



**Time-Off Award (TOA)
For
MLC/IHA Employees**

April 2019



Agenda



- **What is TOA?**
- **On-the-Spot TOA**
- **Superior Performance TOA**
- **TOA Restrictions**
- **Request for TOA Usage**
- **Timeline**
- **Nomination Form (USFJ Form 12)**



What is TOA?

Definition: Authorized Period of Administrative Leave

■ 2 Types:

- **On-the-Spot TOA (STOA)**
 - **To recognize special acts or services**
 - **Permanent, Post-Retirement, and Limited Term employees**

- **Superior Performance TOA (PTOA)**
 - **To recognize sustained superior performance**
 - **Permanent and Post-Retirement employees**



On-the-Spot TOA (STOA)



- **4 hours up to 8 hours, in 1-hour increments**
- **NTE 16 hours in total per calendar/contract year**
- **NTE 48 hours in total with Superior Performance TOA**
- **Shall be used within 3 months (e.g., 1 Jan thru 31 Mar), or will be forfeited**

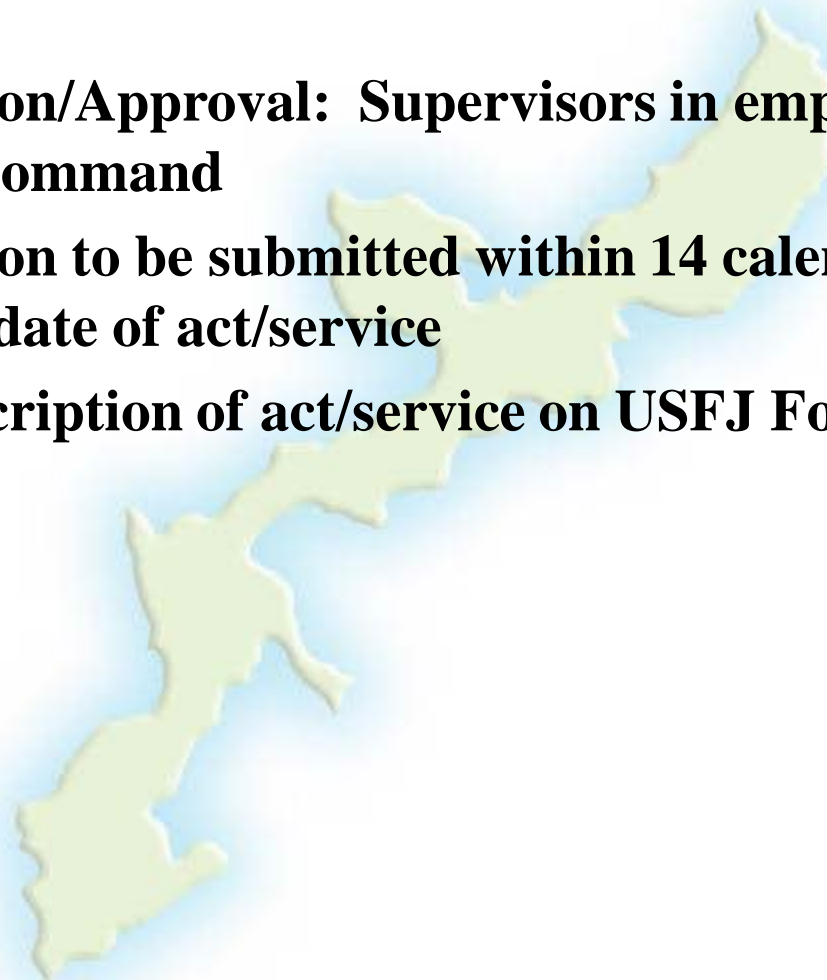
- **Examples:**
 - **Heroic act demonstrated in an emergency**
 - **Service which reflect favorably upon USFJ**
 - **Enhancing US-Japan relationship, etc**



STOA (cont'd)



- **Nomination/Approval: Supervisors in employee's chain of command**
- **Nomination to be submitted within 14 calendar days from the date of act/service**
- **Brief description of act/service on USFJ Form 12**





Superior Performance TOA (PTOA)



- 16 hours up to 40 hours, in 8-hour increments
- NTE 40 hours in total per calendar year
- NTE 48 hours in total with On-the-Spot TOA
- Performance evaluation period: 1 Oct thru 30 Sep
(1 Apr 19 thru 30 Sep 19 for 1 Jan 20 PTOA only)
 - Must be on the payroll for at least 12 months prior to the evaluation period
 - Must cover continuous 12 months in the same job during the evaluation period
- Granted on 1 Jan and shall be used by 31 Dec, or will be forfeited
 - E.g., PTOA to be granted on 1 Jan 2021 for the evaluation period of 1 Oct 2019 thru 30 Sep 2020
 - E.g., PTOA granted on 1 Jan 2020 expires on 31 Dec 2020



PTOA (cont'd)

- **Nomination: First or Second-line supervisors in employee's chain of command**
- **Approval: Next higher-level supervisor in employee's chain of command**
- **Brief description of act/service on USFJ Form 12**
- **Consider granting Performance TOA for those who are ineligible for Special Step Increase (SSI), such as:**
 - **Employees on maximum step;**
 - **Permanent employees less than 4 years of service; or**
 - **Nominated for SSI but not selected, etc.**



PTOA (cont'd)

- **Guideline to determine the number of PTOA hours**
- also consider SSI common factors

	Impacts functions, mission, or personnel of activity, installation, or regional area	Impacts functions, mission, or personnel throughout Japan
Fully Successful	16	24
Highly Successful	24	32
Outstanding	32	40
Exceptional	40	40



TOA Restrictions

Both On-the-Spot and Performance TOA are:

- **NOT** to be carried over to a new organization when an employee transfers
- **NOT** to be converted to cash
- **NOT** to be grieved
- **NOT** eligible when an action is taken/processed under Chapter 8 (MLC) / Suppl #3 (IHA)
- **NOT** eligible when on a Help Assistance Program (HAP)

For Performance TOA only:

- **NOT** eligible when not meeting 5/6 or more attendance
- **NOT** to receive both SSI and Performance TOA based on the same evaluation period



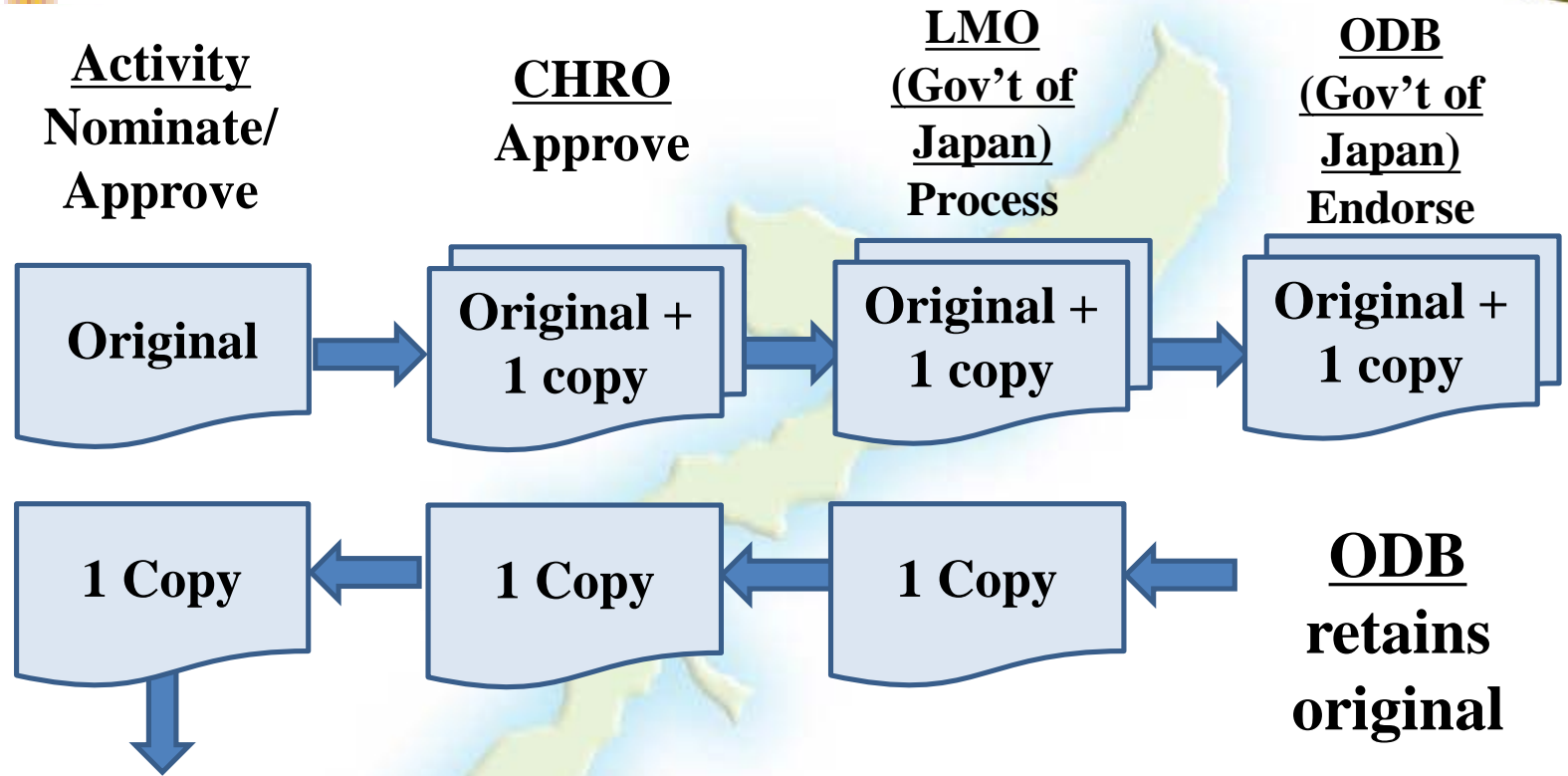
Request for TOA Usage



- **Employee submits a request to supervisor**
 - **USFJ Form 23EJ (Leave Application)**
 - **Check “Administrative Leave”**
 - **Minimum 1-hour increments**
 - **Attach a copy of USFJ Form 12 presented by supervisor**
- **Supervisor approves or reschedules**
- **Timekeeper monitors usage and keeps track of remaining hours**
- **Coding on Time & Attendance**
 - **“STOA” for On-the-Spot**
 - **“PTOA” for Performance**



TOA Process (USFJ Form 12)



Supervisor presents TOA (returned Form 12) to employee

- Estimated Timeline from nomination to approval
- STOA – Takes 1 ½ to 2 months to complete the process
- PTOA – nominations submitted around Oct or Nov and granted on 1 Jan of the following year



Nomination Timeline



- **On-the-Spot TOA (STOA)**
 - **Submit within 14 calendar days after the act/service**

- **Superior Performance TOA (PTOA)**
 - **Around August ~ September, CHRO will send out notifications**

- **USFJ Form 12 will be submitted to CHRO for processing/approval. Upon authentication, USFJ Form 12 will be returned to the supervisor for presentation to the awarded employee.**



Nomination Form (USFJ Form 12)



REQUEST FOR TIME-OFF AWARD (TOA) / SPECIAL STEP INCREASE (SSI)			1. DATE OF REQUEST		
2. TO: (Name and Address of RDB/RDC)			3. FROM: (Name and Address of COR/HAR)		
4. NAME OF EMPLOYEE (Last, First)		6. JOB TITLE, JOB NO. AND BVT-GRADE		7. USING UNIACTIVITY	
5. EMPLOYEE NUMBER					
8. CATEGORY <input type="checkbox"/> ON-THE-SPOT TIME-OFF (STOA) (MLC Ch 13 / MC Ch V / IHA Supp #8) <input type="checkbox"/> PERFORMANCE TIME-OFF (PTOA) (MLC Ch 13 / MC Ch V / IHA Supp #8) <input type="checkbox"/> SPECIAL STEP INCREASE (SSI) (MLC Ch 5 / MC Ch VII / IHA Supp #11)					
9. BRIEF DESCRIPTION OF ACT OR SERVICE / SUSTAINED SUPERIOR PERFORMANCE TO BE RECOGNIZED UNDER TOA/SSI:					
9a. RATING PERIOD COVERED (PTOA/SSI Only)			FROM (YYYYMMDD)		TO (YYYYMMDD)
9b. RECOMMENDED FOR SSI <input type="checkbox"/> EMPLOYEE MET ALL COMMON FACTORS ON REVERSE-SIDE					
9c. RECOMMENDED NUMBER OF TIME-OFF HOURS			9d. APPROVED NUMBER OF TIME-OFF HOURS		
NAME & SIGNATURE OF RECOMMENDING OFFICIAL/DATE/PHONE NUMBER			NAME & SIGNATURE OF APPROVING OFFICIAL/DATE/PHONE NUMBER		
INDORSEMENT BY COR/HAR					
10. IT IS REQUESTED THAT TIME-OFF AWARD / SPECIAL STEP INCREASE SHOWN ABOVE BE MADE TO THE EMPLOYEE AS AUTHORIZED UNDER THE PROVISIONS IN BLOCK 8					
10a. GRANTED ON (YYYYMMDD) STOA: 1ST DAY OF THE FOLLOWING MONTH FROM THE DATE ON 1st PTOA: 1 JANUARY			10b. EXPIRES ON (YYYYMMDD) STOA: 3 MONTHS FROM 1st PTOA: 31 DECEMBER		
10c. COR/HAR (Typed Name)		10d. SIGNATURE		10e. DATE	
INDORSEMENT BY RDB/RDC					
11. ACTION REQUESTED ABOVE WAS COMPLETED					
11a. TO: (Name of COR/HAR)		11b. FROM: (Typed Name of RDB/RDC)		11c. SIGNATURE OF RDB/RDC	
				11d. DATE	

USFJ FORM 12, 20190401 PREVIOUS EDITIONS ARE OBSOLETE SEE REVERSE FOR INSTRUCTIONS

INSTRUCTIONS FOR PREPARATION OF REQUEST FOR TIME-OFF AWARD / SPECIAL STEP INCREASE

- General. This form will be prepared by the first-line (or second-line, if applicable) supervisor and will be reviewed and approved by higher-level supervisor. COR/HAR signs and forwards original and one copy to the RDB/RDC and one copy to the LMO. The RDB/RDC, upon completion of the action, returns a copy to the COR/HAR.
 - Block 9. Brief statements of the TOA/SSI including justifications/rationale of the TOA/SSI should be indicated.
 - Block 9a. The period upon which the PTOA/SSI was based should be indicated (e.g., 20161001 to 20170930).
 - Block 9b. Check this block if the employee meets all the common factors listed below.
- If space on the form is insufficient to include all of the required information, attach separate sheets thereto and insert a notation in the proper block(s) indicating the inclosure.

COMMON FACTORS FOR SPECIAL STEP INCREASE (Must meet all the common factors)
特別昇給共通項目 (すべての共通項目を満たすこと)

COMMON FACTORS 共通項目	EXAMPLES OF EXCEPTIONAL LEVEL 上位昇級の例
1. QUALITY OF WORK 仕事の質	1. Exceptionally precise and accurate, thorough, consistently follows procedures, suggests improvements. 2. Reviews whole assigned duties and promotes work in a well-planned manner.
2. COOPERATION AND TEAM WORK チームワーク	1. Engages in harmonious working environment, responds and works effectively with others. 2. Appreciates help and constructive comments, suggestions and new ideas, takes effective action.
3. INITIATIVE 自発性	1. Always does what has to be done without being asked, seeks extra work or more effective ways to perform tasks. 2. Events effort and shows initiative in starting, carrying out and completing tasks, spends time effectively.
4. KNOWLEDGE AND ADAPTABILITY 仕事に関する知識および適応性	1. Superior knowledge and skill, highly interested, adjusts quickly to new assignments, suggests improvement. 2. Picks up new ideas and procedures quickly, is easy to instruct, can adjust to the demands of new situations, undertakes and carries out or within instructions.
5. DEPENDABILITY 信頼性	1. Excellent attendance (i.e., free sick or more attendance requirements), always on time for work, and follows sick-in procedures. 2. Stays for extra work when necessary, accepts and follows instructions.
6. COMMUNICATION コミュニケーション力	1. Communicates clearly and effectively, whether orally or in writing. 2. Works as a permanent employee for a total of five years of service or more. At least one year of the permanent employment period must be in the current position at the full performance level.
FACTOR 7: Applicable only for employees assigned to a leader/supervisory position.	
7. WORK MANAGEMENT 業務管理	1. Effectively plans and organizes work. 2. Properly follows or implements management procedures, directives, regulations, or technical orders. 3. Sets high but attainable standards and is an excellent coach, everyone knows what is expected. 4. Rewards, corrects, and evaluates a generally acknowledged outstanding technician.

USFJ FORM 12, 20190401 (REVERSE) PREVIOUS EDITIONS ARE OBSOLETE

Download the form from: <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/JN-Employee-Labor-Relations/>