GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) **12**

DPM Instruction No. 12-33

SUBJECT: Issuance of Revised *D.C. Standard Form No. 1199-A, Notification of Charge to Absence without Official Leave (AWOL)*

Date: February 1, 2008

1. Purpose

The purpose of this District Personnel Manual (DPM) instruction is to re-issue a revised *D.C. Standard Form (DCSF) 1199-A, Notification of Charge to Absence without Official Leave (AWOL). DCSF 1199-A* is utilized to record the placement of an employee in an AWOL status, including the specific date(s) and time of AWOL; and record the reason(s) for the action.

2. Authority

Chapter 12 of the D.C. Personnel Regulations, Hours of Work, Legal Holidays, and Leave.

3. Applicability

This instruction is applicable to District government agencies under the personnel authority of the Mayor.

4. Responsibilities

a. D.C. Department of Human Resources (DCHR):

(1) Disseminate the revised *DCSF 1199-A* to agency Human Resources (HR) Advisors; and

(2) Ensure that each *DCSF 1199-A* received in the DCHR is maintained in a confidential file separate from the employee's Official Personnel Folder (OPF).

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, §1.3]

Inquiries: Workforce Recruiting Administration, DCHR (202) 442-9700
Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers
Retain Until Superseded

b. Agency HR Advisors:

(1) Immediately disseminate the revised *DCSF 1199-A* among appropriate agency staff; and

(2) Ensure that appropriate agency staff is informed that any *DCSF 1199-A* issued prior to the date of this instruction will no longer be utilized (and must be discarded), and that the revised *DCSF 1199-A* is to be utilized from now on.

5. Form

a. *DCSF 1199-A* (copy attached) may be reproduced by agencies, and will be used as the official written notification required for the purposes specified in this instruction.

b. The distribution of *DCSF 1199-A* is as follows:

- Original – Employee
- One (1) copy – Supervisor
- One (1) copy – Agency Time and Attendance Clerk
- One (1) copy – Official Personnel Folder

Brender L. Gregory
Director

Attachment:

- *D.C. Standard Form No. 1199-A, Notification of Charge to Absence without Official Leave (AWOL)* (Rev. 2/08)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. DEPARTMENT OF HUMAN RESOURCES

NOTIFICATION OF CHARGE TO ABSENCE WITHOUT LEAVE (AWOL)

TO: _____ _____
(Name of Employee) (Date)

_____
(Department)

_____
(Organizational Unit)

You are hereby notified that you have been placed on an absence without leave (AWOL) status and will **not** receive pay for the period(s) indicated below:

DATE(S) AND TIME OF AWOL (Specify below) **TOTAL HOURS OF AWOL**

REASON(S) FOR THIS ACTION (Must be completed):

_____

_____

_____

_____

ISSUED BY: _____ _____
(Supervisor's Signature) (Date)

RECEIVED BY: _____ _____
(Signature of Employee) (Date)

Distribution: Copy to Employee; Copy to Supervisor; Copy to Employee's OPF; Copy to Agency Time and Attendance Clerk