

## Exception Code Help

<b>AOD</b>	<b>Administrative Officer of the Day.</b> Time spent away from the workcenter performing Administrative Officer of the Day (represents the MEDDAC/MEDCEN Commander in all administrative matters). (Extra Duty/Non-available Time) (Military Only)
<b>AWOL</b>	<b>Absent Without Leave.</b> Absence from appointed place of duty without proper authorization. (Non-available Time) (Military Only)
<b>AWOP</b>	<b>Absence Without Pay.</b> Absence from place of duty for which no pay is received and absence is not charged to member's leave account. (Non-available Time) (Civilian Only)
<b>BTE</b>	<b>Borrowed Time External.</b> Used to record hours worked by an individual borrowed from outside the medical treatment facility (i.e., from TOE and other TDA units). (Available Time) (Both Mil/Civ)
<b>C</b>	<b>On Call.</b> Time that a person is not actually working, but is required to be accessible to the hospital in case of an emergency. (Non-available Time) (Both Mil/Civ)
<b>CBC</b>	<b>Courts/Boards/Committees.</b> Time spent away from the work center to serve as a designated member of promotion boards, soldier of the quarter boards, court martial, and other non-mission related activities. Does not include committees for which the individual is required to attend by regulatory requirement (eg: DCA is required member of PBAC, so time spent is duty time, not CBC). (Extra Duty/Non-available Time) (Both Mil/Civ)
<b>CE</b>	<b>Compensatory Time Earned.</b> Used to record time over eight hours a day or 40 hours a week for which equal time off will be earned. CE will be used to record all time over eight hours a day or 40 hours a week for military regardless of whether or not equal time off is projected. (Available Time) (Both Mil/Civ)
<b>CQD</b>	<b>Charge of Quarters Dental.</b> Time spent away from the work center performing duties within a Dental unit which pertain to the maintenance of good order and discipline in a billets area. (Extra Duty/Non-available Time) (Military Only)
<b>CQM</b>	<b>Charge of Quarters Medical.</b> Time spent away from the work center performing duties within a Medical unit which pertain to the maintenance of good order and discipline in a billets area. (Extra Duty/Non-available Time) (Military Only)
<b>CT</b>	<b>Compensatory Time Taken.</b> Time given off to make up for time worked over and above normal duty time. (Non-available Time) (Both Mil/Civ)
<b>CURE</b>	<b>Cure Leave.</b> Paid off-duty time used by local national employee for preventive medicine reasons. Not charged to annual or sick leave. (Non-available Time) (Civilian Only)
<b>DIS</b>	<b>Destruction/Inventory/Survey.</b> Time spent away from the work center performing duties as they pertain to conduct of line of duty investigations, reports of survey, linen inventories, cash count, controlled substances inventory

	or destruction and others as required. (Extra Duty/Non-available Time) (Both Mil/Civ)
<b>DO</b>	<b>Day Off.</b> Regularly scheduled non-duty day. (Non-available Time) (Both Mil/Civ)
<b>ED</b>	<b>Extra Duty.</b> Time spent away from work center performing hospital related additional duties. Includes head count, duty driver, guard duties, etc. (Non-available Time) (Military Only)
<b>FOD</b>	<b>Field Officer of the Day.</b> Time spent away from the work center performing Field Officer of the Day. (Extra Duty/Non-available Time) (Military only)
<b>FTX</b>	<b>Field Training Exercise.</b> Used to record time spent participating as a trainee in a field exercise outside the Medical Treatment Facility (MTF). (Readiness/Non-available Time) (Military only)
<b>HT</b>	<b>Holiday Time.</b> Used to record time off in observance of a national holiday. HT will also be used to code the day off given in lieu of the actual holiday for those individuals who are required to work on the holiday. (Non-available Time) (Both Mil/Civ)
<b>LTE</b>	<b>Loaned Time External.</b> Used to record the absence of individuals from their assigned work center when they are working outside the hospital temporarily. (Non-available Time) (Both Mil/Civ)
<b>LTI</b>	<b>Loaned time Internal.</b> Used to record the absence of individuals from their assigned work center when they are temporarily working somewhere else within the facility. The "borrowing" activity must add the person borrowed to their time schedule as applicable (that is, for each period of loaned labor, there must be a corresponding period of borrowed labor reflected on the time schedule). (Non-available Time) (Both MIL/CIV assigned only)
<b>LV</b>	<b>Annual Leave.</b> Authorized absence from place of duty for military and civilian personnel chargeable against the member's leave account. (Non-available Time) (Both Mil/Civ)
<b>MASS</b>	<b>Mass Casualties.</b> Used to record readiness activity that is related to Mass Casualty Exercises. (Readiness/Non-available Time) (Both Mil/Civ)
<b>ML</b>	<b>Maternity Leave.</b> The time a military person is given off due to pregnancy. It includes time before and after having a baby. (Non-available Time) (Military Only)
<b>MOBX</b>	<b>Mobilization Exercise.</b> Used to record time spent while participating in readiness exercises in the MTF that prepares individuals for their wartime role. Includes recall and alert exercises, mobilization exercises, and contingency operation plan exercises. (Readiness/Non-available Time)(Both MIL/CIV)
<b>MORA</b>	<b>Military Organizational Related Activities.</b> Time spent away from normal duty activities performing non-hospital related responsibilities. Includes promotion boards, disciplinary actions, parades, inspections, etc. (Non-available Time) (Both Mil/Civ)
<b>MTNG</b>	<b>Military Training.</b> Time spent in military or hospital contingency training

	usually provided by Training NCO or Plans, Operations, and Training Section. Examples include NBC training, weapons familiarization, security briefings, SQT, Expert Field Medical Badge, Readiness Briefings and Classes, Leadership Courses, e.g: PLC, BNCOC, ANCOG. (Readiness/Non-available Time) (Both MIL/CIV)
<b>NCOD</b>	<b>Non- Commissioned Officer of the Day.</b> Time spent away from the workcenter performing Noncommissioned Officer of the Day. (Extra Duty/Non-available Time) (Military Time)
<b>OCON</b>	<b>OCONUS Sponsorship/Admin.</b> Time spent away from the workcenter performing sponsorship or other administrative duties outside the continental United States. (Non-available Time) (Both MIL/CIV)
<b>OT</b>	<b>Overtime.</b> Used to record approved overtime for civilians. This is time over eight hours a day or 40 hours a week for which civilians will be paid rather than be given compensatory time off. For military, all time over eight hours a day for 40 hours a week should be recorded as Compensatory Time Earned (CE). (Available Time) (Civilian Only)
<b>OTH</b>	<b>Other.</b> Used to record situations that are not otherwise defined. Example: jury duty, reserve duty (for civilians employed by the facility), excused absences, etc. (Non-available Time) (Both Mil/Civ)
<b>PASS</b>	<b>Pass.</b> An authorized absence by the Company Commander from place of duty not chargeable as leave, granted to military personnel for relatively short periods of time. (Non-available Time) (Military Only)
<b>PNS</b>	<b>Planning National Support.</b> Time spent participating in the planning and administration requirements of implementing medical readiness activities other than those related to individual or unit deployment. Included in this account are the planning and administrative activities associated with the National Disaster Medical System (NDMS), reserve forces integration and Host Nation Support Program Agreements. (Readiness/Non-available Time) (Both MIL/CIV)
<b>POR</b>	<b>Planning For Overseas Redeployment.</b> Time spent participating in the planning and administration of individual or unit deployment requirements, such as: security clearance, immunizations, preparation of orders, transportation coordination, deployment briefing, ID tags, Geneva ID cards, clothing or equipment issue, port calls, planning, scheduling, preparing, coordinating and evaluation of medical readiness exercises and readiness and alert status reporting. (Readiness/Non-available Time) (Both MIL/CIV)
<b>PROC</b>	<b>In/Out Processing.</b> The time used by incoming and departing military and civilian personnel to turn in or collect their records and clear post. (Non-available Time) (Both MIL/CIV)
<b>PT</b>	<b>Physical Training.</b> Time spent in participating in physical fitness training that is organized, scheduled and carried out during normal duty hours when it takes personnel away from their normal workcenter duties. Includes PT tests and evaluation of PT tests, time spent organizing and supervising such tests. (Readiness/Non-available Time) (Military only)

<b>SK</b>	<b>Sick.</b> An authorized absence due to illness. It includes doctor's appointments, quarters (QTRS), convalescent leave, and medical hold. It is used for both military and civilian personnel. (Non-available Time) (Both MIL/CIV)
<b>SP</b>	<b>Sleep Day.</b> An excused absence for military personnel after performing night duty such as Charge of Quarters (CQ), Administrative Officer of the Day (AOD), etc. (Non-available Time) (Military Only)
<b>TDY</b>	<b>Temporary Duty.</b> A period of authorized absence from the duty station for either official or permissive temporary duty. (Non-available Time) (Both MIL/CIV)
<b>TH</b>	<b>Training Holiday.</b> Absence from place of duty authorized by the local commander at his or her discretion. (Non-available Time) (Military Only)
<b>TNG</b>	<b>Education and Training.</b> Time spent in day-to-day JOB RELATED proficiency training. Includes unit services, staff development programs, BCLSACLS and all programs taught by Nursing Education and Training for nursing personnel.(Available Time) (Both MIL/CIV)
<b>TRNR</b>	<b>Instructor/Teaching Time.</b> Used for time spent by staff personnel instructing students. (Available Time) (Both MIL/CIV)