



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-5256

IMKN-RM

FEB 08 2019

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo 09 - Management of Leave and Overtime Requests
(Hours of Work)

1. References.

- a. IMCOM Narrative Funding Guidance -
https://army.deps.mil/army/cmds/imcom_HQ/G8/collab/Guidance/Forms/NFG.aspx, 27 September 2017.
- b. Civilian Pay Standardized Business Process (Time Entry and Certification)
<https://army.deps.mil/Army/cmds/USAFMCOM/bps/SitePages/CIVPAY/Subprocess/TimeEntryandCertification.aspx> (select email certificate).
- c. Labor Management Agreement -
[https://www.knox.army.mil/partners/cpac/docs/Labor_Management_Agreement_LMA_\(2016\).pdf](https://www.knox.army.mil/partners/cpac/docs/Labor_Management_Agreement_LMA_(2016).pdf), 15 September 2016.
- d. DoD Financial Management Regulation, Volume 8, Civilian Pay Policy, Chapter 2 -
http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf, November 2017.
- e. IMCOM Regulation 690-610 (Civilian Personnel Work Schedules)
https://army.deps.mil/army/cmds/imcom_HQ4/G1/ASD/docs/Reg%20690-610_CivilianPersonnelWorkSchedules_20140515.pdf, 15 May 2014.
- f. "Federal Employees Family Friendly Leave Act" (Public Law 103-388),
<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/reports/federal-employees-family-friendly-leave-act/>, June 1997.

2. Purpose. To establish policies and procedures regarding leave and overtime requests that are consistent with and support audit readiness principles.

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3. Discussion. We are all responsible for managing the Army's scarce dollars and resources. Accountability leads to a stronger Army and a clean audit opinion, 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 in order to ensure successful Civilian Pay audit samples for the Garrison.

4. Applicability. This policy applies to all USAG Fort Knox personnel, funded with appropriated or non-appropriated funds except those employees in Pay Categories, NF, NA, NL, NS, and CC which is governed by AR 215-3.

5. Policy. The following policy will govern the process for documenting overtime and paid leave:

a. Overtime/Compensatory time:

(1) Overtime is defined by the Fair Labor Standards Act and United States Code Title 5 (also see, 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 Director or designee before overtime work is

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performed when possible and documented in Automated Time, Attendance, and Production System (ATAAPS). The Garrison Commander or Deputy Garrison Commander must approve all overtime requested/worked by the directors in advance when possible and documented in ATAAPS.

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

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

(6) Reported in ATAAPS using the appropriate codes as shown in appendix B, ATAAPS 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. If 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.

b. Sick/Annual Leave:

(1) Should be scheduled and approved before the leave is taken where possible and documented in ATAAPS.

(2) When circumstances preclude written advance request, the request may be oral, but must be followed up with a written request with date of verbal approval documented in the remarks section immediately upon employee's return.

(3) In order to ensure compliance with the Family Friendly Act, sick leave will be categorized by reason codes in ATAAPS and will be indicated on the ATAAPS leave request.

6. Responsibilities.

a. Employees will:

(1) Submit a request for a tour of duty to the supervisor for approval (see Appendix A).

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(2) Accurately record labor hours worked, leave, overtime, compensatory time in ATAAPS, including sick leave reason codes (see appendix B).

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

(4) Submit requests for absences by completing the electronic request in ATAAPS. If the employee is unavailable to submit a request prior to an absence, he or she must submit one upon returning to duty with verbal approval documented in remarks section.

(5) If necessary, cancel original request and submit a new request to reflect actual leave taken.

(6) Submit requests for approval of overtime, by completing the request in ATAAPS and sending the request to the supervisor in advance, when possible.

b. Certifiers will:

(1) Establish a tour of duty for each employee on an IMCOM Form 1-A (excluding shift workers and 24/7 operations) that meets the following criteria:

(a) Fits within Garrison authorized schedules: straight 8's, 8 with a lunch, 5/4-9 Alternate Work Schedule (AWS) with a lunch, or flexible schedule if mission required.

(b) Start time no earlier than 0645.

(c) End time no later than 1800.

(d) End time no earlier than 1500.

(e) Regular Day Off (RDO) requests will be approved in a manner that allows for coverage on all normal operating days.

(2) Review/approve leave forms and overtime requests in advance to the extent possible. If unable to complete in advance, approve as soon as possible, with verbal approval documented in remarks section.

(3) Maintain approved leave forms and overtime requests in a central location accessible to back up certifiers.

(4) Retain both original and revised leave form matching actual leave hours if applicable for audit purposes.

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(5) Adhere to timely certification of time in ATAAPS on a biweekly basis;
verifying that sufficient backup exists for reported leave or overtime.

7. Resources.

a. Appendix A, Prescribed Forms.

b. Appendix B, ATAAPS Labor/Reason Codes.

8. The Garrison Audit Readiness point of contact is Ms. Amy Becker at (502) 624-2386
or amy.e. becker2.civ@mail.mil.



PATRICK N KAUNE
COL, MI
Commanding

APPENDIX A: Prescribed Forms

<http://sill-www.army.mil/USAG/DHR/forms/IMCOM/IMCOM Form 1-A AWS.pdf>

ALTERNATE WORK SCHEDULE (AWS) AGREEMENT EMPLOYEE - MANAGEMENT CONTRACT			
Refer to IMCOM Regulation 000-610 for guidance to complete this form, proponent is G1			
BETWEEN INSTALLATION MANAGEMENT COMMAND (IMCOM) AND			Effective Date: <input style="width: 100%;" type="text"/>
Employee Name (Last, First, MI) and Division <input style="width: 100%; height: 20px;" type="text"/>			
NOTE: Employee (1st) and supervisor (2nd) must initial each item in the space provided below.			
WORK SCHEDULE:			
Week 1 (Indicate the regularly scheduled day off as RDO)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Week 2 (Indicate the regularly scheduled day off as RDO)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
DAY	START TIME	STOP TIME	NUMBER OF HOURS PER DAY
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Grand Total (Two week total must equal 80 hours)</i>			<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Leave: Employee agrees to follow established procedures for requesting and obtaining approval for leave. Leave will be taken in accordance with the established leave policies.	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Overtime: Employee and supervisor are aware of the provisions delineated in IMCOM Reg 000-610, Civilian Personnel Work Schedules.	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Work Assignment or Performance: The employee understands that a decline in job performance and/or documented misconduct may be grounds for cancelling the AWS agreement.	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Termination of Agreement: The responsible official may terminate and employee's participation in the AWS at any time if mission requirements deem it necessary or it is determined that an employee is abusing the AWS privilege. Employee participation may also be terminated at the request of the employee (after notifying the supervisor), the employee's supervisor, or upper management.	
SIGNATURES			
Employee Signature <input style="width: 100%; height: 20px;" type="text"/>			Date <input style="width: 100%; height: 20px;" type="text"/>
APPROVAL RECOMMENDATION			
<input type="checkbox"/> Recommend Approval	Supervisor Signature <input style="width: 100%; height: 20px;" type="text"/>		Date <input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Recommend Disapproval			
APPROVAL			
<input type="checkbox"/> Approved	Responsible Official Signature <input style="width: 100%; height: 20px;" type="text"/>		Date <input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Disapproved			

Appendix B, ATAAPS Labor/Reason Codes

Overtime Labor Codes

OS – Scheduled overtime. Additional work hours scheduled in advance as defined in FPM 610. Graded employee's night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by DCPS. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate in DCPS. If the overtime was worked on a non-workday, the shift code from the previous workday is used to compute the overtime rate in DCPS.

OU- Unscheduled overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officer' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by DCPS.

OC- Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will determine which shift is payable to ungraded employees who work overtime callback.

Family Leave Codes

Note: Family Medical Leave codes (DA, DB, DC, DD, and DM) require prior authorization entered into DCPS.

Family Medical Leave

DA - Birth of Son/Daughter or Care of Newborn

DB – Adoption for Foster Care

DC – Care for Spouse, Son, Daughter, or Parent with a Serious Health Condition.

DD – Serious Health Condition of Employee

Note: Family leave codes include both Family Medical Leave and Family Friendly Leave. Employees assigned to temporary positions are NOT permitted to charge to any Family Leave codes.

Appendix B, ATAAPS Labor/Reason Codes (Con't)

Family Friendly Leave

DE – Family Care/Bereavement: Sick Leave taken to (1) provide care for a family member, (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.

DF – Sick leave for Adoption Purposes: Sick Leave taken for purposes relating to the adoption of a child.

Family friendly Leave reasons are reported in the HZ/OTH/field for the applicable type hour leave codes (LS and LG)