



HEADQUARTERS  
UNITED STATES FORCES-AFGHANISTAN  
BAGRAM, AFGHANISTAN  
APO AE 09354

USFOR-A-DCDR-S

03 February 2015

MEMORANDUM FOR United States Forces Afghanistan (USFOR-A) Units and Personnel

SUBJECT: Policy Letter #28, Hours of Work and Overtime for Department of Defense Civilian Employees

1. References:

a. Title 5, Code of Federal Regulations (CFR), Chapters 550 and 610.

b. Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 8.

c. DoD Instruction 1400.25, DoD Civilian Personnel Management System, Chapters 550, 610, and 1250.

2. Purpose: To update work schedule and overtime policies for DoD civilian employees.

3. Applicability: This policy applies to all units and personnel who are assigned to or under the operational or administrative control of United States Forces - Afghanistan (USFOR-A).

4. Policy: The standard 40-hour work week for DoD civilians is Sunday through Thursday with up to an additional 31 hours of overtime authorized each week if necessary to meet mission requirements. Overtime hours are not an entitlement; they must be justified by operational need. It is an inherent responsibility of every supervisor to ensure that hours worked are consistent with mission requirements and that time is well spent on key priorities.

a. The standard work schedule for USFOR-A units is as follows:

	<u>Afghanistan</u>	<u>Kuwait/Qatar</u>
Sunday	1200 – 2030	1030 - 1900
Monday – Thursday	0830 – 2030	0700 - 1900
Friday	1200 – 2030	1030 - 1900
Saturday	0830 – 2030	0700 - 1900

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b. Authority to Adjust Work Schedules:

(1) Commanders/Directors (O-5/GS-14 and above) may approve adjustments to start/stop times for employees so long as the total amount of overtime does not exceed 31 hours per week (62 hours per pay period) and operational hours are consistent with USFOR-A and unit mission requirements.

(2) Commanders/Directors (O-5/GS-14 and above) will determine the number of overtime hours needed per week to accomplish the work if less than 31 hours per week.

(3) Commanders/Directors (O-5/GS-14 and above) may authorize additional hours of overtime (above 31 hours per week) for emergency situations affecting life, health, or safety of personnel. Commanders must maintain records documenting the nature of the emergency and may only authorize additional overtime for the minimum number of personnel who are needed to safely handle the emergency situation. Whenever possible, commanders should adjust employee work schedules to accommodate the emergency situation rather than adding overtime to the regular schedule.

(4) For situations other than emergencies, Commanders/Directors (O-5/GS-14 and above) may authorize short periods of overtime for extraordinary work requirements and approve more than 31 hours per week of overtime with the following caveats: (a) the extra overtime hours cannot continue for more than 2 pay periods in a 6-month period, (b) the total number of overtime hours cannot exceed 40 hours in a single week, (c) the basis for need must be clearly documented in writing and provided to the employee's home station supervisor, and (d) the additional overtime hours must be a last resort—the only viable option to meet critical requirements and deadlines.

(5) To increase overtime above 31 hours per week (62 hours per pay period) for circumstances other than those cited above, the request must be submitted in writing and in advance of the hours being worked, to an O-6/GS-15 in the chain of command. Commanders/Directors (O-6/GS-15 or above) may approve additional overtime for unusual circumstances as long as this is not a blanket approval and does not occur more than twice in a single month or more than two consecutive months. Overtime amounts or duration that exceed these delegations must be staffed through the USFOR-A J1, Civilian HR Chief, for review and approval by the Deputy Commander for Support or a General Officer in the chain of command.

5. Documentation: A civilian employee's parent organization will execute timekeeping and pay processing. This is typically accomplished through automated timekeeping systems. To provide validation of hours approved and worked in theater, manual timekeeping spreadsheets must be prepared and certified by an in-theater supervisor at the O-5/GS-14 level or above and sent to the home station supervisor.

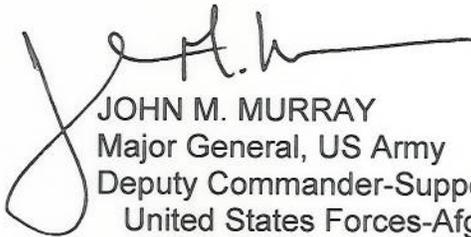
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6. Special Instructions: This policy supersedes Policy Letter #28, Standard Work Schedule and Timekeeping for Department of Defense Civilian Employees, dated 30 September 2014.

7. Point of Contact: The point of contact for this policy is USFOR-A J1, Civilian Human Resources, at DSN 318-481-3072.

2 Encls  
Timekeeping Procedures  
Sample Timesheet



JOHN M. MURRAY  
Major General, US Army  
Deputy Commander-Support  
United States Forces-Afghanistan

Timekeeping and Hours of Work Instructions  
Addendum to USFOR-A Policy Letter #28

1. USFOR-A Work Schedule:

For DoD civilians who work the full schedule as authorized in Policy Letter #28, hours will be recorded in the timekeeping system as follows:

Day	Work Hours Afghanistan	Work Hours Kuwait/ Qatar	Regular Hours (RG)	Scheduled Overtime (OS)	*Night Differential (ND)	Sunday Premium (SG)	Unpaid Lunch Period	Unpaid Dinner Period
Sunday	1200-2030	1030-1900	8	0	2 - 2.5	8	N/A	30 min
Mon-Thurs	0830-2030	0700-1900	8	3	2 - 2.5	0	30 min	30 min
Friday	1200-2030	1030-1900	8	0	2 - 2.5	0	N/A	30 min
Saturday	0830-2030	0700-1900	0	11	2 - 2.5	0	30 min	30 min

2. Night Differential (ND) only applies to GS/GG employees. WG employees cannot be credited with ND unless the majority of the work schedule falls after 1800. For GS employees, ND applies for all hours worked after 1800. The range of ND hours shown in the table above is based on when the civilian takes a dinner break. If dinner is taken at 1800 or later, the ND entitlement would be 2 hours. If the unpaid dinner break is taken prior to 1800 hours, the ND entitlement would be 2.5 hours for the amount of time worked after 1800.

3. Holidays: When a civilian employee works a full day that is designated as a Federal holiday, the employee receives 8 hours of Holiday Premium pay (HG) in lieu of 8 hours of Regular Pay (RG) for that day.

4. In Lieu of Holidays: When a holiday falls on a day that is not part of the regular (non-overtime) workweek (i.e., if it falls on Friday or Saturday), an “in lieu of holiday” is credited on the last regular work day prior to the holiday. For example, if the holiday falls on Friday, which is not part of the regular work week, the “in lieu of holiday” would be observed on the preceding workday (Thursday). Employee work hours would be documented as “HG” on Thursday and would still show “OS” on Friday.

5. Monday Holidays: Federal holidays that are designated by law to occur on Monday (i.e., Birthday of Martin Luther King, Jr., Washington’s Birthday, Memorial Day, Labor Day, and Columbus Day) are moved to Sundays for employees at duty posts outside the United States whose basic workweek is Sunday through Thursday.

6. Lunch and Dinner Breaks: These breaks are unpaid time for civilian employees. If an employee’s meal time takes longer than 30 minutes, supervisors are required to either adjust the start or stop time of the day to account for the longer meal period, or adjust the hours worked.

## 7. General Information:

a. Overtime Entitlement: All civilians who are assigned to a foreign country are considered "exempt" from the Fair Labor Standards Act (FLSA) and are therefore covered by the overtime rules of Title 5, United States Code (5 USC 5542) rather than the FLSA. For "exempt" employees to have an entitlement to overtime pay, including compensatory time in lieu of overtime, the work must have been officially approved in writing by the designated approving official. Extra hours that are worked by an "exempt" employee do not constitute an entitlement to overtime pay, unless the overtime pay or comp time was officially approved in writing prior to being worked. Overtime work that is approved and scheduled in advance of the administrative workweek as part of an employee's regularly scheduled workweek is considered regular overtime (OS on the time card). Overtime work that is officially approved, but not scheduled in advance of the administrative workweek is considered irregular overtime (OU on the time card). Note that Night Differential cannot be applied to "OU" overtime hours.

b. Personal Activities: A civilian employee's physical training time, attendance at church services, and time spent in other non-work related activities is not part of the official duty day. Employees may adjust the start and stop times of their work schedule, with approval of their supervisor, if they wish to accomplish non-work activities during the normally scheduled work hours.

c. Directed Work Schedule Changes: Supervisors have the authority to direct changes in employee work schedules as appropriate to cover mission activities. For example, supervisors may direct an earlier or later start time and quitting time to accommodate meetings or work activities that need to be accomplished earlier or later in the day. While efforts should be made to schedule continuous work hours during the day, supervisors have the authority to adjust schedules that provide discontinuous hours when necessary to accomplish work requirements scheduled at different times or to accommodate employee requests for adjustment.

d. Command-sponsored events: Supervisors should encourage attendance at command-sponsored events such as change-of-command ceremonies, awards ceremonies, structured organizational activities intended to enhance team camaraderie, etc. When attending such events the location of the event is considered the employee's place of duty and the time spent during regular work hours is considered hours of duty. This authorization would not typically extend to individual MWR activities such as attending a movie or social function. For the time to be considered duty hours, there must be a direct benefit to the organization, its effectiveness, and/or esprit de corps.

e. Travel for official business that occurs during the regular work schedule is considered duty time. When official travel takes place outside of regular work hours, the employee may request "compensatory time for travel" (CB on the timecard) for the hours of travel. Official business includes travel from one base to another within

Afghanistan, approved TDY to another location, and deployment or re-deployment travel. Hours spent traveling for personal reasons, such as R&R or emergency leave, are not considered official business and there is no entitlement to “compensatory time for travel”.

8. A sample timekeeping spreadsheet is provided at Enclosure 2 and is also available on the USFOR-A J1 portal. No later than Wednesday of the second week of the pay period, employees must submit their timesheet to their in-theater supervisor (O-5/GS-14 or above) for certification and signature, and also enter time in the automated timekeeping system used by the home station. No later than Thursday of the second week of the pay period, the in-theater supervisor (O-5/GS-14 or above) will return the signed timekeeping spreadsheet to the employee, who will then send the signed sheet to the home station supervisor for validation of hours worked. Any written approval of unscheduled overtime hours must also be provided to the home station supervisor. For documentation of regularly scheduled overtime, employees must provide a copy of this memorandum to the home station supervisor and timekeeper.

**Time and Attendance Report for: Doe, John XXX-XX-1234**

Pay Period: FROM: 9-Mar-14 TO: 22-Mar-14

NOTE: Standard work schedule is as follows: SUN 1200-2030; MON-THUR 0800-1630; FRI 1200-2030; SAT 0830-2030  
 SUN&FRI include one unpaid half hour for dinner; MON-THUR & SAT include one unpaid half hour for lunch and one unpaid half hour for dinner

Date	Day	Hours Worked				Total Hours									
		In	Out	In	Out	RG	OS	OU	HG	ND	CB	LV	SG	Total	
9-Mar-14	SUN	1200	1730	1800	2030	8.00							8.00	0.00	
10-Mar-14	MON	0830	1230	1300	1730	8.00	3.00							13.00	
11-Mar-14	TUE	0830	1230	1300	1730	8.00	3.00							13.00	
12-Mar-14	WED	0830	1230	1300	1730	8.00	3.00							13.00	
13-Mar-14	THURS	0830	1230	1300	1730	8.00	3.00							0.00	
14-Mar-14	FRI	0830	1230	1300	1730	8.00	8.00							0.00	
15-Mar-14	SAT	0830	1230	1300	1730		11.00							13.00	
16-Mar-14	SUN	1200	1730	1800	2030	8.00							8.00	0.00	
17-Mar-14	MON	0830	1230	1300	1730	8.00	3.00							13.00	
18-Mar-14	TUE	0830	1230	1300	1730	8.00	3.00							13.00	
19-Mar-14	WED	0830	1230	1300	1730	8.00	3.00							13.00	
20-Mar-14	THURS	0830	1230	1300	1730	8.00	3.00							13.00	
21-Mar-14	FRI	0830	1230	1300	1730		8.00							10.00	
22-Mar-14	SAT	0830	1230	1300	1730		11.00							13.00	
<b>Totals</b>						<b>80.00</b>	<b>62.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>142.00</b>	

All hours reported are correct for the reporting period.

Electronically signed

Employee's Signature/Date

I am the certifying official for this employee. All hours have been reviewed and certified correct for this reporting period. All premium hours have been approved on DA FORM 5172 and those hours were worked according to the appropriate regulations.

<b>Supervisor's Printed Name</b>	RG Regular	CE Compensatory Time Earned
	HG Holiday Work	LA Annual Leave
	SG Sunday Work	LH Holiday Leave
	ND Night Different	LK Home Leave
	OS Overtime Scheduled	LV Excused Absence (R&R)
	OU Overtime unscheduled	LS Sick Leave
	CB Travel Comp Earned	CT Compensatory Time Taken
		CF Travel Comp Taken
		KA Leave Without Pay
		LR Restored Annual Leave Used
		LY Time Off Award Used

Supervisor's Signature/Date