2).** This will be a backup in case there was a change in return date from the pre-certified order. Military Pay needs a copy of AF Form 938 if the time changed from what was pre-certified.

1.4.2. Military Performance on a Civilian Workday. In accordance with AFMAN 36-8001, para 4.11.1.6., ARTs will document civilian duty days hours in Section II, TRAINING LOCATION/ REMARKS block of the AF Form 40a, **Record of Individual Inactive Duty Training** or AF Form 3956, **Report of Inactive Duty Training Performance-AGTP/ATP** for inactive duty (UTA) performed on a civilian work day must be certified by the timekeeper. This will be required for RMPs performed on a civilian workday; separate AF Form 40a is required for each RMP.

2. Time Line for Audits. Time and attendance audits will be conducted on a quarterly basis, during the months of May, Aug, Nov, and Feb. This will normally allow for each calendar quarter to be concluded before the audit. Special audits may be performed at the wing commanders request. Discrepancies found will be reported to the senior ART in the group. Senior ART for the group will inform the wing executive officer via the LAN when the audit is completed and any unusual findings that may need to be discussed at a staff meeting. It is recommended through the year supervisors have someone from another area audit their time cards.

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Commander

Attachment 1

HOW TO DO AN AUDIT

A1.1. An ATLAS Variable Inquiry, which is requested from AFRC/DPCE quarterly, will be required for each ART.

A1.2. Reading the ATLAS:

A1.2.1. Start/Stop. Start means the day the tour started and stop is the day the tour ended. If the dates are the same, this means it was an additional flying training period (AFTP) or a single day of duty.

A1.2.2. #PD. This is the number of periods or number of days duty was performed.

A1.2.3. Type. The type of duty performed is as follows.

A1.2.3.1. MPA tour.

A1.2.3.2. Special tour.

A1.2.3.3. School tour.

A1.2.3.4. Annual tour.

A1.2.3.5. Active duty.

A1.2.3.6. AFTP-Additional Flying Training Period.

A1.2.3.7. UTA-Unit Training Assembly.

A1.2.3.8. Points/no pay UTA.

A1.2.4. H-D. This means half day and is as follows:

A1.2.4.1. One period performed in first half of day.

A1.2.4.2. One period performed in second half of day.

A1.2.4.3. Two periods performed in the same day.

A1.3. Taking each ATLAS page one by one, go through and write down military duty tours that occur during the weekdays, Monday through Friday. Note the day(s) of the week and the pay period(s), including which week(s) of the pay period the military duty occurred.

A1.4. Next, compare the duty date(s) listed on the ATLAS with the applicable pay document. If the applicable pay document is not in the six-part folder, the wing pay section will have copies.

A1.4.1. AF Form 938**, Request and Authorization for Active Duty Training/Active Duty Tour** (annual, special, school or MPA tours)**.** If the tour occurred at home station, see what time is listed as the start time in the certification block. If the tour took place after the civilian duty day, the block should read "in place" 1630 (or whatever the end of the member's civilian duty day is) in the State-ment of Tour block. If the tour occurred away from home station, the time the member left home should be the start of the tour. In both cases, the end time is the time the member either got home or left "in place" look for the timekeeper's certification on the AF Form 938 block 48. Blocks 38 through 46 needs to be completed when member returns as supporting document for the pre-certified**.**

If the timekeeper's certification is not there, write this information down as an error. Write the start and stop times on the ATLAS page.

A1.4.2. AF Form 3956, **Report of Inactive Duty Training Performance**, or the automated AF Form 3956. The date and times the ATP was performed are stated on the AF Form 3956 and the Timekeepers Report. In addition, the type of leave taken is stated on the Timekeeper's Report. Note the start and stop times and the number of hours and type of leave taken to perform the ATP on the ATLAS page. Look for timekeepers signature, if the signature is not there, write this information down as an error.

A1.4.3. AF Form 40A, **Record of Individual Inactive Duty Training.** Write the times listed in the AF Form 40A Tour of Duty blocks on the ATLAS page. Look for timekeeper's certification, signature and date (see above). Write down as an error if not on AF Form 40A.

A1.5. Compare military duty times listed on the ATLAS page with the civilian pay time cards. The member must be in proper leave status for all military duty performed to avoid dual compensation problems. Ensure orders that span two civilian pay periods have the proper amount of leave deducted in both periods. If military leave was used during the time of order/orders ensure military leave is deducted for intervening non-workdays if the period of duty spans from the last workday prior to the intervening non-workday to the first workday after duty was performed.

A1.6. Write down all findings in the following format (example):

Grade	Name	Finding
SSgt	Smith, Jane	On AFTP 15 May 0800-1100, no leave charged, must be charged 3 hours annual, credit leave, comp leave or LWOP

A1.7. Make copies of support documents, including copies of civilian time cards and appropriate military pay document. Forward a copy of the report, but not the support documentation, to the senior ART for the group by the end of the audit month (May, August, November, and February), using either hard copy or e-mail.

A1.8. Keep a file of audit results, including support documentation, to track recurring problem areas for potential retraining. Brief your commander on the results of each audit. Wing staff audit results will be compiled and briefed to the wing commander by the wing executive officer.

Attachment 2

TIME AND ATTENDANCE SIX PART FOLDERS

A2.1. List of Contents:

A2.1.1. Section One. ATLAS Variable Inquiry sheets or payroll printouts.

A2.1.2. Section Two**.** OO-ALC Form 501, **DCPS Time Card Format 1** or OO-ALC Form 502, **DCPD Time Card Format 2** (Time Card).

A2.1.3. Section Three. Blank (optional forms may be stored here, including: OO-ALC Form 500, **DCPS Work Schedule Change**, 419 FW Form 23, **Credit Hour Record,** AF Form 428, **Request for Overtime/Holiday/Compensatory Time**, etc.); Also the Timekeepers Report.

A2.1.4. Section Four. AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** (copies of certified orders).

A2.1.5. Section Five**.** AF Form 40a, **Record of Individual Inactive Duty Training.**

A2.1.6. Section Six**.** Blank. (Optional - may include previous year information).

A2.2. Keep all records in the folder for one calendar year. Documentation should be kept for a total of six years. See the Information Systems Flight for storage procedures after one year.