



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100

DLAR 1422.2

DLA-CB

3 Apr 89

DLA REGULATION  
NO. 1422.2

CIVILIAN PERSONNEL OVERTIME AND HOLIDAY PREMIUM PAY  
(Supplementation is permitted by DLA Primary Level Field Activities.)

I. PURPOSE AND SCOPE. To establish policy, responsibilities, and guidelines regarding premium pay authorizations and use. This DLAR is applicable to HQ DLA, all DLA primary level field activities (PLFAs), and HQ DLA management support activities (MSAs).

II. POLICY

A. Overtime and holiday premium pay are important resources which can be used to allow maximum flexibility for managing personnel cost and achieving planned productivity objectives. Properly managed overtime can be a more efficient and lower cost way to accomplish workload than the hiring of additional full-time personnel. Overtime may be used at any time for "normal workload period(s)," "peak workload period(s)," "abnormal workload demands," or "an emergency." Overtime, except in emergencies, should be planned and scheduled in advance.

B. Overtime is a tool managers should use to adjust personnel requirements to fluctuations in workload. Within this context, maximum use should be made of compensatory time in lieu of paid overtime.

C. Regulations regarding overtime authorization and use will be established by each PLFA and will be given wide distribution to promote full understanding and compliance. Heads of HQ DLA MSAs will comply with overtime regulations issued by PLFAs to which they are attached for administrative support.

D. Authority to approve overtime has been delegated to Heads of PLFAs by DLAR 1400.1, Civilian Personnel Management Policies, Authorities, and Responsibilities. Authority to approve overtime is hereby delegated to Heads of DLA MSAs. The above authority may be subject to limitations set forth in this DLAR and in DLAR 1400.1.

E. To the maximum extent possible, overtime is to be scheduled and approved in advance by approving officials specified by the Head of an Agency. Overtime may be approved for an organizational unit, not for a specific employee. Once approved, any employee in that organizational unit may work the necessary overtime to get the job done. Overtime may be approved in advance for an entire pay period. This may be done up to 2 working days prior to the pay period in which the overtime is to be worked. \*

F. Approval of overtime will be in writing, except in "an emergency" when the approving official determines that oral approval is a necessary expedient. Oral approvals will be put in writing prior to the submission of the Time and Attendance Report for the period involved. The document that is used to approve overtime in advance does not have to go to payroll for certification. The current time card (DLA Form 1035, Time and Attendance Report) with actual hours worked and signature is the only document needed for payroll certification. \*

---

This DLAR supersedes DLAR 1422.2, 12 Dec 85.  
\* Denotes Changes

- \* G. Overtime will be reviewed by supervisory personnel and/or manpower management analysts to assure that the organization, operating procedures, and staffing are appropriate.
- \* H. Certification of entitlement and computations of overtime and holiday premium pay will be in accordance with applicable United States Office of Personnel Management policies and regulations, and HQ DLA implementing regulatory publications and directives.
- I. To the maximum extent possible, overtime work will be scheduled and approved in time periods of a quarter hour or multiples thereof. Within this limitation, the minimum time period scheduled is a matter of administrative determination in cases not otherwise prescribed by law, regulation, or directive.

### III. DEFINITIONS

- A. Abnormal Workload Demands. Include such circumstances as temporary peak workloads, seasonal or otherwise, which clearly can be performed more economically through use of overtime than through hiring additional personnel; sustained workload surges which outstrip hiring and training capabilities; and unique operational tasks which can be performed most economically through use of overtime.
- B. Emergency. Any unforeseeable occurrence requiring special action to preserve health, welfare, and safety of personnel, or to protect Government property.
- C. Normal Workload Period(s). Characterized by customary and expected workload(s) in an activity unit on a regular basis. Overtime usage during "normal workload periods" minimizes the need for an organizational unit to be staffed in anticipation of workload that may not materialize.
- D. Peak Workload Period(s). Include those circumstances that are peculiar to an activity and which constitute the seasonal workload increase(s) that can be expected within an activity unit on a recurring basis.

IV. SIGNIFICANT CHANGES. This revision establishes policy for using overtime and holiday premium pay.

### V. RESPONSIBILITIES

A. The Chief, Program/Budget Division, Office of Comptroller, HQ DLA (DLA-CB) will:

- 1. Maintain essential manpower and financial records for analysis of activity overtime and holiday premium pay utilization.
- 2. Review and evaluate overtime and holiday premium pay utilization, compliance with HQ DLA and activity overtime policy, and effectiveness of or need for overtime controls in all elements of DLA.

B. The Heads of HQ DLA Principal Staff Elements, DLA Primary Level Field Activities, and HQ DLA Management Support Activities will:

- 1. Establish control procedures to comply with this DLAR.
- 2. Ensure that overtime and holiday work approved is essential to the successful accomplishment of assigned missions.
- 3. Ensure the proposed expenditures for overtime and holiday premium pay are within fund authorization.
- 4. Review and evaluate utilization of overtime and holiday premium pay, compliance with policy, and effectiveness of control procedures.
- 5. Require maintenance and review of records, when applicable, that will show amount accomplished during overtime and holiday hours worked (where work

performance standards are available, records will show productivity rates during overtime hours versus productivity rates during regular work hours).

6. Maintain appropriate records that are centrally located for management use and possible HQ DLA inspection. Any locally developed overtime approval process may be used as long as a document exists that proves that overtime is approved in advance. Otherwise, a DLA Form 73, Request and Approval for Overtime, must be used. \*

BY THE ORDER OF THE DIRECTOR



JAMES P. SINESANK  
Colonel, USA  
Staff Director, Administration

DISTRIBUTION

3

COORDINATION: DLA-K, DLA-KS, DLA-KM,  
DLA-G, DASC-R, DLA-LP, DLA-LR