DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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AMIM-KNR-MB (1oo) 2 August 2023

MEMORANDUM FOR

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

SUBJECT: Garrison Policy No. 09 – Management of Leave and Overtime Requests (Hours of Work)

1. References:

a. IMCOM Narrative Funding Guidance – https://army.deps.mil/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/USFMCOM/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, 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.

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 designed before overtime work is performed when possible and documented in Automate 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 workday except in rare emergency/mission critical situations.

(6) Reported in ATAAPS using the appropriate codes as shown in enclosure 2, 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 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 (enclosure 1)

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

(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 24h 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.

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

7. The point of contact is Linda Morgan at linda.r.morgan.civ@army.mil.

Encl
as

CHRISTOPHER J. RICCI
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Commanding