



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-4215

AMIM-KNR-MB (100)

29 September 2025

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Garrison Policy Memo No. 9 – Use of Overtime (OT) and Compensatory (Comp) Time

1. References:

- a. Army Management Command (AMC) Regulation 600-21 (Time and Attendance Procedures)
- b. Army Regulation (AR) 690-610, (Hours of Duty, Alternative Work Schedules, and Holidays)
- c. Installation Management Command (IMCOM) Regulation 690-10, (Civilian Personnel Work Schedules)
- d. Labor Management Agreement (LMA) (2016 version), Kentucky KRS 337.285
- e. Office of Personnel Management (OPM) Policy <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration#url=Fact-Sheets>
- f. Title 5 CFR Part 551, (Pay Administration Under the Fair Labor Standards Acts)
- g. Title 5 USC, (Government Organization and Employees)

2. Purpose: Provide policy and procedures for use of OT and comp time to meet critical mission requirements.

3. Applicability: This policy applies to DA Civilian appropriated fund (APF) employees assigned to USAG FKKY.

4. General.

AMIM-KNR-MB (100)

SUBJECT: Garrison Policy Memo No. 9 – Use of Overtime and Compensatory (Comp) Time

a. DoD Automated Time and Attendance System (DATAAPS) is the official time and attendance system to record OT work. Overtime is recorded in increments of 15 minutes.

b. The administrative work week is identical to the calendar week, beginning at 0001 on Sunday and ending at 2400 the following Saturday. For employees working shift work, the week begins and ends on the hour of the day when shifts change.

c. An employee's FLSA designation is found on the position description and on the Notification of Personnel Action (SF 50).

d. OT is the time worked in excess of the basic work week or schedule that is ordered or approved and performed by the employee. An employee is paid by claiming OT or comp time in DATAAPS. Multiple factors determine the appropriate pay, including the Fair Labor Standards Act (FLSA) designation, type of work schedule, rate of pay, pay schedule, and type of OT worked. When used with respect to flexible schedule programs, OT is hours of work that are officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week, but does not include credit hours. Overtime work for compressed work schedules is all hours in excess of those specified which constitute the established compressed work schedule. See Enclosures 1 for compensation matrix.

(1) Regular Overtime (Scheduled) is OT work that is part of the employee's regularly scheduled work week; work that was requested or ordered and approved prior to the start of the workweek it is to be performed.

(2) Irregular or Occasional Overtime (Unscheduled) is OT work that is not part of the employee's regularly scheduled work week; work that could not be requested or ordered and approved prior to the start of the work week it is performed.

(3) Call-back is irregular or occasional OT work performed by an employee on a day when no work is scheduled, or at a time which requires the employee to return to the place of employment from an off-duty status. Call-back OT does not apply to work performed by the employee when the employee works OT at a place of residence.

e. Time spent off duty is not eligible for "on-call" overtime compensation because employees are allowed to leave a telephone number or carry an electronic device for contact, i.e., they are not on standby. If an employee is called when they are off duty and is not just notified but is required to perform work on the phone or electronic device, this work may be considered time worked.

AMIM-KNR-MB (100)

SUBJECT: Garrison Policy Memo No. 9 – Use of Overtime and Compensatory (Comp) Time

f. If not used within 26 pay periods, unused comp time will be paid to the employee at the OT rate at which it was earned, and unused travel comp time will be forfeited.

g. When an employee separates or transfers to another DoD component any unused comp time earned will be paid at the OT rate at which it was earned, and travel comp will be forfeited.

6. Policy:

a. Supervisors will establish core hours and a permanent tour of duty (work schedule) for each employee in DATAAPS and on an IMCOM Form 1-A or other locally approved form.

b. Supervisors will use alternate work schedules (flexible and compressed tours) and modify business start and end time hours IAW the LMA dictated process to mitigate OT as practical, whether employee seeks OT or comp time payment, especially when recurring OT is necessary due to seasonal and temporary increases/peaks of workload.

c. Supervisors will make every effort to identify the need for OT prior to the beginning of the work week (i.e., schedule OT in advance).

d. Supervisors will not “suffer or permit” employees to work unauthorized OT, including working through lunch and working at home before or after hours.

e. Supervisors will enable or direct employees, with limited exception, to take comp time earned within the 26 pay periods after earned. This protects the employee’s choice to receive comp time in lieu of OT and mitigates the payment of OT.

f. FLSA nonexempt employees will request OT payment for regularly scheduled, recurring OT. Employees may choose OT or comp time payment for irregular OT.

g. FLSA exempt employees whose rate of basic pay exceeds the rate for GS10/10 will request comp time payment for irregular OT unless approved by the Deputy Garrison Commander. All other FLSA exempt employees are encouraged to request comp time as the preferred method of payment.

h. All OT must be approved in advance, without exception. Requests will be recorded in advance in DATAAPS to the maximum extent practical. By exception, approval may be verbal, telephonic, by email, or by other means outside of DATAAPS,

AMIM-KNR-MB (100)

SUBJECT: Garrison Policy Memo No. 9 – Use of Overtime and Compensatory (Comp) Time

but employees must follow up at the earliest date to record approval in the system and reference the pre-approval on the request form justification.

i. A minimum of two hours of OT (call-back) will be paid if an employee is required to return to the place of employment for irregular OT work or to work irregular OT on a non-schedule workday. An employee who is called back more than once during the same 2-hour period is entitled to call-back OT for each time called back.

j. OT will be documented in 15-minute increments. Employees must work, be on a work call, or be in travel status for at least 8 minutes to be compensated at the next 15 minute interval.

k. Approval authority for OT requests is delegated to division chiefs (or equivalent) unless otherwise specified and cannot be further delegated.

l. Garrison staff will use the Garrison Commander and Deputy Commander fiscal and local guidance (e.g., commander's intent, business rules, command funding narrative guidance) in conjunction with this policy to request, manage, and approve OT, whether employees seek OT or comp time payment. OT may only be approved if it meets the following criteria:

(1) Life, health, welfare, and public safety requirements performed by law enforcement, dispatch, physical security, and fire protection and prevention emergency services employees.

(2) Mission critical and essential baseline services and protection of property that lend to mission failure if not approved. This includes an increase in workload due to temporary peaks and seasonal requirements.

(3) Support of services and programs directly impacted by manning and funding reductions, only as approved by the Deputy Garrison Commander.

(4) Above baseline services for mission partner and tenant organizations, only if the Garrison Budget Office confirms funding is received prior to OT worked.

(5) Comp time for the time spent traveling between the official duty station and temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

AMIM-KNR-MB (100)

SUBJECT: Garrison Policy Memo No. 9 – Use of Overtime and Compensatory (Comp) Time

(6) Comp time for religious observances. To the extent modifications to work schedules do not interfere with the efficient accomplishment of the mission, an employee whose personal religious beliefs require that he or she abstain from work at certain times of the workday or workweek will be permitted to work alternative work hours so that the employee can meet the religious obligation.

(7) Unique operating or training requirements that do not meet the criteria above but are thought necessary by a director, only as approved by the Deputy Garrison Commander.

m. Overtime for more than 16 hours in one pay period must be approved by the Deputy Garrison Commander except for performance IAW paragraph 6l(1) above.

7. Procedures:


a. Employee submits request for OT approval in DATAAPS in advance of work to be performed IAW Enclosure 2, or by exception coordinates for pre-approval outside of DATAAPS and then later submits within the system as soon as practical.

b. Approving authority screens request to ensure the justification is IAW paragraph 6l above and approves prior to the work being performed when possible.

c. Upon completion of OT and prior to the end of the certification period, employee reconciles the date and number of hours worked in DATAAPS and clears all red flags prior to concurrence.

8. Point of contact for this policy is Linda Morgan at linda.r.morgan.civ@army.mil.

Encl
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DAVID T. HOLSTEAD
COL, AR
Commanding