

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-105**



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Personnel

CIVILIAN OVERTIME

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for requesting, approving, and reporting civilian overtime. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847 from the field through the appropriate functional chain of command. This instruction does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). This publication may not be supplemented or further implemented/extended.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) 8013, Secretary of the Air Force and Executive Order 9397 Social Security Number (SSN), as amended. The applicable Privacy Act System of Record Notice (SORN) F065 AF A Time and Attendance Feeder Records and T7335a , Automated Time Attendance and Production System (ATAAPS) available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

Ensure 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Vigilance must be taken to protect Privacy Act (PA) and Personally Identifying Information (PII) when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government internet, software applications, systems (e-mail), postal, faxing or scanning.

Refer to [attachment 1](#), Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes approval authority from DS to Directors, Deputies, and Chiefs of Special Staff in duties and responsibilities as required ([paragraph 1](#) and [3](#)). Reiterates Air Force Personnel Center (AFPC) policy for excused absence for physical fitness for Air Force Appropriated Fund (APF) civilian employees that Excused Absence for Physical Fitness cannot be taken on a day when overtime is earned, unless it is taken before the overtime requirement is known ([paragraph 2](#)). Reiterates to the extent feasible, unscheduled annual leave and sick leave is not permitted within the same pay period in which overtime is earned. Outlines AFPC/FM's roles for reconciling hours requested versus hours actually worked and reiterate the requirement for supervisors to reconcile hours requested/approved with hours actually worked ([paragraph 5](#)). Identifies tiered waiver authorities for unit level compliance items.

1. Duties and Responsibilities.

1.1. Directors, Deputy Directors or Chiefs of Special Staffs will:

- 1.1.1. Review all AF Form 428's, Request for Overtime, Holiday Premium Pay, and Compensatory Time for completeness and proper justification;
- 1.1.2. Serve as the approval authority for all overtime; and
- 1.1.3. Provide direction, guidance, and advice to divisions and special staffs on proper implementation of overtime.

1.2. Director, Financial Management and Comptroller will:

- 1.2.1. Conduct periodic reconciliation of overtime approved to overtime paid;
- 1.2.2. Prepare monthly overtime report of expenditures; and
- 1.2.3. Provide direction, guidance, and advice to the commander and directors on execution of overtime dollars.

1.3. Timekeepers and/or Supervisors will:

- 1.3.1. Ensure that overtime reported on timecard does not exceed overtime hours approved.
- 1.3.2. Maintain a copy of the approved AF Form 428 and ensure form is maintained for a minimum of 6 years, 2 months.

2. Policy. Only overtime determined to be absolutely necessary to carry out the assigned mission on a timely basis will be considered for approval (Reference 5 U.S.C. 5542, 5 C.F.R. 550.111, and AFI 36-807, Scheduling of Work, Holiday Observances, and Overtime). Civilian overtime will be held to an absolute minimum by making every effort to accomplish work within the normal 40-hour workweek. Management must use all resources, including flexible scheduling, to avoid overtime during a normal 40-hour workweek. Careful planning of projected workload surges requiring overtime and the approval of annual leave and/or Excused Absence for Physical Activity during the same 40-hour workweek must be carefully evaluated prior to approving known overtime requirements. There will be situations, however, where known

overtime requirements can only be scheduled outside a normal 40-hour workweek which will allow for approval of scheduled leave and/or Excused Absence for Physical Activity during the same pay period. Unless taken before the overtime requirement is known, Excused Absence for Physical Activity is not permitted on a day when overtime is earned. To the extent feasible, unscheduled annual leave and sick leave is not permitted within the same pay period in which overtime is earned.

3. Requesting Overtime. Prior to overtime being worked, the immediate supervisor or higher level manager prepares an AF Form 428, according to AFI 36-802, 1 September 1998, Personnel, Pay Setting, Chapter 3 – Overtime Work, and forwards to applicable Director, Deputy Director or Chief of Special Staff for coordination, approval/disapproval and final submission to AFPC/FM. Supervisor maintains copy of AF Form 428. At a minimum, a separate form is required for each pay period. When an emergency situation occurs and the request cannot be processed in advance of the work being performed, the immediate supervisor or higher level manager can obtain verbal approval from the approval authorities listed in [paragraph 4](#). Written confirmation is required the following duty day. Include the name of the individual who gave verbal approval in the justification section of the AF Form 428. Adequate justification is required in the Justification block of the AF Form 428. A simple “surge in workload” does not suffice. A detailed description of the requirement must be documented, such as the specific work that will be accomplished; what is driving the work to be accomplished by a certain date; why the work cannot be accomplished during regular work hours; what steps are being taken to minimize or avoid overtime, and what the impact is if the overtime is disapproved.

4. Approval Authority. As much as practical, supervisors and higher level managers request overtime by submitting a request to their Directors, Deputy Directors or Chiefs of Special Staffs prior to overtime being worked. If the overtime cannot be requested prior to being worked, follow the approval guidance found in Paragraph 3. Approval authority must properly date the AF Form 428 to show approval was granted prior to working of the overtime. The requester is not allowed to be the same person as the approval authority. The approval authority for overtime requests regarding Directors or Chiefs of Special Staffs will be AFPC/CA or delegated approver.

5. Reporting Overtime. Return original AF Form 428 to the originator after Directors, Deputy Directors or Chiefs of Staffs signature. Submit approved copy of AF Form 428 to the AFPC/FM Workflow prior to start of overtime. The employee creates a premium request in the Automated Time and Attendance System (ATAAPS) for overtime worked. The supervisor reviews and reconciles the premium request in ATAAPS against the approved AF Form 428. Once reviewed, the supervisor approves the premium request in ATAAPS. The supervisor retains the original approved AF Form 428 to support entries on the employee’s Time and Attendance Card and makes file disposition.

6. Management Oversight Procedures. Supervisor Responsibility for Reconciling Hours Requested with Hours Worked/Paid. The supervisor retains the annotated original AF Form 428 and makes file disposition. AFPC/FM will perform periodic reconciliations to ensure overtime payments do not exceed overtime requested.

MARGARET B. POORE, Major General, USAF
Commander

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-802, *Personnel, PayicteSetting*, 1 September 1998

AFI 36-807, *Scheduling of Work, Holiday Observances and Overtime*, 25 August 2015

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

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publications*

Abbreviations and Acronyms

APF—Appropriated Fund

AFRIMS—Air Force Records Information Management System

ATAAPS—Automated Time and Attendance System

DoD—Department of Defense

IAW—In accordance with

OPR—Office of Primary Responsibility

PA—Privacy Act

PII—Personally Identifying Information

SORN—System of Record Notice

SSN—Social Security Number

RDS—Records Disposition Schedule