



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 5 PROPONENT: AETV-HUB-CO Date:

SUBJECT: FY 2003 Control for Awards, Overtime and Compensatory Time

1. Reference 104th ASG Commander's Policy 7-1, 1 Oct 01. SAB
2. Addressees shall comply with the controls for awards, overtime, and compensatory time outlined in the above Reference. Addressees shall pay particular attention to the following areas:
 - a. Addressees are responsible to ensure that their subordinate organizations do not exceed the civilian pay target of 1% for overtime/compensatory time and 2% for awards without the expressed written approval of this command. Percentages within a Directorate can be combined but the total allotted ceiling cannot be exceeded. Exceeding the ceiling will result in a temporary hiring freeze of vacant positions either within that Directorate or at the Base Support Battalion level. Overages of any kind must be accounted for and adjustments made to bring you back to your approved funding level.
 - b. Addressees are responsible to ensure that all overtime and compensatory time worked in their subordinate organizations is requested and approved on 104th ASG Form 690-58 (13 May 96 or newer) in advance of the employee working the overtime and/or compensatory time; that Local National requests are co-determined by the Local National Works Council; and that the signed approval documents are maintained with the employee's time and attendance records. Hours worked above the original approved time must also be processed for accountability and approval. Any request forwarded for signature after the pay period will be accompanied by a memorandum from the Director explaining the reason for lateness of submission.
 - c. Addressees are responsible to ensure that all earned compensatory time in their subordinate organization is scheduled and taken before it is paid out as overtime. This converts to overtime dollars after 26 pay periods.

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d. Addressees are responsible to ensure that all supervisors within their subordinate organization understand this policy and that an employee will not work, unless in an emergency situation, until the approved form is returned to the supervisor granting approval.

e. Addressees will not forward overtime and/or compensatory time in excess of 45 days out.

f. Addressees will create some form of accountability to monitor use of additional hours worked by their employees to eliminate any form of abuse or fraud.

3. The 44th BSB Special Staff will track awards, overtime and compensatory time expenditures and publish the statistics no less than bi-monthly or as needs require.



AMY L. EHMANN
LTC, CM
Commanding

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