



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 7421.1F
3FA
14 SEP 1999

STATION ORDER 7421.1F

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN OVERTIME, HOLIDAY AND COMPENSATORY TIME CONTROL,
AUTHORIZATION AND ADMINISTRATION

Ref: (a) SECNAVINST 7000.11B
(b) FPM/CPI 410
(c) FPM Supplement 990-2, Book 550
(d) CPI 550.S1
(e) FPM 551
(f) StaO P7421.4D
(g) DoD 7000.14-R

Encl: (1) Overtime/Compensatory Time Request and Authorization,
NAVCOMPT Form 2282 (2-83) (Formerly NAVEXOS 4377)

1. Purpose. To provide policy and procedures for the authorization and control of overtime, holiday and compensatory time per references (a) through (g).

2. Cancellation. StaO 7421.1E.

3. Background. Civilian overtime costs in general and the lack of use of compensatory time in lieu of irregular overtime pay is a matter of concern at all levels of management.

4. Summary of Revision. Several changes appear in this directive to provide improved guidelines on the procedures for the authorization and control of overtime, holiday and compensatory time. The principal changes are as follows:

a. Allows Federal Wage System employees to earn compensatory time in paragraph 6a(4)(a).

b. Eliminates requirement for GS (Exempt) and Merit Pay (GM) employees whose rates of base pay exceed the maximum rate of GS-10 from accruing 80 hours of compensatory time in lieu of overtime pay in paragraph 6a(4)(c).

c. Amends criteria for use of compensatory time in paragraph 6b(2).

14 SEP 1999

d. Added paragraphs 6f(3) and 6f(4).

e. Changes signature required as requester in paragraph 6g(1).

f. Revises Department Head "approval authority" for overtime and compensatory time requests in paragraph 6g(3).

5. Policy. The following policies are established to control overtime, holiday and compensatory time in order to minimize labor costs.

a. Overtime, holiday and compensatory time shall be limited to cases of necessity, such as:

(1) Urgent Command readiness.

(2) Emergencies.

(3) Safeguarding life and property.

(4) Cases where savings or real necessity can be clearly demonstrated. For example, when all reasonable efforts to meet deadlines have failed and higher authority having been apprised of the costs of meeting such deadlines reaffirms the deadline.

b. Responsible personnel (as defined in paragraph 6g) shall consider the following when requesting/authorizing irregular or occasional overtime:

(1) Requests for overtime or holiday pay, as directed in reference (g), shall be submitted in advance, using the enclosure, except where the urgency prevents prior approval. In such instances, the enclosure will be submitted for approval not later than the first working day after the work has been performed. (Completion of form is outlined in paragraph 6.)

(2) Management will avoid using overtime whenever practical and minimize labor cost by making changes in existing work schedules and reassignment of priorities when possible.

(3) To ensure effectiveness in meeting schedules and obtain potential savings from continuous overtime requests, management will consider:

(a) Maximizing use of shift work and employee detailing.

(b) Contracting required work, if not in conflict with generally accepted practices of Government employment.

(c) As a last resort consider hiring temporary employees, either full-time or part-time, provided current Department authorization in Full-Time Equivalents is not exceeded.

6. Completion of NAVCOMPT Form 2282. Selected sections are discussed below; those sections not discussed are considered self-explanatory. Blocks for indicating the type of overtime to be worked, such as holiday and compensatory time, etc., are checked based on following criteria.

a. Overtime. The following information is provided regarding overtime and Fair Labor Standards Act (FLSA) sections of the form:

(1) FLSA applies to both the public and private sectors.

(2) Title 5 of the United States Code applies to all Civil Service employees.

(3) Compliance with both FLSA and Title 5 is required at MCAS Yuma in the administration of overtime. FLSA and Title 5 define overtime as more than eight hours per day or more than 40 hours per week. Holiday and leave hours are considered hours of work. Overtime must be ordered to qualify under Title 5.

(4) Supervisors will determine the employee's election, as to their choice between overtime and compensatory time at the time the overtime work is assigned, based on the following criteria:

(a) Federal Wage System Employees. All employees in this classification will be paid overtime, **unless compensatory time is requested in writing.**

(b) GS employees, whose rates of base pay do not exceed the maximum rate of GS-10, may elect to receive overtime pay or may request compensatory time in lieu of overtime pay provided that either:

1 They are FLSA exempt, or

2 The non-exempt employee requests compensatory time off in lieu of overtime pay. The employee must sign a statement requesting compensatory time off in lieu of overtime pay. This signed statement (may be submitted on the NAVCOMPT Form 2282) will be turned in with the employee's timecard.

4 SEP 1999

(c) General Schedule (GS) (Exempt) and Merit Pay (GM) employees whose rates of base pay exceed the maximum rate of GS-10 may work compensatory time in lieu of overtime pay.

b. Compensatory Time. The following items must be considered in addition to those items noted in paragraphs 6a(4) above and 6c below when using compensatory time.

(1) The Unit Commander/Department Head may fix a time limit for an employee to request or take compensatory time off.

(2) Compensatory time must be used by the end of the 26th pay period after it is earned. Compensatory time not used during the established time period will be paid at the overtime rate at which it was earned. There are no longer any limitations on the maximum number of hours of compensatory time an employee may earn.

c. Compensatory Time for Religious Observance (credit/advance). An employee may work overtime and/or earn compensatory time for the purpose of taking time off without charge to annual leave when personal religious beliefs require the employee abstain from work during certain periods of the workday or workweek. This provision covers all Federal employees of the Department of Defense, including wage grade employees.

(1) An employee's request for compensatory time off or overtime work for this purpose should be accommodated, unless such modifications in the individual's work schedule would seriously interfere with efficient accomplishment of the mission.

(2) The provision that work schedules be established based solely on the needs of employees to comply with their religious obligations is not an absolute requirement. It is the primary responsibility of management to schedule work to best accomplish the mission. Current work schedules accommodate the religious needs of most employees. Others may request occasional adjustments for this purpose, but management retains final authority on such requests.

d. FLSA Status. The MCAS Yuma Human Resource Officer (HRO) can advise whether a position is covered (FLSA non-exempt) or not covered (FLSA exempt). The HRO's recommendation will be shown on the position or job description in Block 7 of the cover sheet of the employee's Position Description (PD).

e. Type of Overtime. Indicate type of overtime as per legend at the bottom of the form, enclosure (1).

"1" = Regularly scheduled overtime (i.e., as for firefighters)

"2" = Irregular overtime (i.e., occasional overtime/compensatory time)

f. Other information as requested

(1) PAY NUMBER - This is the employee's Social Security Number.

(2) JOB ORDER NO./WORK ORDER NO. - This is the Financial Information Pointer (FIP) that the overtime labor will be charged.

(3) JUSTIFICATION - Ensure the justification states "what work will be accomplished" and "why it cannot be completed during normal working hours."

(4) IF REQUEST WAS NOT APPROVED IN ADVANCE - This block must be filled in if the overtime request was not approved in advance (i.e., mishap/emergency occurred after normal working hours; requirement for overtime was not known prior to the end of the workday).

g. Two signatures are needed for the authorization of overtime or compensatory time, as follows:

(1) Department Head - as requester. (Note: Civilian Department Heads requesting overtime/compensatory time will submit requests to the Executive Officer.)

(2) Comptroller - as reviewer/approver.

(3) The Facilities Management Officer is authorized by the Commanding Officer to approve overtime/compensatory time requests for MRP (P4/P6) and Family Housing requirements only. A properly completed overtime request will be forwarded to the Comptroller Department, Financial Operations Division, before the overtime can be paid.

h. After normal working hours, the Station Officer of the Day will review and approve/disapprove emergency requests for overtime.

StaO 7421.1F

14 SEP 1999

7. Additional Guidance. Personnel requiring assistance should contact the Human Resource Office (Ext 3145), or the Civilian Payroll representatives at Financial Operations (Ext 2454/2455).

8. Action. Supervisors of civilian personnel will ensure provisions of this Order are applied in the scheduling, control and administration of civilian employee overtime and compensatory time.

A handwritten signature in black ink, appearing to read "Mark E. Condra", with a long horizontal flourish extending to the right.

MARK E. CONDRA

DISTRIBUTION: B

**OVERTIME/COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)**

Sample

StaO7421.1F
14 SEP 1990

FROM: FINANCIAL OPERATIONS DIVISION	DATE: 1 JUL 99
TO: CIVILIAN PAYROLL	VIA: COMPTROLLER

It is requested that authorization be given for the following employees to perform work as indicated and justified below: See SECNAVINST 7000.11 for additional information.

OVERTIME
 COMPENSATORY TIME
 CREDIT HOURS RELIGIOUS COMPENSATORY
 ADVANCE RELIGIOUS COMPENSATORY TIME

PAY NUMBER	FLSA STATUS <small>*SEE LEGEND BELOW</small>	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE(S) (From)	(To)
111-22-3333	N	2	SMITH, SALLY A.	10	6 JUL 99	9 JUL
			GS-07/2 = \$20.06			
			I ELECT TO TAKE COMP TIME IN LIEU OF OVERTIME.			
			SALLY A. SMITH			

JOB ORDER NO. M62974J137BQ11111C40--2463	WORK ORDER NO.	LOCATION BLDG. 852
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JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS:
(Not required for Religious Compensatory Time).

OVERTIME REQUIRED TO COMPLETE QUARTERLY PAYROLL REPORTS. WORK CANNOT BE ACCOMPLISHED WITHIN SCHEDULED WORKING HOURS DUE TO UNSCHEDULED EMERGENCY LEAVE.

SIGNATURE: (Requestor) JOHN D. KITE	TITLE: FINANCIAL OPERATIONS OFFICER
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AUTHORIZATION: REQUEST IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	SIGNATURE (Approving authority) A. W. HOVANEK, COMPTROLLER	DATE:
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NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.

<p>*LEGEND:</p> <p> FLSA STATUS N = NONEXEMPT E = EXEMPT</p>	<p>TYPE OF OVERTIME</p> <p>1 = REGULARLY SCHEDULED OVERTIME 2 = IRREGULAR OVERTIME</p>	<p>NOTE: THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.</p>
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Sample

OVERTIME/COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)

FROM: FINANCIAL OPERATIONS DIVISION

TO: CIVILIAN PAYROLL

VIA: COMI

It is requested that authorization be given for the following employees to perform work as indicated and justified below: OVERTIME COMPENSATORY TIME

See SECNAVINST 7000.11 for additional information.

PAY NUMBER	FLSA STATUS	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)
	*SEE LEGEND BELOW		
111-22-3333	N	2	SMITH, SALLY A.
			GS-07/2 = \$20.06
			I ELECT TO TAKE COMP TIME IN LIEU OF OVERTIME.

			SALLY A. SMITH

JOB ORDER NO. M62974JL37BQ11111C40--2463

WORK ORDER NO. _____

LOCATION _____

JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED
(Not required for Religious Compensatory Time).

OVERTIME REQUIRED TO COMPLETE QUARTERLY PAYROLL REPORTS. WITHIN SCHEDULED WORKING HOURS DUE TO UNSCHEDULED EMERGENCY.

SIGNATURE: (Requestor)
JOHN D. KITE

AUTHORIZATION: REQUEST IS: APPROVED NOT APPROVED

SIGNATURE (Approving authority)
A. W. HOVANEC, COMPTROLLER

NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADDITIONAL INFORMATION IS REQUIRED.

*LEGEND:	FLSA STATUS	TYPE OF OVERTIME	NOTE: [
	N = NONEXEMPT E = EXEMPT	1 = REGULARLY SCHEDULED OVERTIME 2 = IRREGULAR OVERTIME	