

**1 JANUARY 2001**



**Financial Management**

**PREPARATION OF 30TH SPACE WING TIME  
AND ATTENDANCE FORMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 30 CPTS/FMF (2Lt Chadwick)  
Supersedes 30 SWI 65-101, 30 Nov 1998

Certified by: 30 CPTS/FM (Lt Col Kalish)  
Pages: 2  
Distribution: F

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This instruction establishes procedures and guidance for all agencies reporting civilian time and attendance. It is consistent with guidance provided in DoD 7000.14-R, Volume 8, *Department of Defense Financial Management Regulation, Civilian Pay Policy and Procedures, Aug 99*. This instruction applies to all civilian personnel assigned to 30<sup>th</sup> Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Vandenberg Air Force Base. It does not apply to Defense Commissary Agency (DECA), Defense Reutilization and Marketing Office (DRMO), or Defense Finance and Accounting Service (DFAS) civilians.

This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this instruction are 10 U.S.C. 8013, Secretary of the Air Force powers and duties; delegation by, and Executive Order 9397, System of records notice F011 AF applies.

**SUMMARY OF REVISIONS**

A bar (|) indicates a revision from the previous edition.

**1. Reporting Civilian Time and Attendance Under Ordinary Conditions:**

- 1.1. Each pay period, each supervisor must complete the 30 SW Form 64, **Time and Attendance Report**, obtain employee's signature, validate the form with his or her signature, and forward to the Unit Timekeeper.
- 1.2. Each timekeeper must enter data into the Defense Civilian Pay System (DCPS) Time and Attendance (T&A) System. The system will automatically update the T&A card.
- 1.3. Each timekeeper must file the completed T&A forms.

**2. Changing Civilian Employee Work Schedule:**

2.1. After proper coordination with the employee's timekeeper, the supervisor must complete the 30 SW Form 65, **Work Schedule Change**, obtain employee's signature, validate the form with his or her own signature, and forward to the Unit Timekeeper.

2.2. The timekeeper must enter data into the T&A system. The system will automatically update the T&A Record.

2.3. Each timekeeper must file the completed Work Schedule Change form.

**3. Records Disposition Instructions.** Dispose of these records according to AFMAN 37-139, *Records Disposition Schedule*. These forms must be maintained for 6 years and three months.

**4. Forms Prescribed:** 30 SW Form 64, **Time and Attendance Report** and 30 SW Form 65, **Work Schedule Change**.

BRUCE M. KALISH, Lt Col, USAF  
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