



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Letter 27 – DA Civilian Work Schedule, Overtime (OT) and Compensatory Time (CT)

1. References.

- a. Title 5, Code of Federal Regulations, Parts 550, 561, and 610.
- b. Department of Defense Instruction 1400.25, Volume 610 (Civilian Personnel Management: Hours of Duty), 28 November 2014, Change 1, 25 November 2019.
- c. USACC Memorandum; ATCC-ZB, Subject: Overtime (OT) and Compensatory (CT) Standard Operating Procedures (SOP), 6 October 2016.
- d. USACC Memorandum; ATCC-PA, Subject Civilian Work Schedule Standard Operating Procedures (SOP), 24 October 2019.
- e. USACC FRAGORD 1 to USACC OPOD 17-12-019, Automated Time and Attendance Production System (ATAAPS) Leave and Premium Pay Requests, 18 April 2018.

2. Purpose. To establish work schedule and premium pay guidance for supervisors, certifying officials, and employees in support of CST. Supervisors must be aware of the key differences in overtime and compensatory time provisions and act appropriately as this affects employee compensation. Due to constrained budget requirements, supervisors will only use OT or CT when adjusting the employee's flexible work schedule is not an option.

3. Roles and Responsibilities.

a. Supervisors are responsible for administering hours of duty policies and procedures.

(1) Supervisors will encourage employees to adjust their flexible work schedules to achieve the CST mission and minimize premium pay operating costs.

(2) Supervisors will clearly convey leave request procedures and work hour options to all employees.

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(3) Supervisors will schedule employees regularly scheduled administrative workweek to correspond with the employee's actual work requirements, this includes adjusting core hours for those employees on flexible schedules, prior to the start of the administrative work week, to ensure necessary staffing to accomplish mission requirements.

(4) Supervisors will establish a basic workweek of 40 hours which does not extend over more than 6 of any 7 consecutive days IAW Title 5, Code of Federal Regulations, Sec. 610.111. The basic workweek may adjust to meet the needs of the mission requirements. For example, adjusting the schedule to ensure mission support every 5 days for Cadet in-processing, graduations, departures, and training.

(5) Supervisors will ensure OT or CT is approved by designated certifying officials NLT 14 days prior to the beginning of each pay period.

(6) When overtime is approved, the supervisor or their designee communicates directly with the employee giving the specifics as to time, date, and location the overtime will be worked. Premium pay claimed in support of ROTC program work must be supervised, telework is not authorized.

(7) Supervisors will minimize calling employees back to work for unscheduled overtime to avoid unnecessary operating costs. Employees shall receive at least 2 hours overtime pay if called back to work on an overtime basis or actual time worked if it exceeds two hours. De minimis off-duty contact, including but not limited to, activation of the alert roster, requests for information, inquiries about employee leave status, etc., are not normally compensable.

b. Employees will adhere to work schedule policies and procedures, including being present for work during the hours scheduled and accurately reporting hours worked each workday and pay period. Any deviation from the employees approved work schedule without appropriate supervisory approval may result in disciplinary action.

(1) Employees must select the correct/authorized "Certifier(s) to Notify" when completing their premium pay request. Overtime or compensatory time that is not in support of the CST mission must be approved and certified by the employee's Brigade Commander, Brigade Executive Officer (XO), or Director of Brigade Operations (DBO). Supervisors are responsible to ensure that this is accomplished appropriately.

(2) When submitting requests for premium pay hours, employees must include justification for any hours required to support ROTC program business. If, for any pay period, premium pay is requested for both CST and ROTC program work, a breakdown of hours for each must be included in the justification request.

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(3) The employee must coordinate ROTC program work with the CST supervisor to ensure proper supervision. Premium pay claimed in support of ROTC program work must be supervised, telework is not authorized. Employees may complete ROTC program work during their regularly scheduled 40-hour workweek if the work does not interfere with their CST mission.

(4) Completing the Premium Pay Request in ATAAPS does not remove the 14-Calendar Day Suspense for pre-approval. All overtime, compensatory time, and premium pay must be submitted to the approval authority no later than 14 calendar days prior to the start of the requested work. If an unscheduled event arises inside the 14-calendar day requirement, managers must immediately notify the approval authority of the overtime, compensatory time, or holiday work via email or phone call and gain approval before authorizing the work. Any overtime or compensatory time worked without preapproval is an unauthorized commitment of funds and will require a ratification action for correction prior to timecard certification.

c. ROTC Program Premium pay certifying officials. Brigade Commanders, Brigade Executive Officer (XO), or Director of Brigade Operations (DBO) are the certifying officials for all overtime and compensatory time worked in support of brigade operations.

d. CST Premium pay certifying officials.

(1) Premium pay approving authority for CST employees will be limited to personnel serving in CST O6 OIC/Chief positions or O5 Primary Staff/Deputy/XO positions. Employees without someone of that position or grade within their CST hierarchy will have premium pay approved by the CST Deputy Commandant, Chief of Staff, or Deputy Chief of Staff.

(2) DA Civilians reporting to CST TDY upon reporting to CST, G1 Timekeeper will provide employee a list of designated leave approval and premium pay approval authorities. All requests for leave or premium pay must be submitted to those personnel during the CST tour.

4. Holidays. All Civilian employees should be off duty on Memorial Day, Juneteenth, and Independence Day holidays. If the CST mission requires Civilians to work on one of these days, a separate overtime request, with justification, must be submitted for approval. Civilian employees should work no more than 8 hours on a holiday and any hours worked in excess of 8 hours will be coded OS in ATAAPS.

5. Point of contact for this memorandum is Mr. Shawn M. Bowers, Deputy G37, at 502-624-6258; or email: shawn.m.bowers.civ@army.mil

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Encl
Premium Pay Approval Groups



STEVEN M. KING
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CST Commandant

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CA

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ENCLOSURE 1, Leave and Premium Pay Approval Groups

Leave & Premium Pay Approval	# of PAX	Teams in Group
G1/DEP	41	All G1 Sections, SHARP, UA
G3/DEP	3	All CST TOC Sections
G4/DEP	79	All G4 Sections
G6/DEP	4	All G6 Sections
G8/DEP	19	Cadet Pay and DTS
TF Leader O6/XO	35	AC/BC Regiments, HQ Personnel
TF Merrill O6/XO	9	All RSOI Sections
TF Training O6/XO	20	All TF Training Sections
TF Tactics O6/XO	9	All TF Tactics Sections
USACC Surgeon O6/DEP	6	CST Nurse and Surgeon Sections
Ceremonies Chief/XO	2	Ceremonies and ESD
CST DCoM, CoS, DCoS	5	PAO, Safety