



DEPARTMENT OF THE ARMY  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO  
ATTENTION OF

CESWL-RM (37)

13 July 2000

DISTRICT ENGINEER'S POLICY MEMORANDUM 2000-07

Subject: Overtime/Compensatory Time (OT/CT) and Holiday Work

1. The purpose of this policy is to inform managers and supervisors of their responsibilities pertaining to the use of overtime, compensatory time and holiday work. The Little Rock District will utilize SWD 690-1-2, OT/CT and Holiday Work for managing its program. Exceptions to this process must be approved by the District Commander.

a. Managers and timekeepers are to follow the guidance outlined in:

1. 5 CFR 550
2. 5 CFR 551
3. 5 CFR 532
4. AR 690-990-2
5. SWD 690-1-2

Chief, RMO will notify managers of major changes in stated regulations.

b. The District Commander has delegated the authority to approve necessary overtime, within their budget constraints, to the Division and Office Chiefs. Division and Office Chiefs can further delegate this authority to Branch Chiefs/Supervisors as needed. Division and Office Chiefs will be responsible for revoking this authority when appropriate.

c. Chief, RMO will monitor OT/CT utilization to identify potentially adverse trends and will periodically provide managers a listing that identifies employees who have been paid for more than 200 hours of overtime or 15% of base salary.

d. Requests for OT exceeding 250 hours or 20% of salary can be approved by the Division and Office Chiefs.

2. A checklist is enclosed for supervisors and timekeepers to use as a guide for maintaining the integrity of the system and as an internal control measure when conducting the annual assurance statement.

Encl

DOUGLAS L. BENTLEY, JR.  
Major, Corps of Engineers  
Deputy Commander

OVERTIME/COMPENSATORY TIME HOLIDAY WORK AUDIT CHECKLIST

1. Was a DA Form 5172-R used to request and approve holiday work/overtime/compensatory time?
2. Was request approved by the proper individual?
3. Was the request approved before the holiday work/overtime/compensatory time was worked?
4. If the request was not approved prior to the holiday work/overtime/compensatory time being worked, is it apparent that an appropriate situation existed?
5. Does the request adequately justify that irregular or occasional overtime was an economic advantage to the Government or satisfied mission essential needs?
6. Does the justification describe what the effect would have been if the request was not approved?
7. Was the request because of routine work requirements?
8. Were any GS-12 and above employees paid overtime in lieu of being required to accept compensatory time? If yes, was it properly documented?
9. Was any OT in excess of 250 hours approved by the Commander or one of the deputies?
10. Is compensatory time scheduled to be used when it is earned?
11. Was compensatory time taken within 26 pay periods to preclude automatic payment at overtime rates?
12. Was annual leave approved during the same week overtime was worked? If yes, was it properly documented?
13. Were variances initialed by the supervisor between actual and requested overtime hours worked?
14. Are the approval documents being maintained for the current year plus one year for audit purposes?
15. Is compensatory time used, before annual leave, unless the employee has "use-or-lose" annual leave?