

**US Army Corps of Engineers (USACE)
OVERTIME APPROVAL OVER 250/1,000 HOURS**

For use of this form, see ER 37-1-30; the proponent agency is CERM-F.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority Title 5, Section 5542, and Title 10, Section 3013, United States Code.
Principal Purpose To approve and record requests for Overtime/Compensatory Time (OT/COMP).
Routine Uses None.
Disclosure Disclosure of this information is voluntary; however, failure to provide this information may delay or prevent action on this application.

INSTRUCTIONS

This form is used to document approval/disapproval of (OT/COMP for USACE employees who have earned 250 or more OT/COMP hours this fiscal year (FY). The Regional Commander's or the Deputy Commanding General's (DCG) signature is only required for employees who have earned over 1,000 hours of OT/COMP this FY.

1. REQUEST DATE		2. DISTRICT	
3. LAST NAME	4. FIRST NAME	5. OFFICE SYMBOL	
6. DUTY TITLE		7. GRADE	8. SERIES
9. OT/COMP HOURS			
a. Worked Current FY To Date	b. Additional Expected for Remainder of FY	c. Total Attributable to Employee This FY	
10. JUSTIFICATION OF THE WORK TO BE ACCOMPLISHED			
11. NARRATIVE DETAILING WHY THE TASK CANNOT BE PERFORMED BY THE INDIVIDUAL OR ANOTHER TEAM MEMBER DURING REGULAR DUTY HOURS			
12. EXPLANATION OF THE NEGATIVE EFFECT(S) ON THE MISSION IF OT/COMP IS NOT APPROVED			
13. AUTHENTICATION			
a. Supervisor's Printed Name	Date	Supervisor's Signature	
b. Commander's/Director's Printed Name <i>(for OT/COMP over 250 hours)</i>	Date	Commander's/Director's Signature	
c. Regional Commander's or DCG's Printed Name <i>(for OT/COMP over 1,000 hours)</i>	Date	Regional Commander's or DCG's Signature	