



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK
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FORT DETRICK, MARYLAND 21702-5000

IMFD-ZA

JUN 23 2020

MEMORANDUM FOR All U.S. Army Garrison Fort Detrick Personnel

SUBJECT: U.S. Army Garrison Policy Memorandum # 6, Garrison Overtime, Credit Hours, and Compensatory Time Policy

1. References:

- a. IMCOM Narrative Funding Guidance FY20.
- b. DoD Financial Management Regulation 7000.14-R, Volume 8 (Civilian Pay Policy and Procedures), Chapter 2, 6 Jan 14.
- c. IMCOM Regulation 690-610 (Civilian Personnel Work Schedules), 15 May 14: Chapter 4 (Managing Overtime (OT) and Compensatory Time (CT)).
- d. Title 5 U.S. Code § 5541

2. Purpose. Establish procedures for approval of and reduction of overtime, credit hours, and compensatory time to the lowest level possible.

3. General. The following policy and procedures apply to all Garrison activities. If the procedures in this policy conflict with a collective bargaining agreement (CBA), employees represented by the International Association of Machinists and Aerospace Workers, the International Association of Fire Fighters or the Fraternal Order of Police will follow the procedures outlined in their respective CBA.

a. Definitions.

(1) Chiefs. This refers to the Chief of a Garrison Special Staff element office (e.g. Resource Management Office, Public Affairs Office, Chapel, Equal Employment Opportunity Office, etc.) and the Fort Detrick Staff Judge Advocate who is the head of the Consolidated Legal Office. For the purposes of this policy, "Chief" does not refer to the subcomponent section leader who directly reports to a supervisor within a Garrison Directorate or Special Staff Element.

(2) Credit Hours. These are only available to employees who are on the flexible work schedule and serve as an alternate means of compensating employees for extra hours of work without paying overtime or granting "CE" compensatory time for work. Even those employees must request and be granted approval to accrue and then use

IMFD-ZA

SUBJECT: U.S. Army Garrison Policy Memorandum # 6, Garrison Overtime, Credit Hours, and Compensatory Time Policy

credit hours. An employee may not carry over a balance of greater than 24 credit hours from one pay period to the next.

4. Policy.

a. Use of overtime, credit hours, and compensatory time shall be limited to the minimum essential to meet mission requirements and approved in advance, except emergencies. Activities will actively seek work alternative savings.

(1) Examine your processes and determine if there is less important work that you can defer to allow for more important customer contact/service.

(2) When travel is approved, attempt to schedule the travel during duty hours to preclude the accrual of travel compensatory time. Weigh the cost against the additional cost that may be incurred with additional per diem and lodging costs.

b. Appropriated Fund (APF) employees who are non-exempt under the Fair Labor Standards Act (FLSA) must receive overtime pay (1.5 times their regular hourly rate) unless they request, in writing, compensatory time off in lieu of payment. Supervisors will encourage, but not force upon, the use of compensatory time by non-exempt employees in lieu of overtime.

c. FLSA exempt employees, as defined in 5 U.S.C. 5541(2), who work full-time, part-time, or intermittent tours of duty are eligible for title 5 overtime pay. Exempt employees whose rate of basic pay is above the rate for GS-10, step 10 may only receive credit hours, or compensatory time off at management's discretion.

d. When an appropriated fund (APF) garrison employee is required to work overtime to provide services beyond the common level of support for a tenant or other reimbursable customer, all employees shall be paid overtime and the customer billed for the cost of overtime. Compensatory time or credit hours will not be used for reimbursable work. Approval for reimbursable OT is at the Director level for those whose rate of basic pay is above the rate for GS-10, step 10.

e. If any employee is called back to duty, they shall be paid a minimum of two hours of appropriate pay or premium pay per reference 1b.

f. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work, if the employee is allowed to leave a telephone number or to carry an electronic device, for the purpose of being contacted even though the employee is required to remain within a reasonable call-back radius.

IMFD-ZA

SUBJECT: U.S. Army Garrison Policy Memorandum # 6, Garrison Overtime, Credit Hours, and Compensatory Time Policy

g. Compensatory time off for travel is subject to the provisions in reference 1b.

(1) The travel must be officially authorized, that is, travel must be for work purposes and must be approved by an authorized official.

(2) The compensatory travel time includes only the time spent actually travelling between the official duty station and a temporary duty station or between two temporary duty stations.

(3) The employee must not be compensated in any other way (i.e. normal duty time or overtime).

(4) CT for travel must be used within 26 pay periods and does not convert to paid overtime. Any CT for travel not used within 26 pay periods after being earned will be forfeited.

h. Overtime, credit hours, or compensatory time where appropriate, must be paid for overtime work. Supervisors will not "suffer or permit" employees to work unauthorized overtime, which can include (as examples only) working through lunch or working at home. If management knows of or has reason to believe work is being performed and has not stopped the work, overtime, credit hours, or compensatory time must be paid for the extra work. It is for this reason all requests for virtual private network (VPN) accounts and the issuance of laptop computers require approval by the Deputy Garrison Commander.

i. Employees attending TDY training or other approved TDY are expected to conduct that business for the normal tour of duty. Supervisors shall not require the employee to carry a laptop for the purpose of checking mail or completing their regular duties at the end of the day, essentially requiring the employee to work overtime.

j. All approved compensatory time must be taken before it converts to overtime. Compensatory time converts to overtime 26 pay periods after it is earned. Supervisors will not approve use of annual leave if an employee has unused compensatory time. To that end, Directors are to monitor unused employee compensatory time balances and will ensure that compensatory time off is fully used prior to converting to overtime.

k. As mission or extreme circumstances may dictate, the GC or DGC may transmit exceptions to this policy.

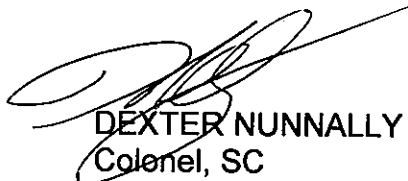
5. Approving Officials. Except as noted in para 4d and below, authority to approve overtime, credit hours, or compensatory time is required by the GC/DGC/Director/Chief.

IMFD-ZA

SUBJECT: U.S. Army Garrison Policy Memorandum # 6, Garrison Overtime, Credit Hours, and Compensatory Time Policy

This authority may be delegated in DFMWR, DPW, and DOO to no lower than division chief level. The approval authority is responsible for ensuring requests are documented properly in ATAAPS or on the IMCOM Form 1H and also distributed IAW the terms of the collective bargaining agreement, if applicable. For employees who are not bargaining unit employees, the approval authority will ensure fair and equitable distribution of overtime among employees qualified to perform the overtime work required.

6. This policy is effective immediately. The point of contact is the Deputy Garrison Commander at 301-619-3357.



DEXTER NUNNALLY
Colonel, SC
Commanding