



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
290 GRANT AVENUE UNIT 1  
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (100)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #12, Garrison Overtime/Compensatory/Credit Hour Time Approval Policy

1. PURPOSE. To reduce the use of overtime and compensatory time to the lowest level possible to save resources.

2. GENERAL. The following policy and procedures apply to all Garrison activities.

3. POLICY/PROCEDURES.

a. Emergency Overtime. For emergencies such as broken pipes, boilers out, locksmith, snow removal, emergency weather, fill in for shift workers, security issues, and casualty assistance, employees should work necessary overtime and report/justify and request approval (via email) no later than the following duty day to their appropriated director. Further delegation is not authorized. In the event the Director is not available, approval will be requested through the Director of Resource Management or the Deputy to the Garrison Commander. It is required that each directorate keep a record of this approval for auditing purposes.

b. Routine Overtime. For routine work, overtime and compensatory time must be approved in advance. Both Overtime and Compensatory Time are approved by the appropriate Director or Key Staff Leader (EEO, PAIO, PAO, OSJA, RSO and IMO). Further delegation is not authorized. In the event the Director or Key Staff Leader is not available, approval will be requested through the Director of Resource Management or the Deputy to the Garrison Commander. It is required that each directorate keep a record of this approval for auditing purposes.

c. Credit Hours. Credit Hours are approved by the employee's appropriate director. It is required that each directorate keep a record of this approval for auditing purposes.

d. If a customer is still being served at closing time, work the overtime or compensatory time to finish with the customer in not more than 30 minutes. To prevent this, employees should plan to assist the last customer appointment 30 minutes earlier than now scheduled.

e. Activities will actively seek work alternative savings:

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(1) Where possible, use compensatory time for Exempt Employees and offer to, but do not force upon, Non-Exempt Employees, unless they voluntarily accept compensatory time in lieu of paid overtime.

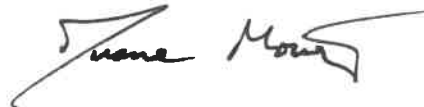
(2) Compensatory time must be used before it accrues to an automatic pay out (end of the 26th pay period after the pay period during which it was earned).

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

(4) For scheduled routine work that has previously been scheduled for weekend overtime due to reduced population in buildings, consider scheduling that work on a Military Training Holiday.

(5) 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.

4. This policy is effective immediately. The proponent for this policy is the Directorate of Resource Management at 913-684-1810.

A handwritten signature in black ink, appearing to read "Duane Mosier", with a stylized flourish at the end.

DUANE L. MOSIER  
COL, SF  
Commanding

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Time Policy

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