



Ohio National Guard Federal Employee Benefits Bulletin

Bulletin Number: OH-02	Date: 11 September 2020
Applicability: National Guard (NG) Technicians (T5 and T32)	Subject: Removal of Expiration Date for Certain Time-Off Awards

Background: The National Guard Bureau (NGB) published CNGBI 1400.25 VOL 451, Performance Management Awards. Time-off awards granted to employees are subject to a one-year time limitation. The employee will forfeit the award if the award is not used during the one-year time period.

Exception to Policy: Many civilians are serving in support of DOD operations during the response to the global pandemic. Employees may not have the opportunity to use previously awarded time off within the one-year time limit. The Under Secretary of Defense, Personnel and Readiness, approved an exception to policy for time-off awards.

On June 19, 2020, The Under Secretary of Defense, Personnel and Readiness, signed a memorandum providing an exception to policy for time-off awards. Time-off awards issued between **March 13th, 2019** and **September 30th, 2020** will not be subject to the normal one-year expiration date. Time-off awards issued on or after **October 1st, 2020** will be subject to the one year limitation for use. The exception does not apply to the 80 hour limit as referenced in the CNGBI. [Link to DoD Memo](#).

Forfeited Awards: Employees can see their forfeited awards on their Leave and Earnings Statement (LES). Payroll offices can view expired awards through the Defense Civilian Payroll System (DCPS) using the leave availability report. The Defense Finance Accounting Service (DFAS) provided the information to DCPS and the forfeited awards will automatically update to reflect the correct amount of time-off without action from the supervisor or employee.

Multiple Time-Off Awards: Employees must use the time-off awards in order in which they are received. Therefore, an employee who receives multiple time-off awards in both FY20 and FY21 must use the time-off award not subject to the one-year time limit first.

For any other questions or concerns regarding any of the information listed above or on any Technician Benefits, please contact the Benefits email distro at:
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