



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
204 1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

30 April 2026

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References.

- a. USC, Title 5, Ch. 1, Subchapter B, Parts 550 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. OT will be separated and coded as OS for support of CST, and OU for work performed in support of ROTC Program. CT should only be used by permanent party or with the written approval of the PMS.

3. Roles and Responsibilities.

- a. CST 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 regularly scheduled administrative work week 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 verbal weekly summary of OT and CT for their employees during the weekly CST Chief of Staff Huddle. The CST G1 will oversee OT and CT in DATAAPS 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 of OT if called back to physical work location on an overtime basis or actual time worked if it exceeds two hours. If an employee is required to take a work phone call outside of duty hours, they are entitled to a minimum of 15 minutes of OT or actual time, if the call exceeds 15 minutes. 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.
- 8) 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 employee's approved work schedule without appropriate supervisory approval may result in disciplinary action.
- 9) The employee must coordinate ROTC program work with the CST supervisor to ensure proper supervision. Employees may complete ROTC program work

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during their regularly scheduled 40-hour work week, if the work does not interfere with their CST mission. ROTC program work is not automatically OT. The Brigade DBO, or XO must endorse Brigade Program Validation (enclosure 1), to validate the estimated biweekly work requirements. Employees will submit Enclosure 1 to their CST supervisor to allocate time during the employee's administrative workweek for completion as appropriate. OT will be separated and coded as OS for support of CST, and OU for work which cannot be completed during regular CST duty hours, performed in support of their ROTC Program.

10) Completing the Premium Pay Request in DATAAPS 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, 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.

b. 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 will receive, from the G1 Timekeeper, 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 their CST tour.

4. Holidays. All Civilian employees will be off duty on Memorial Day, Juneteenth, and Independence Day (3 July), holidays. If the CST mission requires Civilians to work on one of these days, Civilian employees will work no more than 8 hours of holiday grade pay (HG). Any additional hours that must be worked must be requested and coded in ATAAPS as OS, IAW guidance above. Civilians are not to perform any ROTC program work on a holiday.

5. OT/CT hours requested are not an entitlement and OT/CT are not guaranteed, even after approved. Hours are to be requested by pay period and should be carefully managed by CST supervisors and only should be worked, as mission requires.

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6. Point of contact for this memorandum is Ms. Denise Scalzitti (520) 718-4144
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Encl
BDE Overtime Validation

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Commandant

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CA

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ENCLOSURE 1, Brigade Overtime Validation

I certify that I am authorized to approve overtime 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 their Program.

Employee Name: _____

Task(s) to Complete _____

Estimated Hours Per Pay Period _____

Reoccurring for the duration of their TDY? _____ Yes _____ No

Brigade DBO or XO Approver:

Rank/Name _____

ROTC Program Name/BDE _____

Phone Number _____

Email _____

Signature _____