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

ATCC-PAP

MEMORANDUM FOR All United States Army Cadet Command (USACC) Civilian Employees and Supervisors of Civilian Employees

SUBJECT: Cadet Summer Training (CST26) Policy Letter 27 – Department of the Army 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; Change 2, 20 September 2024.

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 a 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) Leverage flexible work schedules to meet CST mission requirements and minimize premium pay costs.

(2) Clearly communicate leave request procedures and work-hour options to all employees.

(3) Schedule the administrative workweek to align with actual mission requirements, including adjusting core hours for employees on flexible schedules prior to the start of the workweek.

(4) Establish a 40-hour basic workweek that does not extend over more than 6 of any 7 consecutive days, in accordance with Title 5, CFR §610.111. Adjust schedules as needed to support cadet in-processing, graduations, departures, and training.

(5) Ensure OT or CT is approved by designated certifying officials no later than 14 days prior to the start of each pay period. Provide a weekly verbal summary of OT and CT during the CST Chief of Staff Huddle. The CST Deputy Chief of Staff will monitor OT and CT in ATAAPS for compliance.

(6) When OT is approved, employees will provide specific details regarding the time, date, and location of the work. All premium pay performed in support of CST or ROTC must be supervised. Telework is not authorized.

(7) Minimize unscheduled OT. Employees called back to a physical worksite will receive a minimum of 2 hours of OT or actual time worked if it exceeds 2 hours. Work-related phone calls outside duty hours will entitle employees to a minimum of 15 minutes of OT or actual time if the call exceeds 15 minutes. Brief, incidental contact (e.g., alert roster activation, information requests, leave-status inquiries) is generally not compensable.

b. Employees. Employees must adhere to work schedule policies, be present during scheduled duty hours, and accurately report hours worked each day and pay period. Unauthorized deviations may result in disciplinary action.

(1) Employees must coordinate ROTC program work with their CST supervisor to ensure proper oversight. ROTC work may be completed during the regular 40-hour work week if it does not interfere with CST duties. ROTC work is not automatically OT.

- Employees may use up to 10 hours of OU-coded OT per pay period for ROTC work that cannot be completed during regular CST duty hours.

- The CST approving authority may authorize up to 15 hours of OS-coded OT per pay period.

- The CST Chief of Staff may authorize up to 30 hours of OS-coded OT per pay period.

- Requests exceeding 30 hours must be elevated to the USACC Assistant Chief of Staff.

(2) Submitting a Premium Pay Request in ATAAPS does not waive the 14-day pre-approval requirement. All OT, CT, and premium pay requests must be submitted no later than 14 calendar days before the work begins. If an unscheduled requirement arises within the 14-day window, supervisors must immediately notify the approval authority via email or phone and obtain approval before authorizing work. Any OT or CT worked without pre-approval constitutes an unauthorized commitment of funds and requires ratification before timecard certification.

c. CST Premium Pay Certifying Officials.

(1) Premium pay approval authority is limited to CST personnel serving in O6 OIC/Chief positions or O5 Primary Staff/Deputy/XO positions. Employees without someone in that grade within their CST chain will have premium pay approved by the CST Deputy Chief of Staff.

(2) DA Civilians reporting to CST will receive a list of designated leave and premium pay approval authorities from the G1 Timekeeper. All requests must be submitted to those officials during their CST tour.

4. Holidays. All civilian employees will be off duty on Memorial Day, Juneteenth, and Independence Day (3 July). If mission requirements necessitate work on these holidays, employees may work no more than 8 hours of holiday grade pay (HG). Any additional hours must be requested and coded as OS in ATAAPS. Civilians will not perform ROTC program work on holidays.

5. OT/CT Not Guaranteed. OT and CT are not entitlements and are not guaranteed even after approval. Requests must be submitted by pay period and carefully managed by CST supervisors to ensure they are only worked when mission-essential.

6. Point of contact for this memorandum is Ms. Denise Scalzitti (520) 718-4144 denise.l.scalzitti.civ@army.mil or Ms. Wendy Simpkins (502) 624-7142 wendy.g.simpkins.civ@army.mil.

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DALE S. CROCKETT
Brigadier General, USA
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