



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-RM

28 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #91, Overtime and Compensatory Time (OT/CT) Request Procedures and Authorizations.

1. The proponent of this policy is the Directorate of Resource Management (DRM).
2. This policy is effective immediately and remains in effect until rescinded, superseded or obsolete.
3. Reference. Installation Management Command (IMCOM) Commanding General's Fiscal Year (FY) Funding Program Guidance, 6 August 2013.
4. This memorandum provides procedures for OT/CT work to ensure that U.S. and Local National employees funded with Garrison Appropriated Funds are compliant with DoD Regulations and existing policies.
5. Employee OT/CT work will be prohibited during sequester through the end of the fiscal year. Exceptions can be made, as necessary, in order to protect the life, health, safety, and security of personnel or to protect property-mission-critical operations when failure will occur if OT/CT is not authorized.
6. Procedures and Authorizations. Any approval of OT/CT work must be: (1) documented in advance of the time and date on which the work is to be performed, in writing; (2) signed and dated by the approval authority; (3) must contain the purpose of the OT/CT work and the rationale for concluding that the work meets the criteria set forth above; and (4) the number of hours of OT/CT work is authorized. There are two procedures for OT/CT processes:
 - a. Emergency work:
 - (1) The approval authority for OT/CT shall be at the discretion of the Directors.
 - (2) Emergency is defined as work that is urgent, and that cannot wait for more than a couple of hours to protect the lives, health, safety and security of personnel or property.

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(3) Send OT/CT approved forms to DRM that maintains records on OT/CT usage and approval for audit by the regulatory agencies.

b. Non-Emergency Work:

(1) Requester submits OT/CT requirements in advance; adjust work schedules to avoid OT/CT if possible.

(2) Requester prepares OT/CT request providing justification for the OT/CT and indicating the names, titles, rates of pay, and anticipated hours required for individuals who will work the OT/CT.

(3) Send requests to the Deputy Garrison Commander (DGC) thru DRM for approval.

(4) DRM reviews request for adequate justification and monitors OT/CT worked to assure it is within the guidelines.

(5) DGC approves or disapproves the request under vested authority, assures effective planning, scheduling, and monitoring procedures are in place to minimize abuse.

(6) Request is returned to requester and indicates whether the OT/CT has been approved or disapproved. DRM maintain records on OT/CT usage and approval for audit by the regulatory agencies

7. The point of contact for this memorandum is the Resource Management Officer at DSN 754-6099.



DARIN S. CONKRIGHT
COL, SF
Commanding

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