

**BY ORDER OF THE COMMANDER
90TH MISSILE WING**

**90th MISSILE WING INSTRUCTION
36-802**



27 OCTOBER 2022

Personnel

CIVILIAN OVERTIME PAY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements requirements of DODI1400.25V550_DAFI36-808, *Pay Administration*, and establishes policies and procedures for the request and approval of civilian overtime and compensatory time at F. E. Warren AFB (FEW). Overtime payment will be in accordance with pertinent statutes, applicable decision of the Comptroller General, Department of Defense, and Air Force policies. It applies to all units assigned or attached to FEW. This publication does not apply to Air Force Reserve Command Units or Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, for documents containing Privacy Act information. Comply with AFI 16-1404, *Air Force Information Security Program* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. See [attachment 1](#) for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include Approving Official requirements on the AF Form 428. Additionally, samples of the AF Form 428 are now included.

1. General: Group or Tenant Commanders authorize premium pay (overtime, compensatory time and holiday work). This responsibility may be further delegated in writing to the designated representative(s) who are premium pay authorizing officials. Supervisors will obtain approval from the overtime-authorizing official before ordering overtime. Overtime is hours of work that are ordered or approved by management. For employees covered by the Fair Labor Standards Act, it includes work that is “suffered or permitted”. Exception: In an emergency, the supervisor may order overtime without authorization, but must document the overtime no later than the following workday. The supervisor will sign the completely filled out AF Form 428 in advance or no later than the following work day for unscheduled overtime. The Wing Commander reserves the right to further delegate overtime and compensatory time approval as needed. The overtime and compensatory time has to be approved in Automated Time Attendance and Production System (ATAAPS) in advance, or within 24 hours for unscheduled overtime. Overtime should be utilized for urgent and unexpected workload surges, when unusual, occasional, or seasonal workload must be accomplished within a given time period and additional personnel are not available, or when performance of overtime work is more economical than hiring temporary employees or paying for charges or damages that would otherwise be incurred. Compensatory time is time off in lieu of overtime pay for irregular or occasional overtime work. Compensatory time off for travel is a separate form of compensatory time off that may be earned by an employee for time spent, outside of normal duty hours, in a travel status away from the employee's official duty station.

2. Policies:

2.1. It is mandatory for all Appropriated Funds (APF) civilians, certifiers, supervisors, and commanders to complete training (procedures clarified in [paragraph 4](#)). This training provides a step-by-step description of the civilian overtime request and approval process.

2.2. All employees who complete their timecards through the ATAAPS must complete the Premium Request in ATAAPS for overtime, holiday premium pay, compensatory time, and the AF Form 428.

2.3. The AF Form 428 (see Attachment 2) must be filled out completely and approved *before* the time is worked (reference DODI1400.25V550_DAFI36-808, Enclosure 3 f.). **EXCEPTION:** Only in an emergency may the supervisor order overtime without prior authorization. The supervisor must document the overtime no later than the following workday.

2.4. Supervisors should attempt to limit the use of overtime and leave in the same pay period when appropriate and review employee annual leave documents prior to assigning overtime. Supervisors should be able to identify exempt employees to ensure compliance with the compensatory time requirements.

2.5. Per DODI1400.25V550_DAFI36-808, Enclosure 3, 1 e(1) All overtime work should be *ordered and approved in advance* and is normally applicable to special projects or peak workloads pursuant to mission needs. It is not applicable to day-to-day routine assignments.

2.5.1. Supervisors review and certify Defense Civilian Pay System reports to identify trends in excessive overtime usage. Perform quarterly self-inspections of overtime and compensatory time usage and documentation.

2.5.2. Timekeepers will pull reports from ATAAPS for commanders' review. This report is obtained by going to Inquiries, Labor Charges, select Beginning/End Dates, select Overtime/Premium, and Search. The inquiry can then be exported to an Excel file and sent to the Commanders.

2.6. If the employee has their timecard input in the Defense Civilian Payroll System or another system other than ATAAPS, the AF Form 428 must be maintained for six years.

2.7. Staff Assistance Visits (SAVs) will be conducted by 90 CPTS on a quarterly basis to ensure compliance and to verify no trends of misuse/abuse within the Civilian Overtime Pay program. In addition to and leading up to the SAVs, reports will be pulled monthly showing usage of Civilian Overtime pay by unit and individual levels.

3. Blanket AF Form 428. A unit may only use blanket AF Forms 428 when approved by the base level Customer Service Representative. The blanket AF Form 428 will be completed similar to an individual AF Form 428. The only difference between a blanket and individual form will be the projected approval period. The max timeframe a "blanket" AF Form 428 may be approved is two pay periods. Timekeepers must review all blanket AF Forms 428 to ensure compliance. A corrected AF Form 428 must be completed after the blanket AF Form 428 expires to show actual amount of overtime/compensatory time worked.

4. Procedures.

4.1. Training materials for ATAAPS premium requests for employees and certifiers are located at O:\Base_Information\Finance\Civilian_Pay\ATAAPS Training.

CATHERINE V. BARRINGTON, Colonel, USAF
Commander

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

AFI 16-1404, *Air Force Information Security Program*, 04 Aug 2020
AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 Mar 2020
AFI 33-322, *Records Management and Information Governance Program*
DODI1400.25V550_DAFI36-808 *Pay Administration (General)*
DODI 5025.01, *DOD Directives Program*, October 28, 2007
DOD 5200.1-R, *Information Security Program*, January 14, 1997
DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2011
AFPD 33-3, *Information Management*, 8 September 2011
DAFI 90-160, *Publications and Forms Management*, 13 April 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
DOD—Department of Defense
OPR—Office of Primary Responsibility