



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
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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.