

**BY ORDER OF THE COMMANDER
309TH MAINTENANCE WING**

**309TH MAINTENANCE WING
INSTRUCTION 36-102**



21 JUNE 2012

Personnel

**APPROVAL OF OVERTIME,
HOLIDAY PREMIUM PAY
AND COMPENSATORY TIME**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the process for 309th Maintenance Wing (309 MXW) approval authority for Air Force (AF) Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*. It follows guidance in Air Force Instruction (AFI) 36-802, *Pay Setting*; AFI 36-807_Air Force Materiel Command (AFMC) Supplement, *Weekly and Daily Scheduling of Work and Holiday Observances*; AFI 36-807_Hill Air Force Base (HAFB) Supplement, *Weekly and Daily Scheduling of Work and Holiday Observances*; and Department of Defense (DoD) Financial Management Regulation 7000-14R, Volume 8, *Civilian Pay Policy and Procedures*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command.

1. General Information. This instruction augments AFI 36-807_AFMC Supplement and AFI 36-807_HAFB Supplement. It outlines/defines roles and responsibilities for 309 MXW personnel who have been delegated with approval authority to approve overtime, holiday

premium pay and compensatory time. This instruction applies to both wage grade and general schedule (GS) employees. This is a new instruction and must be read entirely.

2. Roles and Responsibilities.

2.1. 309 MXW Commander will:

2.1.1. Ensure overtime work occurs only pursuant to mission needs.

2.1.2. Delegate approval authority to squadron commanders/directors to approve overtime, holiday premium pay and compensatory time.

2.2. 309 MXW group commanders/directors will:

2.2.1. Assign a focal point to work with the 309 MXW Workloading Office (309 MXW/OBWA) focal point on overtime bi-annual inspections.

2.2.2. Ensure all overtime or compensatory time that a GS employee works in a pay period, does not exceed the maximum salary limitation. GS employees may receive certain types of premium pay for a bi-weekly pay period; only to the extent that the sum of basic pay and premium pay for the pay period does not exceed the greater of the bi-weekly rate of a GS-15, Step 10 (including any applicable locality rate or special salary rate), or a level V of the executive schedule. Approving officials are required to determine that overtime and compensatory time requests are justified prior to approval.

2.3. The 309 MXW squadron commanders will:

2.3.1. Ensure Time and Attendance (TAA) Labor Verification Reports are retained, along with the approved AF Forms 428 (hard copy or electronic form) at the timekeeper's office, or staged correctly IAW AFI 33-364, *Records Disposition Procedures and Responsibilities*. Approved AF Forms 428 must be kept available for audits and inspections for 6 years IAW DoD Financial Management Regulation 7000-14R, Volume 8.

2.3.2. Approve AF Forms 428, the authority for certifying overtime or compensatory time before the work is performed. **NOTE:** In an emergency, the AF Form 428 must be made a matter or record no later than the following workday. The approval shall be documented in writing or electronically.

2.3.3. Ensure all supervisors understand AF Form 428 completion instructions.

2.4. The 309 MXW Supervisors will:

2.4.1. Obtain approval for overtime work from the squadron commander/director before directing overtime. A supervisor requesting overtime cannot sign or approve his/her own overtime.

2.4.2. Authorize overtime for each employee in TAA, prior to the beginning of the overtime period. This authorization will be the maximum number of hours approved to work overtime. The number of overtime hours actually worked may be less than authorized, if work is completed in less time than originally estimated.

2.4.3. Consider workload requirements prior to approving all leave requests.

- 2.4.3.1. Adhere to provisions of the Master Labor Agreement and local supplement agreement when scheduling annual leave, or canceling previously approved annual leave for bargaining unit employees.
- 2.4.4. Establish tours of duty in IAW AFI 36-807_AFMC Supplement and AFI 36-807_HAFB Supplement.
- 2.5. 309 MXW/OBWA will:
 - 2.5.1. Be responsible for ensuring overtime approval compliance for the 309 MXW.
 - 2.5.2. Perform bi-annual inspections.
 - 2.5.2.1. Inspections will ensure that actual hours worked do not exceed those authorized. The authorization is for the maximum number of allowable hours to work. Actual hours worked can be less than the authorization. Inspections will also identify and ensure all TAA reports have been retained for 6 years, and properly certified by both the employee and supervisor.
 - 2.5.3. Track overtime hours used and assure the actual hours worked do not exceed those authorized.
 - 2.5.4. Report findings of periodic inspections to the 309 MXW Business Office (309 MXW/OB) Director for review.

ALLAN E. DAY, Col USAF
Commander

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

AFI 36-802, *Pay Setting*, 01 September 1998

AFI 36-807_AFMC Supplement, *Weekly and Daily Scheduling of Work and Holiday Observance*, 14 December 2010

AFI 36-807_HAFB Supplement, *Weekly and Daily Scheduling of Work and Holiday Observance*, 30 June 2011

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

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 December 2006

Department of Defense (DoD) Financial Management Regulation 7000-14R, Volume 8, *Civilian Pay Policy and Procedures*, May 2009

Adopted Forms

AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, 29 April 2004

AF IMT 847, *Recommendation for Change of Publications*, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AF IMT—Air Force Information Management Tool

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

DoD—Department of Defense

GS—General Schedule

HAFB—Hill Air Force Base

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TAA—Time and Attendance

309MXW—Maintenance Wing

309MXW/OB—Business Office

309MXW/OBWA—Workloading office