

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS
COMPLEX**



**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 36-110**

28 JUNE 2024

Incorporating Change 1, 21 MAY 2026

Personnel

***MANAGEMENT AND CONTROL OF
OVERTIME, HOLIDAY WORK, AND
COMPENSATORY TIME***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: WR-ALC/OBMB

Certified by: WR-ALC/OB
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Supersedes: WR-ALCI 36-110, 21 October 2019

Pages: 7

This instruction implements Air Force Instruction (AFI) 36-128, *Pay Setting and Allowances*. It establishes policies, procedures, and responsibilities for the management and control of overtime (OT), compensatory time (CT), and holiday work within Warner Robins Air Logistics Complex (WR-ALC). It applies to all WR-ALC groups and staff offices. Refer recommended changes about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*.

SUMMARY OF CHANGES

This interim change revises WR-ALCI 36-110. Changes include updating the documentation certification to the current Deputy Director of the WR-ALC Business Office and Brigadier General, along with updated references, and a few grammatical changes.

1. Policy.

1.1. Responsibility. The WR-ALC Commander has designated responsibility for management of OT/CT, and/or holiday work to the respective groups: Aircraft Maintenance Group (AMXG), Commodities Maintenance Group (CMXG), Electronics Maintenance Group (EMXG), Maintenance Support Group (MXSG) and two-letter staff offices. The groups and two-letter staff offices can further delegate this responsibility in writing no lower than Squadron Director or equivalent for authorization of overtime and no lower than the Flight Chief, or equivalent, to obtain the AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*.

1.1.1. Approval of scheduled/unscheduled OT to be worked on a holiday may not be delegated below Group/Staff Deputies.

1.2. Documentation of work. OT/CT and/or holiday work must be documented and approved by the end of the pay period.

1.2.1. Compensatory time is defined as an equivalent amount of compensatory time off for irregular or occasional OT work performed in lieu of OT (excludes credit hours).

1.2.2. Premium Pay is defined as any hours worked in excess of the regularly scheduled tour of duty; i.e., time worked before or after one's regularly scheduled working hours (excludes credit hours).

1.2.2.1. Regularly scheduled OT work means OT work that is scheduled prior to the beginning of an employee's regularly scheduled administrative workweek.

1.2.2.2. Irregular or occasional OT work means OT work that is not scheduled in advance of the employee's workweek.

1.3. Work Allowance. OT/CT and/or holiday work must be kept to the absolute minimum, consistent with mission accomplishment, and within established Complex budget thresholds.

1.3.1. Accrued CT must be taken no later than the end of the 26th pay period after it was earned. If not taken within that time, it will be paid at the overtime rate in effect when it was earned.

1.3.2. Employees/Supervisors must monitor the aging of CT to prevent avoidable payouts.

1.4. Work During Temporary Duty (TDY). OT/CT and/or holiday work performed on TDY must be approved prior to being worked if the requirement can be established prior to departure or by communication with the traveler during the TDY.

1.5. Emergency Work. When OT/CT is used during an emergency, advance approval for the work is not required. Every effort should be made to initiate the AF Form 428 to include justification by the end of the pay period.

2. WR-ALC/OB Responsibilities. OB will:

2.1. OBMB is the appointed POC for OT/CT Program.

2.2. OBMB Staff CSRs will provide the standardized COGNOS OT/CT report to all Staff offices and appointed Group CSRs.

3. Groups and Two Letter Staff Offices Responsibilities. Groups and Staff Offices will:

3.1. Have responsibility and oversight of monitoring OT/CT.

4. Supervisor's Responsibilities. Supervisors will:

4.1. Adhere to the negotiated guidelines and procedures established in the Local Supplement Agreement (LSA) to the Master Labor Agreement (MLA) when making selections.

4.2. Ensure AF Forms 428 are maintained (digitally or paper copy) in a location known and accessible by all parties with a need to know (i.e. office, with their timekeeper, with their CSR).

4.3. Ensure individuals do not exceed maximum bi-weekly and annual salary limitations (equivalent to GS-15 step 10) for both GS and NH personnel in accordance with DoD 7000.14-R, Volume 8, Chapter 3, *Financial Management Regulation, Pay Administration*. This limitation includes basic pay, locality pay, and ALL premium pay to include incentive pay, bonuses, awards, and any differential pay such as nighttime, holiday, or Sunday pay.

4.4. Conduct quarterly self-inspections of overtime and compensatory time documentation and usage. Each organization will maintain self-inspections within Records Management.

5. Instructions for Completing AF Form 428.

5.1. Form Routing. TO: Approving official. THRU: Chain of command up to group/staff office OT monitor (optional). FROM: Requesting official.

5.2. Justification. Provide specific and substantial justification for the OT/CT and/or holiday work to be performed.

5.2.1. List duties to be performed.

5.2.2. Identify program execution, if appropriate (i.e., job order number, project number, tail number, etc.)

5.2.3. Statement of why work cannot be accomplished during normal duty hours.

5.3. Pay period. Enter the inclusive dates of the pay period in which work will be accomplished. **Note:** Separate requests are required for each pay period.

5.4. Responsibility Center/Cost Center (RC/CC). Enter appropriate RC/CC for organization requesting OT.

5.5. Request Number. Leave blank.

5.6. Name and/or number of employees by series and office symbol. Enter the name and last 4 of social security number (or J number) of each employee scheduled to work or enter the number of employees by series and office symbol. May attach supporting documentation to AF Form 428 (e.g., list of names). **Note:** Government/organization records will be protected from unauthorized disclosure or damage IAW requirements of 5 USC 552a, *Records Maintained on Individuals*, as stated in Privacy Act of 1974, and DODI 1400.25V610_DAFI36-152, *Hours of Work and Holiday Observances*.

5.7. Grade. Enter pay plan (GS, NH, NJ, NK, WG, WS, or WL), grade, and step of the employee (the step is needed to verify the rate of pay) or maximum step if multiple employees. For AcqDemo, you will need to enter the pay plan (NH, NJ, or NK) and broadband (02, 03, or 04).

5.8. Hours requested. Enter the total hours projected to be worked by the employees during the period covered.

5.9. Date OT will be worked. Self-explanatory.

5.10. Hourly OT/Holiday Rate. Enter the OT or holiday pay rate. For CT, leave this column blank.

5.11. Total Cost. Enter totals in columns headed "Hours Requested" and "Total Cost" and/or "Compensatory Time-Hours", as appropriate. Overall total will auto populate.

5.12. Date. Enter date the request is initiated.

5.13. Requester. Level of management requesting the OT/CT and/or holiday work. Digital or pen and ink signature required.

5.14. Fund Certification. A memo will be distributed by WR-ALC/OBM each year to communicate the accounting codes to be utilized.

6. Other Approval Requirements.

6.1. Timeliness. AF Form 428 must be submitted to the appropriate approving level of management in sufficient time to permit review/verification of entries and return of the approved form back to the requesting official prior to notifying employees scheduled to work.

6.2. TDY Work Identified. OT/CT and/or holiday premium performed while on TDY will be identified by the individual to the appropriate approving official to ensure hours worked are accurately recorded on the Time and Attendance (TAA) document. This may be accomplished by telephone, e-mail, overnight mail, facsimile, or other acceptable means of communication to the approving official.

6.3. Data Accuracy. Accuracy of all data on the approved request is essential. If any entry must be changed due to substitutions or deletions of employees scheduled to work or the type of time scheduled to be worked as listed on the approved AF Form 428, the requesting official will forward a corrected/amended copy of the AF Form 428 to the approving official for re-approval.

6.3.1. Total dollar amounts approved on each AF Form 428 request must not be exceeded. A separate request must be initiated to increase any dollar amounts previously authorized. Total dollar amounts include individual employee amounts and total bottom line dollars/hours for the AF Form 428.

6.3.2. If CT is worked in lieu of OT, the requesting official will forward a corrected/amended copy of the AF Form 428 to the approving official.

6.4. Discrepancies and Corrections. OT/CT hours reflected in the TAA system for individual employees are compared with requests (AF Form 428) on file. Discrepancies must be resolved, and corrective actions taken. The requesting or approving official will establish the cause of the discrepancy and initiate necessary corrective action. AF Form 428 must be reconciled with actual TAA records at the end of the pay period. Corrections to AF Forms 428 are marked to reflect the actual employee names or numbers of employees and number of OT/CT and/or holiday work hours expended.

DAVID S. MILLER,
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

DoD FMR 7000.14-R, Volume 8, *Civilian Pay Policy*, October 2025

DODI 1400.25V550_DAFI36-156, *Pay Administration (General)*, 17 January 2026

DODI 1400.25V610_DAFI36-152, *Hours of Work and Holiday Observances*, 6 April 2023

DODI 1400.25V550_DAFI36-808, *Pay Administration (General)*

DoD FMR 7000.14-R, Volume 8, *Civilian Pay Policy*, May 2013

Master Labor Agreement, 1 April 2012 and *local supplement, Article 5*, 10 March 2015

AFI 33-322, *Records Management and Information*, 23 March 2020

AFI 36-128, *Pay Setting and Allowances*, 9 January 2026

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023, *Incorporating Change 1, 14 July 2025*

5 USC 552a, *Records Maintained on Individuals*, 19 December 2014

Master Labor Agreement, 1 October 2021 and *local supplement, Article 5*, 10 March 2015

Memorandum from HQ AFMC/A1 *authorizes use of AF Form 428* dated 28 April 2014, and *further authorized to document overtime by the end of each pay period.*

Prescribed Forms

None

Adopted Forms

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

DAF Form 847, *Recommendation for Change of Product*

Note: Memorandum from HQ AFMC/A1 *authorizes use of AF Form 428* dated 5 Jun 2022

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

CFR—Code of Federal Regulations

CT—Compensatory Time

DAFMAN—Department of the Air Force Manual

DoD—Department of Defense

EEO—Equal Employment Opportunity

e-mail—Electronic Mail

FMR—Financial Management Regulation

IAW—In Accordance With

JON—Job Order Number

LSA—Local Supplement Agreement

MLA—Master Labor Agreement

OPR—Office of Primary Responsibility

OT—Overtime

RC/CC—Responsibility Center/Cost Center

SSN—Social Security Number

TAA—Time and Attendance

TDY—Temporary Duty

USC—United States Code

WR-ALC—Warner Robins Air Logistics Complex

WR-ALC/OB—Warner Robins Air Logistics Complex Business Operations Office

WR-ALC/OBMB—Warner Robins Air Logistics Complex Management Human Resource Support Element