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Personnel

PREMIUM PAY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and complies with the requirements of Air Force Policy Directive (AFPD) 36-802, *Employee Benefits and Entitlements and Department of Defense Instruction (DODI) 7000.14-R, DOD Financial Management Policy and Procedures*. See **Attachment 1** for a glossary of references and supporting information. It applies to all civilian and Air Reserve Technician (ART) employees of the 302 Airlift Wing (AW) and establishes the responsibility and procedures for overtime work of civilian employees.

1. Office of Primary Responsibility. The host base 21 Space Wing (SW)/DPC is the Office of Primary Responsibility (OPR) for policy guidance regarding determination of overtime work and timecard guidance for civilian employees of the 302 AW. The 302 AW/Financial Management (FM) is the Office Primary Responsibility for timecard audits and any timecard related training.

2. Definitions.

2.1. Premium pay: Premium pay consists of certain types of pay such as overtime pay, night pay, holiday pay for employees not in receipt of annual premium pay for standby duty, Sunday pay, annual premium pay for regularly scheduled standby duty, annual premium pay for administratively uncontrollable work, availability pay for Law Enforcement Officer (LEO), environmental pay for Federal Wage System (FWS) employees, and hazard pay for General Schedule (GS) employees. Employees may be paid premium pay only to the extent that the pay does not cause the aggregate rate of pay for any pay period to exceed the maximum applicable rate for a GS-15. Premium pay cannot be paid to any GS employee whose basic rate of pay equals or exceeds the maximum applicable rate of grade GS-15. Premium pay may be paid to an employee whose basic rate of pay is less than the maximum applicable rate of GS-15 only to the extent that the payment does not cause the total rate of pay for any pay period to exceed the maximum applicable rate for GS-15. The maximum rate does not apply to nonexempt GS employees. Hazard pay is excluded from this limitation.

2.1.1. Overtime.

2.1.1.1. Regularly Scheduled. Regular overtime work means overtime work that is scheduled prior to the beginning of an employee's regularly scheduled administrative workweek. For each GS employee whose rate of pay does not exceed a minimum applicable rate for a GS-10, the overtime hourly rate is one and one-half times the employee's hourly rate of pay. For each GS employee whose rate of basic pay exceeds the minimum applicable rate for a GS-10, the overtime hourly rate is one and one-half times the hourly rate of basic pay at the minimum applicable rate for a GS-10. Regular overtime is authorized for full-time, part-time, and intermittent GS employees.

2.1.1.2. Irregular/Occasional. Irregular or occasional overtime work is overtime work that is not part of an employee's regularly scheduled administrative workweek.

2.1.2. Compensatory time: Eligible employees, including FWS employees, can have compensatory time off from their scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. Those employees whose basic rate of compensation exceeds the maximum applicable rate for grade GS-10, may be required by their employing activity to take compensatory time off instead of overtime pay. The FWS and nonexempt employees may not be required to take compensatory time off instead of being paid overtime pay unless they request compensatory time. Compensatory time worked must be approved in advance in writing by filling out Air Force (AF) Information Management Tools (IMT) 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time (Attachment 3)**. Exempt GS employees may choose to earn compensatory time in place of payment for an equal amount of time spent in occasional or irregular overtime work. Compensatory time cannot be earned for holiday work.

2.1.3. Credit hours: Not required to be documented on the AF IMT 428. Credit hours should be performed with the coordination of the supervisor and documented on the employee's time and attendance worksheet.

3. Responsibilities.

3.1. Wing Commander will:

3.1.1. Ensure local procedures are established to properly request and obtain approval for overtime/compensatory time and to require self-inspections of premium-time usage (reference AFI 36-802, **chapter 3**, paragraph **3.1.1.2.** and Head Quarters (HQ) Air Force Reserve Command (AFRC)/Commander (CC) Memorandum dated 26 June 1998).

3.1.2. Audits will be conducted and any findings reported to the 302 AW/CC not later than 15 February and 15 August of each calendar year.

3.1.3. Be the approving official for all paid overtime within the 302 AW and for compensatory time for members of the 302 AW HQ Section staff and the 302 Aeromedical Staging Squadron.

3.1.4. During periods when the 302 AW/CC is away from home station due to temporary duty/leave, the 302 AW/CC can delegate this approval authority to the designated representative acting for the commander (**Attachment 2**).

3.2. Group Commanders will:

3.2.1. Ensure their units comply with required semiannual audits.

3.2.2. Appoint individuals to conduct audits of overtime and compensatory time usage, one internal, and the other external. Because of familiarity with work schedules common to a group, a unit within the same group will normally conduct the external audits. Units may also utilize Staff Assistance Visits or similar inspections from outside agencies to meet this audit requirement.

3.2.3. Review a summary of Defense Civilian Pay System (DCPS) reports: P6602R04, **Overtime/Compensatory time review**; P6602R05, **Overtime/Compensatory Time Usage Report**; and P6605R01, **Control of Hours Report**, to identify trends in overtime/compensatory time and note any discrepancies in hours worked versus hours paid. These reports will also identify when the compensatory time must be used. Exempt employees must use their compensatory time by the end of the 26th pay period after it was earned or they will forfeit the earned compensatory time. Nonexempt employees must use their compensatory time by the end of the 26th pay period after it was earned or the employee shall be paid for the worked compensatory time at the Fair Labor Standards Act (FLSA) overtime rate in effect at the time it was worked.

3.2.4. Be the approving official for all compensatory time within their respective groups.

3.3. Supervisors will:

3.3.1. Ensure overtime work of civilian employees is held to the minimum consistent with essential operations and emergency peak workload of a temporary nature.

3.3.2. Utilizing the AF IMT 428, request approval prior to permitting any overtime/compensatory work to be performed by any subordinate employees (**Attachment 2** and **Attachment 3**).

3.3.3. Request telephonic approval for any emergency overtime/compensatory time and ensure the AF IMT 428 is forwarded for approval by the next business day (**Attachment 2** and **Attachment 3**).

3.3.4. Ensure specific detailed justification, to include the hours expected to be worked, is included on the AF IMT 428 for overtime/compensatory time requested. Requests for compensatory/overtime for six (6) hours or more must show a minimum of a 30-minute lunch hour on the AF IMT 428 (**Attachment 2** and **Attachment 3**).

3.3.5. Ensure any changes that exceed the number of hours requested on the original AF IMT 428 are annotated and forwarded to the appropriate approving official and financial services for recertification/revalidation by the next business day (**Attachment 3**).

3.3.6. Forward the AF IMT 428 through the appropriate supervisory chain and to Finance for funds certification prior to forwarding to the appropriate approving official for signature (**Attachment 2** and **Attachment 3**).

3.4. Financial Services will:

3.4.1. Develop and implement self-inspection checklist to audit premium pay, compensatory time, and overtime.

3.4.2. Assist wing auditors in performing annual reconciliation on premium-time approved on overtime requests and timecards, and provide Defense Joint Military Pay System (DJMS) Master Military Pay Account Calendar.

3.4.3. Provide training on the AF IMT428 to ensure the IMT is approved by appropriate personnel, fully justified, and filled-out correctly.

- 3.4.4. Serve as the certifying official for funds availability on all AF IMT428's.
- 3.4.5. Provide commanders with DCPS report: P6602R04 and P6602R01 on a bi-weekly basic.
- 3.5. Wing Timekeepers will:
 - 3.5.1. Provide commanders/supervisors with the DCPD report P6605R01.
 - 3.5.2. Verify that the approved AF IMT428 and the time and attendance worksheet agree prior to entering premium pay, overtime and compensatory time hours into the DCPS reports.
 - 3.5.3. Maintain attendance records and other supporting documents and ensure these records are kept available for audit, or for six (6) years, whichever occurs first.
- 3.6. Forms Prescribed.
 - 3.6.1. AF IMT428.

William P. Kane, Brigadier General, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force Policy Directive

ART—Air Reserve Technician

AFRC—Air Force Reserve Command

AW—Airlift Wing

CC—Commander

DCPS—Defense Civilian Pay System

DJMS—Defense Joint Military Pay System

DODI—Department of Defense Instruction

FLSA—Fair Labor Standards Act

FM—Financial Management

FWS—Federal Wage System

GS—General Schedule

HQ—Head Quarters

IMT—Information Management Tools

LEO—Law Enforcement Officer

OPR—Office of Primary Responsibility

SW—Space Wing

Attachment 2**INSTRUCTIONS FOR PREPARATION OF AF IMT 428**

- A2.1.** AF IMT428 should be accomplished and approved in advance
- A2.2.** AF IMT428 must contain specifics in the justification section
- A2.3.** If any changes are required, utilize the original AF IMT428
- A2.4.** Emergency telephonic approval for overtime can be requested
- A2.5.** Add revised time and the required signature block and forward to the applicable commander and financial services
- A2.6.** Revised and emergencies dates must be the following workday
- A2.7.** The wing commander is the Approving Official for all overtime and holiday pay
- A2.8.** The wing commander can delegate this approval in his absence at home station and contingencies away from home station
- A2.9.** Group commanders are Approving Officials for compensatory time

Attachment 3

EXAMPLE OF COMPLETED AF IMT 428

REQUEST FOR OVERTIME, HOLIDAY PREMIUM PAY, AND COMPENSATORY TIME									
TO BE COMPLETED BY SUPERVISOR									
TO Group CC(Comp);WingCC(Overtime)		THRU 302 AW/FM		FROM Requestor's Office Symbol					
JUSTIFICATION (Include details requiring overtime) Date and hours to be worked; provide specific, detailed justification for each time Sample: 10 June 04, 1600-1800: Member required to perform maintenance on A/C 96-322 prior to launch for weekend cross country mission. NOTE: Requests must be made in advance of performing duty. State EMERGENCY OVERTIME if situation prevented overtime approval in advance. Also state if telephonic approval was obtained with the date approval received. AF Form 428 must be completed by next workday.				PAY PERIOD 30 May - 12 June 2004		RG/CC Requestor's Cost Center (M01010)			
				REQUEST NUMBER Requestor's tracking number					
SSN AND NAME, OR NUMBER OF EMPLOYEES BY GRADE, AND OFFICE SYMBOL	GRADE	HOURS REQUESTED	DATE OVERTIME WILL BE WORKED	ESTIMATED		COMPENSATORY TIME			
				OVERTIME/HOLIDAY RATE	TOTAL COST	HOURS	DATE		
Sample Compensatory Request (Approval authority is the applicable Group Commander)									
Last Name, First Name, Initial (Social Security) i.e.: Airlifter, Hercules H., III (111-11-1111)	GS-XX WG-XX					2.00	20040610		
Sample Overtime Request (Approval authority is the Wing/CC)									
Last Name, First Name, Initial (Social Security) i.e.: Airlifter, Hercules H., III (111-11-1111)	GS-XX WG-XX	2.00	20040610	\$30.00	\$60.00				
Note: If overtime exceeds original estimate due to mission requirements, add the following to the original 428 for Wing/CC approval no later than next workday									
Revised additional overtime request: Airlifter, Hercules H., III (111-11-1111)	GS-XX WG-XX	1.00	20040610	\$30.00	\$30.00				
(Justification: Additional maintenance required due to leaking brakes on A/C 94-322)									
Signature block for Wing CC, date									
TOTAL			3.00		\$90.00	2.00			
DATE	TYPED NAME, GRADE AND TITLE OF REQUESTER Supervisor's name and grade Title			SIGNATURE					
ACCOUNTING CLASSIFICATION Will be completed by FM				APPROVING AUTHORITY					
<input type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> FUNDS NOT AVAILABLE		TYPED NAME, GRADE AND TITLE Signature block for Budget Analyst		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		DATE			
DATE	SIGNATURE OF CERTIFYING OFFICIAL			SIGNATURE OF APPROVING OFFICIAL					
I SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE PROVIDED/CERTIFIED IS TRUE AND ACCURATE. I UNDERSTAND THAT GIVING FALSE INFORMATION IS PUNISHABLE UNDER ARTICLE 107 OF THE UNIFORM CODE OF MILITARY JUSTICE AND/OR TITLE 18, SECTION 1001 OF THE UNITED STATES CODE. PROVIDING FALSE INFORMATION OR FALSELY CERTIFYING INFORMATION REGARDING OVERTIME, HOLIDAY PREMIUM PAY, OR COMPENSATORY TIME OFF COULD LEAD TO MY CONVICTION OF A FELONY, CONFINEMENT, A FINE UP TO \$10,000, DISCHARGE, OR REMOVAL FROM MY POSITION.									