CIVILIAN OFF SITE REGULAR/OVERTIME CERTIFICATION REPORT

EMPLOYEE NAME *(Print)*	TRAVEL ORDER NUMBER	EMPL./DEPOT SHOP CODE	PAYROLL NR.

PAY PERIOD	DATE	REGULAR TIME		REG. HOURS	OVERTIME		OT. HOURS	LEAVE HRS & TYPE	DUTY STATION LOCATION	JON	EMP INIT
		IN	OUT		IN	OUT					
SUN											
MON											
TUE											
WED											
THUR											
FRI											
SAT											
SUN											
MON											
TUE											
WED											
THUR											
FRI											
SAT											

MAINTENANCE CONTROL SUPERVISOR (*PRINT NAME*)	RANK/TITLE	DATE
MAINTENANCE CONTROL SUPERVISOR (*SIGNATURE*)	DSN AND E-MAIL ADDRESS	
NAVAIR/CONTRACTOR OFFICIAL (*PRINT NAME*)	RANK/TITLE	DATE
NAVAIR/CONTRACTOR OFFICIAL (*SIGNATURE*)	DSN AND E-MAIL ADDRESS	
DEPOT SUPERVISOR (*SIGNATURE*)		DATE

FRC EAST 5330/10 (Rev. JUL 2010)

PLEASE READ THE FOLLOWING CERTIFICATION REPORT COMPLETION INFORMATION

* All depot employees on travel work assignments are to use the Civilian Off Site Regular/Overtime Certification Report, FRC EAST 5330/10 (Rev. JUL 2010) to record and certify their hours worked.
* The Regular Time portion of the certification report will be completed at the discretion of the traveling employee's depot shop supervisor.
* Overtime hours worked must be recorded in the overtime portion of the certification report.
* Production employees (Engineering & Logistics employees when shipboard, conducting aircraft inspections, or First Articles reviews) are to have an individual acting in a Maintenance Control Supervisor capacity (who possesses knowledge of the employee's actual overtime hours worked) verify and certify the overtime hours claimed. This approving official will legibly print and sign his/her name in the space provided, and include his/her title and DSN Number/E-mail address.
* Engineering & Logistics employees are to have an individual acting in a NAVAIR/Contractor Official capacity (who possesses knowledge of the employee's actual overtime hours worked) verify and certify the overtime hours claimed. This approving official will legibly print and sign his/her name in the space provided, and include his/her title and DSN Number/E-mail address.
* Employees are required to initial all labor hour entries (in the Emp. Init. block) and submit biweekly certification reports to their depot supervisor.