



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

10 Apr 15

IMMH-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base-Myer-Henderson Hall (JBM-HH) Policy Memorandum HR-1,
Approval of Overtime/Compensatory Time for Army Personnel

1. REFERENCES. AR 690-990-2, Civilian Personnel Hours of Duty, Pay and Leave, 15 Apr 85.
2. PURPOSE. To establish a policy concerning the use of overtime and compensatory time for Army Civilian personnel assigned to Joint Base Myer-Henderson Hall.
3. APPLICABILITY. This policy applies to all Army Appropriated Fund, Non-Appropriated Fund, and Federal Wage System employees.
4. POLICY.
 - a. Overtime and compensatory time are only used to accomplish mission-essential requirements. Supervisors should first consider such actions as extending deadlines, rescheduling, and reviewing processes to reduce or eliminate unnecessary overtime.
 - b. Directors/Staff Office Chiefs are authorized to approve overtime for employees in their respective directorates/staff offices. Supervisors have approval authority for compensatory time for employees they supervise. Overtime and compensatory time should be approved in advance where practical and properly documented on IMCOM Form 1-H to ensure sufficient funds are available. Exceptions to this policy must be approved by the Joint Base Commander.
5. PROCEDURES. Follow procedures as outlined above.
6. PROPONENT. The Human Resources Directorate is the proponent for this policy. The point of contract is Director of Human Resources at commercial (703) 696-3520, DSN 426-3520.


MICHAEL D. HENDERSON
COL, AR
Commanding

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