



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT**  
**204 1ST CAVALRY REGIMENT ROAD**  
**FORT KNOX, KENTUCKY 40121-5123**

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST25) 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 OPORD 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. Separate OT or CT code entries in ATAAPS in support of ROTC Program work are no longer in effect. All OT and CT worked during CST will be coded as hours worked in support of CST.

3. Roles and Responsibilities.

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

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

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

(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. Supervisors will provide a weekly summary of OT and CT for their employees during the weekly CST Chief of Staff Huddle. The CST Deputy Chief of Staff will oversee OT and CT in ATAAPS to ensure compliance with this guidance.

(6) When overtime is approved, the supervisor 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 CST or 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) The employee must coordinate ROTC program work with the CST supervisor to ensure proper supervision. Employees may complete ROTC program work during their regularly scheduled 40-hour workweek if the work does not interfere with their CST mission. The ROTC PMS must endorse Enclosure 2, PMS ROTC Program Validation, to validate the estimated weekly work requirements. Employees will submit Enclosure 2 to their CST supervisor to allocate time during the employee's administrative workweek

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for completion as appropriate. All OT and CT claimed during CST will be coded the same, there is no requirement to track ROTC program OT or CT differently as this time is validated by the CST supervisor.

(2) 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. 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 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 will be off duty on Federal holidays. If the CST mission requires Civilians to work on one of these days, Civilian employees will code no more than 8 hours of Holiday Grade (HG). Any hours worked after that will be coded as Overtime (OS).

5. Point of contact for this memorandum is Mr. Bruce Coyne, Chief G37, at 502-624-5471; or email: [bruce.r.coyne.civ@army.mil](mailto:bruce.r.coyne.civ@army.mil)

Encls  
Premium Pay Approval Groups

STEVEN M. KING  
Brigadier General, USA  
Commandant

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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 DCoS	5	PAO, Safety

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ENCLOSURE 2, PMS ROTC Program Validation

I certify that I am the ROTC Program supervisor/PMS for the following employee and request the CST Supervisor allocate time during the employee's administrative workweek to accomplish these specified tasks in support of our Program.

Employee Name: \_\_\_\_\_

<u>Task(s) to Complete</u>	<u>Estimated Hours Per Week</u>
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor Rank/Name: \_\_\_\_\_

ROTC Program Name/BDE

Phone Number

Email

SIGNATURE