



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

JUL 12 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #17 – Civilian Time and Attendance

1. Reference. INSCOM Policy Memorandum #25 (Civilian Time and Attendance), dated 18 Sep 2014.
2. Purpose. To ensure the attendance (i.e., presence or absence) of all 501st Military Intelligence Brigade civilian employees is accurately reported and documented in order to compute pay, leave, and associated allowances.
3. Summary. Brigade and Battalion leadership, including supervisors of Korean National (KN) and Department of the Army Civilian (DAC) employees, will take appropriate measures to limit and control all work hours that result in night differential, holiday pay, compensatory time, and overtime pay. The current and forecasted funding posture for the Brigade demands it. Leaders at all levels will be sensitive to costs and embrace ways to keep expenses at a manageable level, to include keeping work schedules at no more than 40 hours per week for each employee.
4. Specifics. Supervisors who approve/sign employee timecards will ensure that any overtime hours worked per pay period is consistent with the amount of hours authorized by the INSCOM Commanding General (CG). Any compensatory time hours worked per pay period must be consistent with the amount of hours authorized by the Brigade Commander and/or the Brigade Deputy Commander.
 - a. Authority to schedule and approve compensatory time beyond 40 hours per week is specifically delegated no lower than the Brigade Deputy Commander.
 - b. Authority to schedule and approve overtime hours beyond 40 hours per week is specifically delegated no lower than the INSCOM Commanding General.
 - c. Battalion Commanders/Staff Heads are expected to forecast civilian overtime/compensatory time requirements to the maximum extent possible.
5. Requests for compensatory time that have been forecast in advance should be submitted to the Brigade Deputy Commander or Brigade Commander for decision. The Brigade Civilian Personnel Liaison (CPL) will track all approvals of compensatory time. Approvals will be used to document time and attendance in ATAAPS.

6. Requests for overtime that have been forecast in advance should be submitted to the Brigade Civilian Personnel Liaison (CPL). The CPL will route each overtime request through the Brigade Resource Management Office, the Brigade Deputy Commander and/or Brigade Commander for concurrence. If concurrence is given, the request will be forwarded to the INSCOM G-1 Civilian Human Resources Division via the Overtime Request Authorization (ORA) Portal at least 30 days prior to the commencement of the overtime requirement. If approved, the request will be returned to the requesting supervisor and used to document the approval in ATAAPS.

7. All compensatory time and overtime requests should be submitted at least 30 days prior to the commencement of the overtime/compensatory time requirement in order to ensure sufficient time for appropriate staffing and decision.

8. The Brigade Commander is expected to request verbal approval (by calling/emailing the CG INSCOM) for all imminent/un-forecast civilian overtime requirements prior to submission of the required written request for CG approval. Likewise, Battalion Commanders/Staff Heads must contact the Brigade Commander and/or the Brigade Deputy Commander for this type of compensatory time requirement. In all instances, the date of verbal approval and by whom must be cited when submitting the subsequent written request for approval. Compensatory time approvals may be documented either by hard copy or via email. The Brigade CPL will maintain approvals for record-keeping and inspection purposes.

9. Requests for travel compensatory time must be approved by the employee's supervisor, Brigade Deputy Commander, or the Brigade Commander. The employee is responsible for recording and submitting actual time spent in a travel status. It is the supervisor's responsibility to review and approve travel arrangement requests, in advance of travel, along with requests to earn travel compensatory time and the actual hours earned, using the employee's travel compensatory time worksheet and the itinerary printout from the Commercial Travel Office (CTO), when the CTO is used for booking travel. When needed, commuting time guidance can be obtained from the BDE CPL Office.

a. Requests for travel compensatory time will be authorized and approved via the premium pay request in ATAAPS.

b. Travel compensatory time must be officially authorized, must be for work purposes, and must be approved BEFORE it is earned.

c. Travel compensatory time is forfeited if not used by the end of the 26th pay period after the pay period during which it was earned; upon voluntary transfer to another agency; upon movement to a non-covered position; or upon separation from the Federal Government.

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d. Under no circumstances may an employee receive payment for unused travel compensatory time.

10. The procedures for credit hours have not changed. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employees basic work requirement. Employees are not paid basic pay or overtime pay for credit hours when they earn them. Requests for credit hours must be approved by the employee's supervisor in advance via email (the DA 5172-R is not required). The email documenting such approval must be attached to a copy of the bi-weekly timesheet from ATAAPS. The documentation must be retained for six years. Only 24 credit hours may be carried over from one pay period to the next. The premium pay limitations do not apply to payment for credit hours even though such limitations apply to payments for unused compensatory time off.

11. Unless authorized in accordance with law or regulations to use such time for other purposes, all KN and DAC civilians shall use official time to perform official duties.

12. Employees and supervisors, who knowingly submit time cards with improperly documented hours of work, are subject to formal disciplinary action for making false statements or misrepresentation, to include falsifying information on a time card or other document pertaining to time and attendance entitlements. Such formal disciplinary action can range from a written reprimand to removal from the Federal service.

13. The point of contact for this policy letter is Brenda Council, Brigade Civilian Personnel Liaison, at DSN 315-723-8065 / email brenda.r.council.civ@mail.mil.



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Commanding

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