



Memorandum


**U.S. Department of
Transportation**

Office of the Secretary
Of Transportation

Office of Inspector General

Subject: INFORMATION: Audit Announcement —
FAA's Air Traffic Organization Controls over
Credit Hours
Project No: 05A3008A000

Date: June 22, 2005

From: David A. Dobbs 
Assistant Inspector General
for Aviation and Special Program Audits

Reply to
Attn of: JA-10

To: Ramesh K. Punwani
Assistant Administrator
for Financial Services/CFO

Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Although credit hours technically do not have a monetary value, once earned they can be accumulated and used in lieu of annual and sick leave. Credit hours can also be earned by both bargaining unit employees and supervisors. According to Federal Aviation Administration data, during Fiscal Year 2004, the Agency granted nearly 1.2 million credit hours for air traffic employees, or the equivalent of 567 full time employees.

The use of credit hours can be an effective management tool in reducing the amount of overtime required and in filling unexpected shortages in work schedules. However, prior OIG reviews have found numerous air traffic control facilities that had local agreements giving blanket authorization for controllers to arrive before or stay after their normal shift to earn credit hours, regardless of workload. We also found instances where credit hours were granted to settle grievances.

In light of these prior issues and the large amount of credit hours granted last year, the Office of the Inspector General plans to conduct an audit of the Air Traffic Organization's oversight of credit hours. The objective of our audit is

to determine if the Air Traffic Organization's controls over credit hours are sufficient to ensure that credit hours are justified, necessary, and in the best interest of the Government. We plan to begin our audit the week of June 27, 2005 and will contact your audit liaison to schedule an entrance conference. If you have any questions or need additional information, please contact Dan Raville, Program Director, at (202) 366-1405 or Bob Romich, Project Manager, at (202) 366-6478.

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cc: FAA Chief of Staff
Anthony Williams, ABU-100
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