



FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

Time Utilization and Recordkeeping Policy Directive
1078D

General Information

Proponent	Resource Planning Office (RPO)
Publication Date	2019-11-07
Review Date	2022-11-07
Last Updated	N/A
Supersession	<i>Time Utilization Recordkeeping (TURK) Policy Directive (0669D)</i>

1. Authorities

- Government Performance and Results Act (GPRA) of 1993
- *Resource Planning Office Statement of Authorities and Responsibilities (0955D)*

2. Purpose

The purpose of this policy is to outline the requirements for all investigative personnel to use the TURK function of the Web-Based Time and Attendance (WebTA) system to record time spent in furtherance of investigative matters, as identified in the Federal Bureau of Investigation (FBI)'s case classifications [redacted]

b7E

3. Scope

This policy applies to all FBI personnel involved in the submission and approval of TURK data. For the purposes of this policy, "FBI personnel" includes all FBI employees, task force officers (TFO), or any other investigative personnel detailed to the FBI from another agency.

4. Exemptions

Special agents (SA) officially assigned to Federal Bureau of Investigation Headquarters (FBIHQ) cost centers are exempt from this policy unless otherwise directed by their program management. The cost codes for SAs who must TURK can be found on the [redacted]

b7E

5. Policy Statement

UNCLASSIFIED

5.1. The TURK system provides data that measures the areas in which investigative efforts are expended, identifies trends, and provides quantitative data used in the budgetary process.

5.2. All investigative personnel must use the TURK system to track their time worked in support of investigative, intelligence, or administrative activities (e.g., firearms training or inspection). This is accomplished by using the employee TURK function in WebTA.

Instructions on how to enter TURK data into WebTA can be found on the [redacted] [redacted] For additional information about WebTA and accounting for time spent in furtherance of FBI investigative efforts, see the *Time and Attendance Policy Directive and Policy Guide (0654DPG)*.

b7E

5.3. The list of all FBI personnel who must submit TURK data can be found on [redacted] [redacted]

5.4. RPO may update TURK classifications and activity indicators on a quarterly basis. In addition to the quarterly classification FD-1057 "Electronic Communication" (EC) [Sentinel] sent out by RPO to all FBIHQ divisions, field offices (FO), and legal attachés (Legat), FBI personnel should regularly check the *RPO BuNet site* for updates to TURK case classifications and special designators.

5.4.1. As RPO manages the enterprisewide TURK process, FBI personnel must check with their respective FBIHQ divisions and FOs for additional TURK guidance specific to positions and case classifications.

6. Roles and Responsibilities

6.1. The RAU must:

6.1.1. Ensure that all employees and TFOs who are required to TURK are appropriately programmed in WebTA.

6.1.2. Ensure that the WebTA profiles of all new TFOs are created when they are notified by FOs and deactivated when TFOs are no longer working on FBI cases.

6.1.3. Ensure that all TFOs who must record TURK data are validated and certified by the close of each pay period.

6.2. Supervisors must review WebTA timesheets in accordance with the *Time and Attendance Policy Directive and Policy Guide (0654DPG)*.

6.2.1. Task force supervisory special agents (SSA) must review the WebTA timesheets for all TFOs under their management for accuracy and must certify all timesheets before the close of each pay period.

6.3. All FBI employees who are required to record TURK data must record all time worked according to FBI case classifications and any special designators, if appropriate.

6.3.1. TURK data includes availability pay (AVP) time for SAs.

6.4. TFOs must provide the number of hours worked on FBI cases based on case classifications and special designators, if appropriate, to their timekeepers via FD-420a "Attendance Register/TURK" forms, e-mails, or other methods approved by their offices of assignment before the close of each pay period.

6.5. Timekeepers must:

UNCLASSIFIED

- 6.5.1. Ensure that the TURK hours for each TFO assigned to them are entered in WebTA before the close of each pay period.
- 6.5.2. Ensure that all TFOs' WebTA timesheets are validated before the close of each pay period.
- 6.5.3. Save each TFO's documentation of reported TURK data for six years.
- 6.5.4. Notify RAU when TFOs are no longer working on FBI cases so that their WebTA profiles can be deactivated.

7. References

- Time and Attendance Policy Directive and Policy Guide (0654DPG)
- [Redacted]
- WebTA Reference Guides
- [Redacted]

b7E

8. Definitions and Acronyms

8.1. Definitions

- 8.1.1. Case classification: an alphanumeric symbol that relates to a particular area of investigation, intelligence, or administrative activity.
- 8.1.2. Investigative personnel: FBI personnel who specifically work or directly support investigations.
- 8.1.3. Special designator: a tag to an FBI case classification that further describes the type of workforce utilized for specified activities in support of an FBI investigation.
- 8.1.4. Task force officer: a federal, state, or local law enforcement officer who is assigned to an FBI task force on a permanent basis, whether full-time or part-time, to work on FBI investigations. This does not include other task force participants.
- 8.1.5. Time Utilization and Recordkeeping: a process that provides data that measures the areas in which investigative efforts are expended, identifies trends, and provides quantitative data for the budgetary process.

8.2. Acronyms

AVP	availability pay
EC	electronic communication
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FO	field office
FGPRA	Government Performance and Results Act

UNCLASSIFIED

Legat	legal attaché
RAU	Resource Analysis Unit
RPO	Resource Planning Office
SA	special agent
SSA	supervisory special agent
TFO	task force officer
TURK	Time Utilization and Recordkeeping
WebTA	Web Time and Attendance

Approvals

Sponsoring Executive Approval

Name	Title
Caroline F. Otto	Acting Assistant Director Resource Planning Office

Final Approval

Name	Title
Paul M. Abbate	Associate Deputy Director