



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

AMCPE-C (690-600A)

24 May 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Feedback on the Status of "Use or Lose" Annual Leave for Civilian Employees within AMC for Leave Year 1998

1. The leave reports for leave year 1998 have been calculated and analyzed. The results are as follows:

a. Command-wide, 4,670 employees lost 63,433 hours of annual leave, an average of 13.58 hours per employee.

b. The top three reasons given for losing annual leave were the extra time off provided by the President on 24 Dec 98, employees' miscalculation of the amount of their leave which had to be used in a timely manner to avoid forfeiture, and an intentional choice to lose leave.

2. This report has been a requirement for the past 3 years. Beginning in 1996, 1,018 employees lost 17,534 hours of annual leave, an average of 17.22 hours per employee. In 1997, 2,237 employees lost 48,362 hours of annual leave, an average of 21.61 hours per employee, and in 1998, 4,670 employees lost 63,433 hours of annual leave, again, 13.58 hours per employee. Although the average loss per employee fluctuated over the past 3 years, there has been a continuing cumulative increase in both the number of employees losing annual leave and the amount of annual leave being lost. Thus, as the work force decreased, 4.58 times more employees have lost 3.68 times more leave than when this reporting requirement began in 1996.

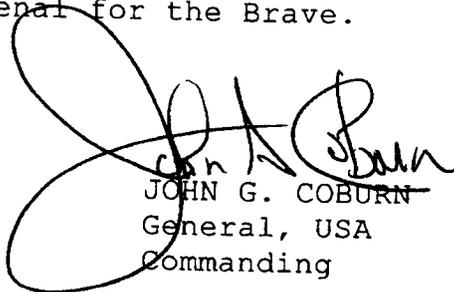
3. Supervisors and managers are encouraged to intensely manage and monitor leave usage throughout the leave year to ensure that

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employees avoid forfeiture. Reporting requirements will remain
in effect.

4. AMC -- America's Arsenal for the Brave.



JOHN G. COBURN
General, USA
Commanding

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