



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911
APO AE 09169-0001

AETV-GSN-XO

5 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 17, Controls for Awards, Overtime & Compensatory Time

1. Reference 104th ASG Commander's Policy 7-1, 7 Jan 02
2. Addressees shall comply with the controls for Awards, Overtime, and Compensatory Time outlined in Reference. Addressees shall pay particular attention to the following areas:
 - a. Addressees are responsible to ensure that their subordinate organizations do not exceed the civilian pay targets of 1% for overtime / compensatory time and 2% for awards without the expressed written approval of this command.
 - b. Addressees are responsible to ensure that all Overtime and Compensatory Time worked in their subordinate organizations is requested and approved on DA Form 5172-R in advance of the employee working the Overtime and/or Compensatory Time; that Local National requests are co-determined by the Local National Works Council; and that the signed approval documents are maintained with the employee's Time and Attendance records.
 - c. Addressees are responsible to ensure that all earned Compensatory Time in their subordinate organizations is scheduled and taken before it is paid out as Overtime.
3. The 284th BSB Resource Management Cell will track Award, Overtime, and Compensatory Time expenditures and publish the statistics not less than monthly.
4. Point of contact for this CPL is Mr. Craig Birchard, Deputy Commander, DSN 343-1510.


BART U. SHREVE
LTC, SF
Commanding

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