



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON, DC 20310-0103

SFAE-HRMD

DAW 29 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority - Policy on the Approval of Overtime Work

1. Reference memorandum, Office of the Administrative Assistant to the Secretary of the Army, dated 15 Nov 13, subject: HQDA Policy on the Approval of Overtime Work (enclosure).
2. In accordance with guidance from the Administrative Assistant to the Secretary of the Army (AASA), I delegate the authority and responsibility for administering the restrictions on overtime work set forth in this memorandum for:
 - a. all civilian employees in grades GS-15 (and equivalents) and below assigned to your office or organization;
 - b. all civilian employees in grades GS-15 (and equivalents) and below assigned to field operating agencies, staff support agencies, program executive offices, and direct reporting units led by a civilian employee who are subject to your authority, direction and control; and
 - c. all Army civilian employees in grades GS-15 (and equivalents) and below assigned to organizations or functions for which the Secretary of the Army has been designated as DoD Executive Agent or administrative support agent, or for which he has been accorded some other management or support role and who have been previously aligned with you.
3. You may further delegate the authority to approve overtime work by covered civilian employees to supervisors in grades no lower than colonel or GS-15 (or equivalents). The management and approval of overtime work will be in accordance with this memorandum and applicable law and regulation.
4. Overtime work, whether paid or awarded as compensatory time off, is prohibited unless an authorized official grants approval in accordance with the provisions outlined in paragraphs 6 and 7. Every effort should be made to ensure that essential work is completed during normal duty hours. Overtime work should be held to the absolute minimum necessary to perform mission-critical functions and meet requirements during emergency situations. All other options must be considered before overtime work is authorized, and overtime work will be authorized only when other options are impracticable.

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5. Approval of overtime work must be documented in advance of the time and date when the work is to be performed. The approval, which must be signed and dated by an authorized official, must set forth the purpose of the overtime work, the rationale for concluding that other options are impracticable, whether the overtime work will be paid or awarded as compensatory time off, and the number of hours of overtime work authorized. When exigent circumstances preclude advance written approval, advance verbal approval from an authorized official must be obtained before the overtime work is performed and written documentation should be prepared no later than the following workday. Supervisors will ensure that overtime work is officially ordered and approved before it is performed and that employees, whether exempt or not exempt from the Fair Labor Standards Act, do not perform unapproved overtime work. Funding for overtime work must come from within the very limited resources allocated to each organization.
6. I expect that you will hold officials to whom you delegate authority to approve overtime work accountable for managing workload properly and ensuring overtime work is not approved in violation of this policy.
7. Supervisors also must carefully monitor the use of compensatory time off. Accrued, compensatory time off must be used by the end of the 26th pay period after the pay period in which it was earned; otherwise, unused balances will be paid at the overtime rate in effect when the compensatory time was earned. Compensatory time off will generally be used before the approval of annual leave, unless doing so would cause the forfeiture of annual leave. Funding for the payment of unused compensatory time must come from within the very limited resources allocated to each organization.
8. To the extent that this memorandum affects bargaining unit members' conditions of employment, activities are reminded to meet their statutory labor relations obligations.
9. This memorandum will remain in effect until revoked or superseded.
10. The point of contact is Mrs. Regina Posey, Human Resources Management Division, U.S. Army Acquisition Support Center (USAASC), at commercial (703) 805-1019, or email: regina.a.posey.civ@mail.mil.



Heidi Shyu
Army Acquisition Executive

Encl
Memo, OAASA, 15 Nov 13

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