



## DEPARTMENT OF THE ARMY

6<sup>th</sup> AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

08 JUN 2004

REPLY TO  
ATTENTION OF

AESG-RM-MM

MEMORANDUM FOR Soldiers and Civilian Employees of the 6th ASG

SUBJECT: 6th ASG Command Policy Letter 27, Fiscal Year 2004 Overtime Policy for Appropriated Funds Civilians

### 1. REFERENCES:

- a. DOD Financial Management Regulation, Volume 8, Chapter 2, Paragraph 020208, Aug 99.
- b. USAREUR Regulation 690-58, Civilian Personnel Overtime Control Program, 24 Feb 98.
- c. HQ, USAREUR FY02-07 Resource Guidance, Update Edition, Paragraph B-1, Sep 01.

2. PURPOSE: Our primary goal for fiscal year 2004 is to manage manpower assets within allocated resources. To accomplish this goal, the 6<sup>th</sup> Area Support Group (ASG) centrally manages civilian manpower resources from the Directorate of Resource Management. This 6<sup>th</sup> ASG overtime policy is designed to provide guidelines for compensation to personnel for fulfilling mission requirements outside of their normal work schedule within our stated primary goal.

3. POLICY: The Installation Management Agency does not fund paid overtime and uncontrolled overtime execution negatively impacts upon the ability of the ASG to perform the BASOPS mission for which it has been funded. Therefore, 6<sup>th</sup> ASG Directorates will be held to an overtime execution ceiling that equates to 75% of their fiscal year 2003 overtime execution. As a general rule there will be no paid overtime. However, Directors may authorize emergency overtime and or prudent use of scheduled overtime to accomplish extraordinary mission requirements on a case-by-case basis. There will be no administrative overtime authorized for daily operations. Directors will ensure that employees do not regularly perform overtime work. Overtime work will be fairly shared among employees of the activity or functional element concerned. Efforts will be made to avoid overtime by:

- a. Adjusting staff to meet the workload.
- b. Redistributing the workload evenly among available personnel qualified to perform the work.

AESG-RM-MM

SUBJECT: 6th ASG Command Policy Letter 27, Fiscal Year 2004 Overtime Policy for Appropriated Funds Civilians

#### 4. PROCEDURE:

a. Overtime execution ceilings will be forwarded to directorates under a separate cover. Overtime work that results in an increase to the overtime execution ceilings have to be approved in writing by the 6<sup>th</sup> ASG Command Group before the actual overtime requests can be approved by the directorate and authorized by DRM.

#### b. Overtime Authorizations and Approvals.

(1) AST Manager, ASG Directors and Special Staff will review and approve overtime requests for personnel under their supervision on behalf of the Commander.

(2) All overtime must be listed and approved on properly completed DA Form 5172-R, May 84 Edition. Overtime requests for U.S. and local national employees must be listed on separate forms. Directorates must approve the overtime by signing the forms and then send the signed overtime forms to the Directorate of Resource Management (DRM) for tracking.

(3) Approval for U.S. personnel must be granted in writing before the hours are worked whenever feasible. When not feasible, as soon as possible after the work has been performed. If the approval is granted after the overtime is worked, then the approval form should state that its purpose is to document that the overtime worked was authorized.

(4) Works Council co-determination is required for local national employee overtime.

(a) The hours and or scheduling of overtime for Local National employees is subject to prior approval by the Works Council under the co-determination procedure in USAREUR Regulation 690-61.

(b) Supervisors and managers will ensure that local national employee's rights are observed regarding the performance of overtime. Local national overtime requests must be submitted promptly to the Works Council to ensure the co-determination procedure can be properly executed. No change in established work hours for local national employees will be directed before successful completion of the codetermination process. After-the-fact approval of local national overtime worked in other than emergency situations is prohibited.

(5) The methods of approval for overtime that are to be listed on the request form are:

(a) Daily Basis. The overtime authorization will indicate each employee's name, SSN, date of overtime, justification, and number of hours to be worked for a specific day.

AESG-RM-MM

SUBJECT: 6th ASG Command Policy Letter 27, Fiscal Year 2004 Overtime Policy for Appropriated Funds Civilians

(b) Pay Period Basis. The overtime authorization for a pay period will indicate each employee's name SSN, date of overtime, justification and number of hours to be worked for a period not in excess of one pay period.

(c) Approval for a Specific Job. The overtime authorization, including justification will specify the number of hours of overtime to be worked during a specific period (not in excess of a fiscal quarter) for a specific organizational component of the activity, for a specific job.

c. Overtime Compensation Methods.

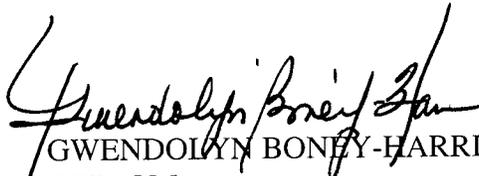
(1) Compensatory Time-Off. For U.S. Appropriated Fund civilian employees the preferred overtime compensation method is compensatory time-off. Compensatory time-off must be completely taken within twenty-six pay periods after it is earned or it becomes paid overtime. Directors, managers, and supervisors are responsible for scheduling employees work time so that compensatory time-off is taken within the allotted time. Compensatory time should not be allowed to convert to paid overtime.

(2) Paid Overtime. Paid overtime will only be authorized for emergencies that involve safety, health, and the preservation of life, and time-sensitive work.

(3) Local National Compensation. The flexibility to accord compensatory time-off for overtime worked for a local national employee is limited to methods described in reference 1b of this memorandum.

5. IAW reference 1b, the 6<sup>th</sup> ASG DRM will provide an overtime status report by staff section to the ASG Commander on a monthly basis. The report will include totals for requested overtime, payroll overtime data, and the delta between requests and payroll data. The report will also include any operational dollars used to cover overtime expenses in case of the non-availability of payroll dollars.

6. Point of contact for questions on implementation of this policy is Chief, Manpower/Management Division, DRM, at DSN 421-2373.

  
GWENDOLYN BONEY-HARRIS  
COL, QM  
Commanding