

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 36-103**



27 FEBRUARY 2024

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: OO-ALC/OBW

Certified by: OO-ALC/OB
(Ms. Jetta Abplanalp)

Supersedes: OO-ALCH36-103, 13 February 2024

Pages: 6

This instruction establishes the process for Ogden Air Logistics Complex (OO-ALC) approval authority for Air Force (AF) Form 428, *Request for Premium Pay*. Travel compensatory time process is also provided in this instruction. It follows guidance in Air Force Instruction (AFI) 36-128, *Pay Setting and Allowances*; Department of Defense Instruction (DoDI) 1400.25V610_DAFI36-152, *Hours of Work and Holiday Observances*; AFI 36-807_Hill Air Force Base (HAFB) Supplement, *Scheduling of Work, Holiday Observances, and Overtime*; Department of Defense (DoD) Financial Management Regulation (FMR) 7000-14R, Volume 8, *Civilian Pay Policy*; and 5_CFR_550_Subpart_N *Compensatory Time Off For Travel*. Ensure all records generated because of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule (RDS) which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS) which is located in the AF Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Publication was initially published as a handbook, determined it is an instruction.

1. General Information. This instruction augments DODI1400.25V610_DAFI36-152 and AFI 36-807_HAFB Supplement. It outlines/defines roles and responsibilities for OO-ALC personnel who have been delegated with approval authority to approve overtime, holiday premium pay, and compensatory time. This instruction applies to Federal Wage System, Wage Grade, General Schedule, and Acquisition Demonstration employees.

2. Roles and Responsibilities.

2.1. OO-ALC Commander:

2.1.1. Will ensure overtime/compensatory time work occurs only pursuant to mission needs.

2.1.2. May delegate approval authority and oversight to OO-ALC staff, group, and squadron commanders/directors to approve overtime, holiday premium pay, and compensatory time.

2.2. OO-ALC group commanders/directors:

2.2.1. May delegate approval authority and oversight to OO-ALC squadron commanders/directors, staff office chiefs or equivalent to include (DO's, deputies, and Ops O's) to approve overtime, holiday premium pay, and compensatory time.

2.2.1.1. Personnel acting in the capacity of the positions defined in 2.2.1 shall be authorized in writing utilizing Department of Defense (DD) Form 577, *Appointment/Termination Record Authorized Signature*.

2.3. Approving authority will:

2.3.1. Determine that overtime/compensatory time requests meet all justification statements.

2.3.2. Maintain a current DD Form 577 in appropriate electronic records management (ERM).

2.3.3. Review the premium pay request for accuracy and approval before overtime/compensatory time work is performed (except as noted in section 2.5.5).

2.3.4. Ensure time and attendance (TAA) system, labor verification reports, and AF Forms 428 are retained for 6 years, IAW DoD FMR 7000-14R, Volume 8, Chapter 2, paragraph 020802 and AFRIMS RDS, Table 65-22, Rule 3.

2.4. The OO-ALC squadron commanders/directors/staff office directors will:

2.4.1. Ensure all supervisors are trained on premium pay process.

2.4.2. Ensure all supervisors complete quarterly review IAW AFI 36-807_HAFB Supplement.

2.5. The OO-ALC supervisors:

2.5.1. Will consider workload requirements prior to approving all leave requests.

2.5.2. Will 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.

2.5.3. Should request overtime/compensatory time authorization for each employee prior to the beginning of the overtime/compensatory time period. This request should be the maximum number of hours approved to work overtime/compensatory time. The number of actual overtime/compensatory hours worked may be less than requested.

2.5.4. Ensure an amended original AF Form 428 is completed as soon as it is known or no later than the following workday after the overtime is worked if the number of overtime/compensatory time hours exceed the original AF Form 428 authorization.

2.5.5. 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 or written approval from appropriate authorities. AF Form 428 is required the following duty day.

2.5.6. Must adequately justify overtime/compensatory time by explaining why work could not be accomplished during regular tour of duty.

2.5.6.1. The justification statement is to include:

2.5.6.1.1. The specific task(s) to be accomplished.

2.5.6.1.2. The reason(s) tasks could not be completed during regular work hours.

2.5.6.1.3. An acknowledgement that other options were considered and found not to be appropriate prior to allowing overtime and annual leave in the same period (if applicable).

2.5.7. Overtime must be marked as overtime scheduled (OS) or overtime unscheduled (OU) on the AF Form 428. OS is overtime that is known and planned in advance to the work week. OU is overtime not known at the beginning of the work week.

2.5.8. Will reconcile hours requested with hours worked/paid.

2.5.9. Will perform and document quarterly reviews of overtime and compensatory time usage and documentation IAW AFI 36-807_HAFB Supplement maintain in appropriate electronic records management (ERM).

2.6. OO-ALC Business Office Workloading Division (OBW) will:

2.6.1. Serve as the complex focal point for premium pay and will ensure quarterly review taskers are distributed to OO-ALC group and staff office workflows.

2.6.1.1. Provide quarterly review template to OO-ALC group and staff offices in tasker.

2.6.2. Maintain the overtime communicator within the management internal control toolset.

3. 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 DoDI1400.25V610_AFI 36-807).

3.1. Civilian overtime will be held to an absolute minimum by making every effort to accomplish work within the normal 40-hour work week. Management must use all resources, including flexible scheduling, to avoid overtime during a normal 40-hour work week.

3.2. Careful planning of projected workload surges requiring overtime and the approval of annual leave during the same 40-hour work week must be carefully evaluated prior to approving known overtime requirements.

4. Requesting Overtime. Prior to overtime being worked, the immediate supervisor or higher-level manager prepares an AF Form 428 according to DoDI 1400.25V550_AFI36-808, *Pay Administration (General)*, Enclosure 3, Premium Pay, paragraphs e and f, and forwards it to the applicable OO-ALC staff, group, or squadron commander/director for approval/disapproval IAW AFI 36-807_HAFB Supplement OO-ALC squadron commanders/directors, staff office chiefs or equivalent to include (DO's, deputies, and Ops O's) may request their own overtime, but approval must be obtained by the next higher level of supervision. Supervisors requesting overtime cannot sign or approve their own overtime/compensatory time.

5. Compensatory Time Off for Travel. An employee earns compensatory time off for travel for time spent in travel status away from the employee's official duty station IAW AFI36-807_hillafbsup, para 5.8.. Use of the AF Form 428 to document travel compensatory time is not necessary.

KENYON K. BELL,
Major General, USAF Commander,
Ogden Air Logistics Complex

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

DAFI90-160, *Publications and Forms Management*, 13 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 21 July 2021

AFI 36-128, *Pay Setting and Allowances*, 17 May 2019

DODI1400.25V550_DAFI36-808, *Pay Administration (General)*, 11 Aug 2021

DODI1400.25V610_DAFI36-152, *Hours of Work and Holiday Observance*, 05 April 2023

AFI 36-807_HAFB Supplement, *Scheduling of Work, Holiday Observances, and Overtime*, 23 February 2017

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

OO-ALCGM 2021-90-03, *Inspector General Deficiency Management*, Pending Publication

DoD FMR 7000-14R, Volume 8, *Civilian Pay Policy*, October 2019

Adopted Forms

AF Form 428, *Request for Premium Pay*

AF Form 847, *Recommendation for Change of Publication*

DD Form 577, *Appointment/Termination Record-Authorized Signature*

Abbreviations and Acronyms

AcqDemo—Acquisition Demonstration

AF—Air Force

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

DAFI—Department of the Air Force Instruction

DO—Director of Operations

DoD—Department of Defense

DoDI—Department of Defense Instruction

EMC2—Emergency Management Command & Control

ERM—Electronic Records Management

FMR—Financial Management Regulation

GS—General Schedule

HAFB—Hill Air Force Base

IAW—In Accordance With

OO-ALC/OBW—Business Office Workloading Division

OO-ALC—Ogden Air Logistics Complex

OO-ALC/OB—Business Office

OPR—Office of Primary Responsibility

OPS O—Operations Officer

OS—Overtime Scheduled

OU—Overtime Unscheduled

RDS—Records Disposition Schedule

TAA—Time and Attendance