REQUEST AND APPROVAL OF OVERTIME

CONTROL NUMBER

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Chapter 61, Hours of Work; Chapter 53, Pay Rates and Systems; Chapter 57, Travel, Transportation, and Subsistence; and Chapter 63, Leave; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 31 U.S.C., Chapter 35, Accounting and Collection; and E.O. 9397 (SSN).

PURPOSE(S): Records are used to prepare time and attendance records, to record employee pay rates and status, including overtime, the use of leave, and work absences; to track workload, project activity for analysis and reporting purposes; for statistical reporting on leave and overtime use/usage patterns, number of employees teleworking, etc.; and to answer employee queries on leave, overtime, and pay.

ROUTINE USES: The DoD "Blanket Routine Uses" apply to this system of records. They may be found at http://www.dod.mil/privacy/notices/blanket-uses.html

DISCLOSURE: Voluntary; however, if you fail to supply all the data elements, DLA may not be able to approve your overtime request.

RULES OF USE: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System of Records notice S340.10, DLA Civilian Time and Attendance, Project and Workload Records" available at http://www.dod.mil/privacy/notices/dla/

PART I - REQUEST FOR APPROVAL

TO

FROM

DATE AND TIME PERIODS FOR WHICH OVERTIME IS REQUESTED

IDENTIFICATION NUMBER (Payroll, Social Security, Cost Code, etc.)	NAME OF EMPLOYEE (Indicate by asterisk if supervisor)	GRADE	OVERTIME RATE	OVERTIME REQUESTED			OVERTIME WORKED		
				HOURS		ESTIMATED COST	HOURS		ACTUAL COST
				TIME COMP	FOR PAY		TIME COMP	FOR PAY	
a	b	c	d	e	f	g	h	i	j
>									
TOTAL									

JUSTIFICATION (Workload to be accomplished; productivity expected; availability of funds; effect if not approved)

SIGNATURE

TITLE

DATE

PART II - REVIEW PRIOR TO APPROVING OFFICIAL'S ACTION

TO

FROM

EVALUATION OF REQUEST AND RECOMMENDED ACTION IN ACCORDANCE WITH LOCAL PROCEDURES

SIGNATURE

TITLE

DATE

PART III - APPROVING OFFICIAL'S ACTION

TO (Requester)

REQUEST FOR OVERTIME

☐ APPROVED   ☐ DISAPPROVED

SIGNATURE

TITLE

DATE

- form continues on next page -

REQUEST AND APPROVAL OF OVERTIME

PART IV - VERIFICATION OF OVERTIME WORKED AND WORKLOAD ACCOMPLISHED

FROM	TO

☐ APPROVED OVERTIME WORKED HAS BEEN ENTERED IN COLUMNS H, I, AND J, PART I ABOVE

WORK ACCOMPLISHED AND PRODUCTIVITY ATTAINED DURING OVERTIME WORKED WAS AS FOLLOWS

SIGNATURE OF OFFICIAL COMPLETING PART I	TITLE	DATE

- this section intentionally left blank -