



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT SILL
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AMIM-SIG-ZB

13 July 2022

MEMORANDUM FOR Garrison Directors and Support Activity Chiefs

SUBJECT: Delegation of Authority for Approval of Overtime/Comp Time

1. References.

- a. Garrison Commander Policy Memorandum 20-03 (Fiscal Year's (FY) 22 Management of Overtime Compensatory Time Request (Hours of Work), 28 January 2022
- b. IMCOM Narrative Funding Guidance
- c. Audit Readiness Handbook – Civilian Pay
- d. Labor Management Agreement
- e. DoD Financial Management Regulation, Volume 8, Civilian Pay Policy
- f. IMCOM Regulation 690-610 (Civilian Pay Work Schedules)

2. Effective upon signature, the authority to approve Overtime (OT) and Compensatory Time (CT) is being delegated to Garrison Directors and Support Activity Chiefs.

a. Directors and Support Activity Chiefs will grant civilian OT or CT only in the case of an emergency and for performance of work that cannot be delayed until the next workday. OT or CT should be utilized to accomplish a specific, time sensitive task and nothing more. Requests for OT or CT should only be approved if the mission is life, health or safety related. OT or CT is not intended for use by employees to catch up on back logged tasks. Detailed justification as to the bona fide need for OT or CT is required on the FS Form 15a. Failure to adequately justify the requirement as depicted above should result in disapproval.

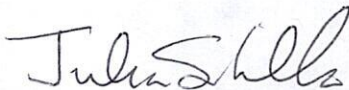
b. All approved FS Form 15a must be provided to the Resource Management Office (RMO) to ensure the availability of funds and for auditability purposes.

c. OT and CT usage will be monitored by the RMO and reported to the Garrison Commander and Deputy Garrison Commander each pay period. If there appears to be misuse, unjustified increases in usage, or if the appropriate documentation to support the OT or CT is not being provided to the RMO, this authority can and will be revoked.

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3. The point of contact for this memorandum is Ms. Deirdre Gattenby at (580) 442-8130 or deirdre.b.gattenby.civ@army.mil.



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