



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

17 OCT 2013

MEMORANDUM FOR MAJCOM/FOA/DRU/COCOM/A1/FM

FROM: HAF/A1 & SAF/FM  
1130 Air Force Pentagon  
Washington, DC 20330-1130

SUBJECT: Correcting Civilian Time and Attendance for Authorized Retroactive Pay

This memo provides guidance to all AF civilians whose pay was adversely impacted by the government wide shut down. The legislation signed by the President authorizes retroactive pay for all employees who were furloughed (including those in leave without pay (LWOP) status due to lapse in appropriations).

We are streamlining the process to record time and attendance to ensure our civilians are compensated fully in accordance with the law on the scheduled pay date of Oct 25, 2013. Only Timekeepers and Certifiers shall access the T&A systems to minimize the risk of overloading system capability during the brief window of time available to us. Personnel should follow the schedule below to ensure the T&A systems are not overloaded.

October 17 1300-1700 EST	West Coast Bases (all bases west of Mississippi) and PACAF (Hickam and Alaska Bases) (includes ANG/AFRC)
October 18 0130-0530 EST	USAFE
0700-1100 EST	East Coast Bases (all bases east of the Mississippi) and PACAF Far East Bases (includes ANG/AFRC units)
1100-1500 EST	Residual Corrections all bases

Timekeepers and Certifiers are to access the appropriate T&A system and change and certify all hours coded or otherwise paid as furlough or LWOP to RG. This will include corrections for the previous pay period as well as the current pay period. All corrections must be made to the appropriate T&A system and certified by close of business on Saturday Oct. 19 2013 to ensure payment on Oct 25, 2013

This guidance does not apply to those civilians who were reported as LWOP for reasons unrelated to the lapse in appropriations (e.g. dual technicians performing military duty, etc).

*Marilyn Thomas*  
MARILYN M. THOMAS, SES  
Principal Deputy Assistant Secretary  
(Financial Management and Comptroller)

*Robert E. Corsi Jr.*  
ROBERT E. CORSI JR, SES  
Assistant Deputy Chief of Staff,  
Manpower, Personnel and Services