



**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: Update on the Exception to Policy “Removal of Expiration Date for Certain Time-Off Awards”

AUDIENCE: Appropriated Fund Personnel

ACTION: Disseminate to Department of Defense Human Resources Practitioners

REFERENCE:

- a. Under Secretary of Defense for Personnel and Readiness Memorandum, “Removal of Expiration Date for Certain Time-Off Awards,” dated June 19, 2020 (attached)

BACKGROUND/INTENT: On June 19, 2020, the Under Secretary of Defense, Personnel and Readiness, signed the memorandum at reference (a) which provided an exception to policy for time-off awards (TOAs) issued by Department of Defense Components between March 13, 2019, and September 30, 2020. The Defense Finance Accounting Service anticipates that the necessary system updates will be completed, and restoration of impacted TOAs will take place by Friday, September 25, 2020.

Components can expect to see restored TOAs in the Defense Civilian Payroll System for the pay period ending September 26, 2020. Employees can expect to see restored TOAs reflected on their Leave and Earning Statement (LES) for pay period ending September 26, 2020. This LES will be available in MyPay between September 28, and October 2, 2020. Employees should contact their Component representative to resolve any discrepancies in restoration.

POINT OF CONTACT: Ms. Laura Larsen, Human Resources Specialist, Employee and Labor Relations, [laura.m.larsen4.civ@mail.mil](mailto:laura.m.larsen4.civ@mail.mil).

Attachment:  
As stated