



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

FKRM

- 7 DEC 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Forces Korea (USFK) Compensatory/Overtime Policy

1. FKRM memorandum, 7 June 2005, subject as above, is rescinded.
2. Effective immediately, USFK organizations will take appropriate measures to limit and control compensatory time and overtime pay for U.S. and Korean National civilian employees. The current and forecasted funding postures for the Command are quite austere. Consequently, leaders at all levels should be sensitive to costs; they should embrace ways to keep expenses at a manageable level, to include overtime costs.
3. To that extent, overtime or compensatory work will be authorized and approved in writing using a DA Form 5172-R, "Request, Authorization, and Report of Overtime" prior to the work being performed. This authority is specifically delegated to the first Colonel / O6 or GS-15 in the chain of command. If due to unusual circumstances; when prior approval is impractical, then approval will be obtained the next business day. Timekeepers will not input compensatory time or overtime without an approved DA Form 5172-R on file.
4. **U.S. civilian employees whose rate of basic pay exceeds the maximum rate of pay for a GS 10, Step 10:** When there is a need for overtime, immediate supervisors will direct these employees to work compensatory time in lieu of overtime. U.S. civilian employees should be encouraged to schedule or use their compensatory time off within 90 days after it is earned to eliminate the effect of compensatory time converting to paid overtime. If mission requirements prevent the scheduling of compensatory time off within 90 days, then supervisors should make all appropriate efforts to ensure that time off is scheduled before the 26th pay period after it is earned.
5. **U.S. civilian employees whose rate of basic pay is at or below the maximum rate of pay for a GS 10, Step 10; and all USFK Korean National employees:** These employees will work straight overtime at a rate of 1.5 times the basic hourly rate. However, they may request compensatory time. These requests should be granted, and U.S. civilian employees should be *encouraged* to schedule and use their compensatory time within 90 days after it is earned to preclude it from converting to payment. Korean National employees must use their compensatory time within 90 days after it is earned or it is automatically forfeited.

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6. Compensatory time earned by U.S. employees will automatically convert to paid overtime within 26 pay periods if it is not used. Supervisors may deny annual leave if an employee has unused compensatory time, unless the employee has "use of lose" annual leave and would forfeit that leave if it is not taken before the end of the calendar year.



DAVID P. VALCOURT
Lieutenant General, USA
Chief of Staff

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