



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON FORT SILL**  
**462 HAMILTON ROAD, SUITE 120**  
**FORT SILL OK 73503-1340**

AMIM-SIG-ZA (1x1)

13 June 2024

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fiscal Year 2024 Management of Overtime Compensatory Time Request (Hours of Work), GC Policy Memo 24-03**

**1. References.**

- a. IMCOM Narrative Funding Guidance (Page 31)
- b. Audit Readiness Handbook – Civilian Pay
- c. Labor Management Agreement
- d. DoD Financial Management Regulation, Volume 8, Civilian Pay Policy
- e. IMCOM Regulation 690-610 (Civilian Pay Work Schedules)

**2. Purpose.** To establish policies and procedures regarding overtime (OT) and compensatory time (CT) work requests that are consistent with and support audit readiness principles.

**3. Applicability.** This guidance applies to all appropriated and non-appropriated fund personnel employed by the United States Army Garrison, Fort Sill.

**4. General:** We are responsible for managing the Army's resources. Accountability leads to a stronger Army and clean audit opinions, proving that we are responsible stewards of taxpayer dollars.

a. Civilian Pay makes up a significant portion of the Army's budget and has a direct impact on the Army's Statement of Budgetary Resources. As a result, proper management of the Civilian payroll business process is of great interest to the Army Audit Readiness team.

b. Leaders in all Directorates and at all levels will ensure that established procedures are followed to ensure successful Civilian Pay audit samples for the Garrison.

5. Policy.

a. Regular assigned duties and functions will be performed during regular duty hours. The Deputy Garrison Commander (DGC) will grant civilian OT or CT in limited cases e.g., when the performance of work cannot be delayed until the next workday. OT or CT should be utilized to accomplish a specific, time sensitive task. Requests for OT or CT will be considered for approval 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/CT is required on the FS Form 15a. Failure to adequately justify the requirement will result in disapproval by the DGC. IMCOM has accepted risk regarding manning, and those decisions have implications on the Garrison's ability to perform functions. Utilizing OT and CT to perform daily tasks masks the impacts of these HQ imposed resource limiting decisions.

b. Directors will ensure that all subordinate leaders and employees understand and comply with this policy.

(1) Overtime is defined by the Fair Labor Standards Act and United States Code Title 5 (see also, IMCOM Regulation 690-610).

(2) Restricted to those mission critical operations that would fail if not authorized such as:

(a) Unforeseeable situations involving preservation of health, welfare, and safety of individuals.

(b) Temporary peak workload or seasonal requirements when overtime is more economical than hiring additional personnel.

(c) Protection of government property.

(d) Unique operating requirements when overtime is more economical than payment of other charges.

(3) Scheduled and approved by DGC or designee before OT/CT work is performed where possible and documented. DGC or GC must approve all OT/CT requested/worked by the directors in advance when possible and documented.

(4) When circumstances preclude a written advance request, the request may be oral, but must be followed up with a written request with date of verbal approval by the DGC documented in the remarks section.

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(5) Should not be combined with annual leave or compensatory time taken in one workday except in rare emergency/mission critical situations.

(6) Reported in ATAAPS using the appropriate Labor/Reason Codes.

(7) Overtime or compensatory time where appropriate, must be paid for overtime work. Management will not "suffer or permit" employees to work unauthorized overtime, which can include (as examples only) working through lunch and working at home. When management knows of or has reason to believe work is being performed and has not stopped the work, overtime or compensatory time must be paid for the extra work.

6. Approving Officials. Authority to approve overtime or comp time is reserved to the DGC level. Prior to submittal for consideration, requestor must ensure that the employee has not worked more than 48 hours of OT/CT in any one pay year. Requestor must annotate on the FS Form 15a if any of the following conditions apply:

a. Any OT or CT requested for an employee who has scheduled/paid annual leave or compensatory time taken in that affected 2 week pay period.

b. All OT or CT that will exceed 48 hours for the requesting employee within a pay year.

7. Responsibilities/Procedures.

a. Employees will:

(1) Employees eligible for overtime pay must maintain a record of the total hours they work each day. Reported time must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, or early or late departures, and should be regularly submitted for verification and approval. Employees are prohibited from performing any "off-the-clock" work, which means work performed, but unreported, in time management. Employees must be compensated for all hours worked for the employer.

(2) Submit all request for OT or CT by completing the FS Form 15a, Request Authorization and Report of Overtime and Compensatory Time to the supervisor in advance for approval. The DGC may also grant verbal approval in those instances where constraints do not allow the employee to obtain documented approval in advance of the requirement, but the employee must follow up with official documentation at the earliest opportunity. Employee must ensure that OT or CT requests are only submitted in the case of an emergency or for performance of work that cannot be delayed until the next workday.

(3) Accurately record labor hours worked, leave, overtime, compensatory time in ATAAPS, including sick leave reason codes.

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(4) Adhere to timely concurrence of time in ATAAPS on a biweekly basis.

b. Certifier will:

(1) Establish a tour of duty for each employee.

(2) Review/process OT/CT requests in advance to the extent possible. If unable to complete in advance, process as soon as possible, with verbal approval documented in remarks section.

(3) Maintain approved OT/CT requests in a central location accessible to back up certifiers.

(4) Retain both original and revised OT/CT forms matching actual if applicable for audit purposes.

(5) Provide the Resource Management Office with a copy of all approved and disapproved OT/CT requests.

8. This policy memorandum supersedes GC Policy Memorandum 22-03, Subject: Fiscal Year's (FY) 2022 Management of Overtime Compensatory Time Request (Hours of Work), GC Policy Memorandum 22-03, 14 October 2022.

9. The proponent for this policy is Director, USAG Resource Management Office, at (580) 442-8130.



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