



DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAFE)

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN PERSONNEL

20 SEP 2013

FROM: 39 ABW/CC

SUBJECT: Overtime and Compensatory Time Request Procedures

1. Effective immediately, please adhere to the attached procedures in requesting overtime and compensatory time for US and non-US employees assigned to the 39th Air Base Wing. This policy is being implemented to ensure effective use of our financial and human resources when dealing with emergency or unprogrammed work surges.
2. For additional guidance on these procedures, please contact the Civilian Personnel Office at 676-6416.

A handwritten signature in black ink, appearing to read "C. D. Wills", is positioned above the typed name.

CRAIG D. WILLS, Colonel, USAF  
Commander

Attachment:  
Overtime Procedures

## 39<sup>th</sup> AIR BASE WING

### OVERTIME (OT) AND COMPENSATORY TIME GUIDELINES

In accordance with AFI 36-802, PARA 3.1 and the US Forces Collective Labor Agreement with Turk Harb Is Union in Turkey, the following guidelines have been established to ensure proper request of overtime and/or compensatory time for emergency work or unprogrammed work surges for Appropriated Fund employees:

#### I. DEFINITIONS:

##### a. **Overtime:**

US Employees: Each hour of work in excess of 8 hours a day or in excess of 40 hours in an administrative work week officially ordered and approved by the supervisor and performed by the employee

Non-US Employees: All kinds of work performed upon written notification by the Employer in excess of daily and weekly normal work periods. OT rules and/or regulations are the same for NAF and APF Non-US employees

##### b. **Paid Overtime:**

US Employees: Hourly rate of basic pay times 1.5

Non-US Employees: Reference Article 16 of the Collective Labor Agreement concerning overtime and work on the 6<sup>th</sup> and 7<sup>th</sup> day of the week

##### c. **Compensatory Time:** Time off with pay in lieu of overtime pay for irregular or occasional overtime work

US Employees: One hour compensatory time off granted for each hour of overtime work

Non-US Employees: Compensatory time is not applicable

##### d. **Overtime Workload:** Urgent or unexpected work surges. An urgent situation exists when an unusual, occasional or seasonal workload must be accomplished within a given time period and additional personnel are not available, or when performance of overtime work is more economical than hiring temporary employees or paying for charges or damages that would otherwise be incurred. Overtime work must be kept to a minimum.

#### II. OVERTIME REQUEST PROCEDURES

##### Requesting Official Responsibilities:

- Plans work effectively and requests overtime only when the mission requires this work for efficient operations.

- Requests the overtime on Air Force Form 428 (Request for Overtime, Holiday Premium Pay, and Compensatory Time) fully describing the nature of the duties and providing detailed justification for the required overtime.
- Obtains approval from the authorizing official **before** ordering overtime. **EXCEPTION:** In an emergency situation, may obtain verbal approval from 39 CPTS before commencement; however, must submit written request of overtime no later than the following workday.
- Obtains fund certification from 39 CPTS after coordinating through appropriate authorizing official (i.e., Squadron and/or Group Commander)
- Provides copy of approved AF Form 428 to the time and attendance certifiers and timekeepers for audit purposes
- Briefs employees on the number of hours authorized to work overtime and other rules and procedures governing compensatory time and overtime
- Verifies hours worked and that time and attendance cards are correct prior to certifying and authorizing the expenditure of government funds
- Manages overtime through careful review and leave scheduling to avoid overtime requirements
- Maintains all overtime documentation to include approved AF Form 428 for audit purposes for 6 years and 3 months or until it has been audited (whichever happens first)
- Performs periodic self-inspections, at least annually, of overtime and compensatory time requests. Properly identify and correct documentation errors and inadequately maintained AF IMTs 428.

**Authorizing Official Responsibilities:**

- Continually ensures that overtime work occurs only pursuant to mission needs
- Verifies with 39 CPTS or designated Resource Office to ensure funds are available before approving a request
- Paid overtime: Only Group Commanders or Deputy Commanders are authorized to approve requests for paid overtime. For Wing Staff Agencies and Operations and Medical Squadrons, the Wing Vice Commander is the authorizing official. **EXCEPTION:** In an emergency situation, the squadron commander can verbally approve a request. However, a written request must be presented the next workday.
- Compensatory time: Squadron Commanders have the authority to approve in cases where the employee performing the overtime work has requested compensatory time instead of paid overtime. Employees who are FLSA exempt and whose basic pay rate is

greater than the maximum pay for a GS-10 step 10 must earn compensatory time in lieu of overtime pay. Compensatory time earned must be used within 26 pay periods or will be paid out at the overtime rate. Managers must ensure that Compensatory time is used prior to annual leave to mitigate the additional expenditure of funds.

- Ensure the Turkish Legal cap of 270 hours/year is maintained. Contact CPS for or any overtime in excess of the annual cap of 270 hours.

**39 CPTS Responsibilities:**

- Verify funds are available upon request by the overtime authorizing officials
- Provide fund certification on overtime requests that have been approved by the appropriate authorizing official

**Timekeeper Responsibilities:**

- Attach a copy of the signed AF Form 428 with timecards for audit purposes