

**BY ORDER OF THE COMMANDER**  
**302D AIRLIFT WING**

**302 AIRLIFT WING INSTRUCTION 36-802**

**8 DECEMBER 2008**

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**Personnel**

**PREMIUM PAY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and complies with the requirements of Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Department of Defense Instruction (DODI) 7000.14-R, DOD Financial Management Policy and Procedures*. See **Attachment 1** for a glossary of references and supporting information. It applies to all civilian and Air Reserve Technician (ART) employees of the 302 Airlift Wing (AW) and establishes the responsibility and procedures for overtime work of civilian employees. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, **Recommendation for Change of Publication**; route AF Form 847 Form directly to the OPR at the 302AW/FM, Peterson AFB, Colorado. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

**SUMMARY OF CHANGES**

Changes were made in paragraphs 2.1., 2.1.1.1. and 2.1.2.

**1. Office of Primary Responsibility.** The host base, 21 Space Wing (SW)/DPC is the Office of Primary Responsibility (OPR) for policy guidance regarding determination of overtime work and timecard guidance for civilian employees of the 302 AW. The 302 AW/Financial Management (FM) is the Office Primary Responsibility for timecard audits and any timecard related training.

**2. Definitions.**

\*2.1. Premium Pay: NSPS has limitations that govern the amount of premium pay that employees receive. Categories of premium pay covered by these limitations include: Overtime pay (except overtime pay earned by nonexempt employees under the Fair Labor Standards Act); Compensatory time off (except compensatory time off for travel); Premium pay for regularly scheduled standby duty (applies to certain firefighters and emergency medical technicians); Availability pay for criminal investigators; Holiday pay, Night pay and Sunday pay. NSPS biweekly cap on premium pay is the same as the General Schedule biweekly cap: both are the biweekly salary for GS-15, step 10, including locality pay. Authorized management officials may waive the biweekly limitation by applying the annual premium pay limitation if the employee is performing work in connection with an emergency or its aftermath, or critical to the mission. Annual premium pay limitation caps the sum of premium pay plus salary at no more than the annual salary of GS-15, step 10, for the employee's location.

#### 2.1.1. Overtime.

\*2.1.1.1. Regularly Scheduled. Regular overtime work means overtime work that is scheduled prior to the beginning of an employee's regularly scheduled administrative workweek. Under NSPS the payable overtime rate is calculated from an employee's adjusted salary (base salary + local market supplement). Based on the pay band level to which the employee is assigned, the overtime hourly rate is either the employee's hourly adjusted rate of pay or the hourly adjusted rate of pay multiplied by 1.5.

2.1.1.1.1. The employee's adjusted rate of pay serves as the overtime hourly rate for:

2.1.1.1.1.1. Pay band 3 of the following schedules:

2.1.1.1.1.1.1. (YA) Professional and Analytical

2.1.1.1.1.1.2. (YD) Engineering and Scientific Professional

2.1.1.1.1.1.3. (YH) Medical Professional

2.1.1.1.1.1.4. (YK) Investigative and Analytical

2.1.1.1.1.2. Pay band 4

2.1.1.1.1.2.1. (YL) Fire Protection

2.1.1.1.1.3. Pay bands 2 and 3 of the Supervisor/Manager pay schedule

2.1.1.2. Irregular/Occasional. Irregular or occasional overtime work is overtime work that is not part of an employee's regularly scheduled administrative workweek.

\*2.1.2. Compensatory Time: Eligible employees, including FWS employees, can have compensatory time off from their scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. Compensatory time worked must be

approved in advance in writing by filling out Air Force Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**. Exempt GS employees may choose to earn compensatory time in place of payment for an equal amount of time spent in occasional or irregular overtime work. Compensatory time cannot be earned for holiday work. With supervisory approval, employees whose religious beliefs require time off from work for observances may work additional hours, either before or after the religious observance, to cover the time. While Department policy is to grant employee requests to use religious compensatory time, the request may be denied if the absence would interfere with mission accomplishment. Religious compensatory hours worked do not create any entitlement to premium pay (such as overtime pay). In addition, if an employee separates from federal service, payment cannot be received for any unused religious compensatory time off. Employees who are required to travel away from their official worksite with travel occurring outside the regular tour of duty are eligible for compensatory time off. Compensatory time off applies to employees who are not otherwise compensated for their time (e.g. employees who receive overtime pay for travel). The following conditions apply:

2.1.2.1. Travel time is credited on an hour-for-hour basis, including the time employees actually spend traveling and the usual waiting time that precedes or interrupts travel.

2.1.2.2. The time that employees spend at a temporary worksite between arrival and departure (i.e., the period of temporary duty) is not considered.

2.1.2.3. If employees travel on a regular workday (typically Monday-Friday) directly between their homes and a temporary worksite, then the normal home-to-work commuting time is deducted from the creditable travel time. If the travel occurs on a day that is normally a day off, home-to-work commuting time is creditable.

2.1.2.4. With certain exclusions, compensatory time off for travel must be used within 26 pay periods after the pay period in which it is credited, or it is forfeited.

2.1.3. Credit hours: Not required to be documented on the AF Form 428. Credit hours should be performed with the coordination of the supervisor and documented on the employee's time and attendance worksheet.

### **3. Responsibilities.**

3.1. Wing Commander will:

3.1.1. Ensure local procedures are established to properly request and obtain approval for overtime/compensatory time and to require self-inspections of premium-time usage (reference AFI 36-802, **chapter 3**, paragraph **3.1.1.2** and Head Quarters (HQ) Air Force Reserve Command (AFRC)/Commander (CC) Memorandum dated 26 June 1998).

3.1.2. Be the approving official for all paid overtime within the 302 AW and for compensatory time for members of the 302 AW HQ Section staff and the 302 Aero medical Staging Squadron.

3.1.3. During periods when the 302 AW/CC is away from home station due to temporary duty/leave, the 302 AW/CC can delegate this approval authority to the designated representative acting for the commander (**Attachment 2**).

3.2. Group Commanders will:

3.2.1. Ensure their units comply with required semiannual audits.

3.2.2. Appoint individuals to conduct audits of overtime and compensatory time usage, one internal, and the other external. Because of familiarity with work schedules common to a group, a unit within the same group will normally conduct the external audits. Units may also utilize Staff Assistance Visits or similar inspections from outside agencies to meet this audit requirement.

3.2.3. Review a summary of Defense Civilian Pay System (DCPS) reports: P6602R04, **Overtime/Compensatory time review**; P6602R05, **Overtime/Compensatory Time Usage Report**; and P6605R01, **Control of Hours Report**, to identify trends in overtime/compensatory time and note any discrepancies in hours worked versus hours paid. These reports will also identify when the compensatory time must be used. Exempt employees must use their compensatory time by the end of the 26th pay period after it was earned or they will forfeit the earned compensatory time. Nonexempt employees must use their compensatory time by the end of the 26th pay period after it was earned or the employee shall be paid for the worked compensatory time at the Fair Labor Standards Act (FLSA) overtime rate in effect at the time it was worked.

3.2.4. Be the approving official for all compensatory time within their respective groups.

3.3. Supervisors will:

3.3.1. Ensure overtime work of civilian employees is held to the minimum consistent with essential operations and emergency peak workload of a temporary nature.

3.3.2. Utilizing the AF Form 428, request approval prior to permitting any overtime/compensatory work to be performed by any subordinate employees (**Attachment 2**).

3.3.3. Request telephonic approval for any emergency overtime/compensatory time and ensure the AF Form 428 is forwarded for approval by the next business day (**Attachment 2**).

3.3.4. Ensure specific detailed justification, to include the hours expected to be worked, is included on the AF Form 428 for overtime/compensatory time requested. Requests for compensatory/overtime for six (6) hours or more must show a minimum of a 30-minute lunch hour on the AF Form 428 (**Attachment 2**).

3.3.5. Ensure any changes that exceed the number of hours requested on the original AF Form 428 are annotated and forwarded to the appropriate approving official and financial services for recertification/revalidation by the next business day.

3.3.6. Forward the AF Form 428 through the appropriate supervisory chain and to Finance for funds certification prior to forwarding to the appropriate approving official for signature (**Attachment 2**).

3.4. Financial Services will:

3.4.1. Conduct audits quarterly and forward any findings reported to the 302 AW/CC and appropriate Group Commander.

3.4.2. Develop and implement self-inspection checklist to audit premium pay, compensatory time, and overtime.

3.4.3. Assist wing auditors in performing annual reconciliation on premium-time approved on overtime requests and timecards, and provide Defense Joint Military Pay System (DJMS) Master Military Pay Account Calendar.

3.4.4. Provide training on the AF Form 428 to ensure the form is approved by appropriate personnel, fully justified, and filled-out correctly.

3.4.5. Serve as the certifying official for funds availability on all AF Form 428's.

3.4.6. Provide units with leave availability reports on a bi-weekly basic.

3.5. Wing Timekeepers will:

3.5.1. Verify that the approved AF Form 428 and the time and attendance worksheet agree prior to entering premium pay, overtime and compensatory time hours into the DCPS reports.

3.5.2. Maintain attendance records and other supporting documents and ensure these records are kept available for audit, or for six (6) years, whichever occurs first.

**4. Adopted Forms:** AF Form 847, *Recommendation for Change of Publication*, AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*.

JAMES J. MUSCATELL JR., COLONEL, USAFR  
COMMANDER

**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-8, *Employee Benefits and Entitlements and Department of Defense Instruction*, September 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

DODI 7000.14-R, *DOD Financial Management Policy and Procedures*, 3 March 2003

AFMAN 33-363, *Management of Records*, 1 March 2002

***Abbreviations and Acronyms***

**AF**—Air Force

**AFPD**—Air Force Policy Directive

**ART**—Air Reserve Technician

**AFRC**—Air Force Reserve Command

**AW**—Airlift Wing

**CC**—Commander

**DCPS**—Defense Civilian Pay System

**DJMS**—Defense Joint Military Pay System

**DODI**—Department of Defense Instruction

**FLSA**—Fair Labor Standards Act

**FM**—Financial Management

**FWS**—Federal Wage System

**GS**—General Schedule

**HQ**—Head Quarters

**NSPS**—National Security Personnel System

**OPR**—Office of Primary Responsibility

**SW**—Space Wing

**YA**—Professional/Analytical

**YD**—Engineering and Scientific Professional

**YH**—Medical Professional

**YK**—Investigative and Analytical

**YL**—Fire Protection

**Attachment 2**

**INSTRUCTIONS FOR PREPARATION OF AF IMT 428**

- A2.1. AF Form 428 should be accomplished and approved in advance
- A2.2. AF Form 428 must contain specifics in the justification section
- A2.3. If any changes are required, utilize the original AF Form 428
- A2.4. Emergency telephonic approval for overtime can be requested
- A2.5. Add revised time and the required signature block and forward to the applicable commander and financial services
- A2.6. Revised and emergencies dates must be the following workday
- A2.7. The wing commander is the Approving Official for all overtime and holiday pay
- A2.8. The wing commander can delegate this approval in his absence at home station and contingencies away from home station
- A2.9. Group commanders are Approving Officials for compensatory time