



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

JUN 19 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

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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.