



REPLY TO  
ATTENTION OF :

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY SUPPORT ACTIVITY, FORT DIX  
5417 ALABAMA AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5000

IMDI-ZA

10 June 2016

## MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** US Army Support Activity (USASA), Fort Dix Command Policy  
Memorandum #19 - Time and Attendance Concurrence and Certification

1. This policy memorandum supersedes US Army Support Activity, Fort Dix Command Policy Memorandum #19 – Time and Attendance Concurrence and Certification, 28 October 2015.

2. References:

a. DoD Federal Management Regulation, Volume 8, Chapter 2, May 2009.

b. Title 5, Code of Federal Regulations, Part 550, Pay Administration (General) Current.

c. DoD regulation 7000.14, Financial Management Policy and Procedures, Volume 8, Civilian Pay Policy and Procedures, June 2013.

3. **PURPOSE:** To establish policy for time and attendance (T&A) concurrence and certification. Compliance with this policy will ensure employee T&A is accurately reported and recorded in order to compute pay, allowances and leave.

4. **APPLICABILITY:** All personnel assigned to USASA, Fort Dix.

5. **GENERAL:** Automated Time, Attendance, and Production System (ATAAPS) will be used throughout the command to record T&A for DAC personnel. Directors/Office Chiefs will ensure procedures are in place to capture employees' concurrence in timekeeping systems (i.e. ATAAPS, or hard copy in instances where employees do not have access to ATAAPS) prior to certification.

6. **RESPONSIBILITIES:**

a. Approving/Certifying Officials will:

(1) Ensure timekeepers maintain a copy of all approved leave, overtime and attendance related documents for audit purposes.

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(2) Ensure all T&A is recorded accurately.

(3) Ensure all USASA, Fort Dix personnel concur with their T&A in ATAAPS prior to certification.

(4) Notify the Alternate Approving/Certifying Official and the Director for Resources Management if they will be unavailable to certify T&A in a timely manner.

b. Timekeepers will:

(1) Receive and maintain copies of all approved leave, overtime and attendance related documents for audit purposes.

(2) Verify that data submitted correlates with all approved leave, overtime and compensatory time.

(3) Notify the Approving/Certifying Official once all Timekeeper requirements have been completed, employees have completed concurrence, and T&A is ready for certification.

c. Employees will:

(1) Provide the timekeeper with approved leave, overtime, or other T&A related documents.


(2) Submit their concurrence with the labor entry in ATAAPS or hard copy, as appropriate prior to certification.

7. In the event an employee is unable to submit his/her concurrence with the time card entries prior to certification (e.g. emergency, leave, TDY), the employee shall submit his/her concurrence within 3 business days of returning to the normal worksite, and notify both the timekeeper and certifier of the post-certification concurrence.

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8. The point of contact for this memorandum is the Director, Resources Management,  
Ms. Kathleen Ochipinti at 562-2698.



MARTIN F. KLEIN  
COL, LG  
Commanding

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