

AVAILABILITY PAY BI-WEEKLY TIME SHEET

EMPLOYEE: _____

TIME AND ATTENDANCE RECORD FOR PAY PERIOD _____

A	B	C	D	E	F	G	H	I	J	K	L	M
DAY	DATE	SCHEDULED REGULAR HOURS	ANNUAL LEAVE HOURS	SICK LEAVE HOURS	OTHER LEAVE HOURS	TRAINING HOURS	TRAVEL HOURS	TOTAL EXEMPT HOURS /1	NET REGULAR HOURS /2	REGULAR WORK DAY /3 Yes No	REGULAR WORK DAY /3 Yes No	UNSCCHEDULED DUTY HOURS
SUNDAY												
MONDAY	8											
TUESDAY	8											
WEDNESDAY	8											
THURSDAY	8											
FRIDAY	8											
SATURDAY												
SUNDAY												
MONDAY	8											
TUESDAY	8											
WEDNESDAY	8											
THURSDAY	8											
FRIDAY	8											
SATURDAY												
TOTALS		80										

/1 TOTAL OF COLUMNS C THROUGH H.
/2 SUBTRACT COLUMN I FROM COLUMN B.
/3 IF COLUMN J EQUALS 4 OR MORE ENTER 1 IN COLUMN K (Yes); OTHERWISE ENTER 1 IN COLUMN L (No).
I CERTIFY THAT THE INFORMATION CONTAINED IN THIS DOCUMENT IS AN ACCURATE REFLECTION OF THE HOURS WORKED AND ABSENT DURING THE IDENTIFIED PAY PERIOD.

SIGNATURE OF EMPLOYEE

DATE

INSTRUCTIONS

Complete Form 3-2172, Availability Pay Bi-weekly Report, at the end of each pay period. This form documents the official status of a criminal investigator/special agent for each day of the administrative workweek. The requested information is used to determine regular workdays as required for the proper administration and payment of availability pay (see 225 FW 10.6I). Refer to the following instructions before completing this form.

- Column A Enter the date of each day of the administrative workweek for the bi-weekly period reported.
- Column B This column documents the daily 8-hour tour of duty of the 40-hour basic workweek.
- Column C Enter all hours of overtime scheduled in advance of your administrative workweek, except the first 2 hours worked on any Monday through Friday encompassing your basic workweek. Count the first 2 hours of overtime as unscheduled duty hours and include in column M. The administrative workweek begins on Sunday.
- Column D This column is self-explanatory.
- Column E This column is self-explanatory.
- Column F Enter in this column all hours you were absent during the basic workweek due to military or court leave, holidays, or other excused absences with pay.
- Column G All officially authorized training, except basic training.
- Column H Travel hours are limited to hours during which travel is conducted under official travel orders and is away from the official duty station. Local travel at a temporary duty station is treated the same as local travel would be treated at the permanent duty station, and the time spent in such travel is not included in this column.
- Column I Follow instructions for identified footnote.
- Column J Follow instructions for identified footnote.
- Column K-L If result of J is 4 or more hours, check yes. Otherwise, check no.
- Column M Enter number of unscheduled duty hours, including number of available hours. Upon receipt, supervisors should refer to 225 FW 10.5E.