



TIME-OFF AWARD (TOA)

Applicable to U.S. appropriated fund civilian employees

PURPOSE: Time-off awards (TOA) are awards in which time off from duty is granted without loss of pay or charge to leave. Though TOAs may not have an immediate budget consequence, supervisors and managers will fully consider wage costs and productivity loss when granting TOAs and ensure that the amount of time-off granted as an award is commensurate with the individual's contribution or accomplishment.

AWARD AMOUNT: The amount awarded for a TOA may range between 1 and 40 hours of time-off and will be based upon the value of the individual's contribution or accomplishment and not tied to the hourly rate of the individual. Supervisors should refer to Table 3 (page 31) of DoDI1400.25V541_DAFI36-1004, linked under references, to determine the appropriate award level and amount for all TOAs. Please note, TOAs must not be granted to create the effect of a holiday or treated as administrative excusals or leave. For example, they will not be granted in conjunction with a military "down" or "training" day or the like, which would grant the entire civilian employee population or a majority of the civilian population a time-off award to be used on a specified day.

LIMITATIONS:

- The amount of time off granted to any one individual in any one leave year should not exceed 80 hours. For part-time employees or those with an uncommon tour of duty, total time off granted during any calendar year should not exceed the average number of hours the employee generally works during a 2-week period.
- The amount of a time-off award granted to an individual for a single contribution should not exceed 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution should not exceed one-half the average number of hours the employee generally works during a 2-week period.
- Time off granted as an award should be scheduled and used within one year after the effective date of the award. Provisions should be made to ensure that employees are given ample opportunity to take the time off awarded before the employee departs the organization. Further, provisions should be made to accommodate employees who are on long term training, are on extended sick leave, called to active duty, or similar situations so that the employee does not forfeit his or her time-off award.

APPROVING OFFICIAL: Immediate supervisors may approve a time-off award up to one workday without review and approval of a higher official. An award more than one workday must be approved by a higher official (normally the employee's second-level supervisor).

PORTABILITY AND FORFEITURE: TOA hours are forfeited if the employee transfers outside Air Force and if they are not used within one year. TOAs will transfer from one Air Force base to another, assuming the employee is still within the one-year period. TOAs may not be converted to a cash payment under any circumstances.

PROCESS: An employee's supervisor prepares DAF Form 3670, *Monetary or Time-off Incentive Award Nomination and Approval*, to capture the required information, the award justification, and the appropriate approvals.

- 1) Once the DAF Form 3670 is completed and approved by the appropriate approving official the unit/supervisor will navigate to <https://gogoodfellow.com/civilian-personnel-office/> and select "Submit Service Ticket".
- 2) When a CPO representative has been assigned to your request, you will receive an email identifying your CPO Rep and the status of your request will be marked "Awaiting Attachments".
- 3) Email your completed and approved DAF Form 3670 to your CPO Rep for processing. If your DAF Form 3670 is in order, your ticket will be marked "Complete" and your request has been fulfilled.

REFERENCE:

- DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#)
- DAF Form 3670: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#) *Tip: if this fillable form does not open in your browser then save the document to your computer and open in the Adobe Acrobat application on your desktop versus the browser*

Additional guidance on this topic is available from the Goodfellow Awards Team. Contact information found in the footer below.