



**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, FORT GEORGE G. MEADE  
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FORT GEORGE G. MEADE, MARYLAND 20755-5000**

**FEB 20 2020**

IMME-RM

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fort George G. Meade Policy Memorandum #78, Use of Overtime and Compensatory Time**

**1. References.**

- a. Title 5, Code of Federal Regulations, Part 551, "Pay Administration under the Fair Labor Standards Act", current edition.
- b. Title 5, Code of Federal Regulations, Section 630.206, "Minimum Charge", current edition.
- c. DoD Financial Management Regulation (DoDFMR) 7000.14R, Volume 8, Civilian Pay Policy, October 2019.
- d. DOD 1400.25, Volume 610, DoD Civilian Personnel Management System: Hours of Duty, November 2014
- e. DOD 1400.25, Volume 630, DoD Civilian Personnel Management System: Leave, March 2015
- f. Deputy Chief Management Officer of the Department of Defense Administrative Instruction No. 28, Overtime, Prescribed Hours of Duty, and Alternative Work Schedules for Civilian Employees, December 2016.
- g. AR 690-990-2, Hours of Duty, Pay and Leave, Annotated, 20 May 1989.
- h. IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014.

**2. Purpose.** The purpose of this memorandum is to prescribe the process for the approval and use of overtime and compensatory time.

**3. Applicability.** This policy applies to all appropriated fund (APF) Civilian employees of U.S. Army Garrison Fort George G. Meade.

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4. Policy.

a. Use of overtime and compensatory time shall be limited to the minimum amount essential to meet mission requirements. All requests pertaining to the accrual of overtime or compensatory time will be approved in advance.

b. 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. Employees who are exempt from the overtime provisions of the FLSA, as defined in 5 U.S.C. 5541(2) ("exempt employees"), whether they work full-time, part-time, or intermittent tours of duty are eligible for Title 5 compensation for overtime approved in advanced or ratified after the fact. While both non-exempt and exempt employees may elect compensatory time, management can require exempt employees (whose rate of basic pay is above the rate for GS-10, step 10) to accept compensatory time off.

c. When an APF Garrison employee is required to work overtime to provide services beyond the common level of support for a tenant or other reimbursable customer, the employee shall be paid overtime and the customer billed for the cost of the overtime.

d. 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 1a.

e. An employee assigned to be in an 'on-call' status and required to carry a phone or other device for notification purposes during that timeframe, does not accrue regular pay hours, overtime hours, or compensatory time hours for that period, unless the employee is called back to duty or performs work while in an 'on-call' status (i.e., checking required inclement weather reports, advising the Garrison Commander on operating status, etc.).

f. Compensatory time off for travel is subject to the provisions in reference 1a, 1f and 1h.

g. Leave and work schedules will be set IAW reference 1h.

5. Approving Officials. The Garrison Commander (GC) has the authority to approve overtime or compensatory time. The GC delegates this authority and the authority to grant excused leave of less than one hour to the lowest supervisory level. The authority to grant more than one hour of excused or administrative leave, alternate work schedules and telework is delegated to the Deputy Garrison Commander (DGC).

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6. Procedures.

a. The accrual of overtime and compensatory time will be input into the Automated Time and Attendance Processing System (ATAAPS) in the pay period in which it occurs.

b. The Resource Management Office (RMO) Civilian Pay Customer Service Representatives will provide Directorate timekeepers with bi-weekly aging reports for all compensatory time balances to facilitate scheduling time off. This same report will provide Directors the information to identify those employees having compensatory time scheduled to convert to overtime in the upcoming five pay periods. Employees, supervisors, and Directors are jointly responsible for scheduling and taking accrued compensatory time to preclude it from automatically converting to overtime. 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.

c. When overtime or compensatory time is used to support a tenant or reimbursable customer, the Director will coordinate with the RMO to ensure a reimbursement is received.

7. Proponent. The Garrison RMO is the proponent for this policy.

  
ERICH C. SPRAGG  
COL, MI  
Commanding

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