

INSTRUCTIONS
THIS FORM IS SELF ROUTING-DO NOT USE A ROUTE SHEET.
USE MESSENGER ENVELOPE FOR TRANSMISSION.

- Item 1 - Prepare separate forms if overtime is expected to extend over two quarters. A schedule of pay quarters is shown on Appendix R of NRLINST 7400.2E (PAYROLL HANDBOOK).
- Item 1d - Enter either 6 or 7 in the blank "...includes ____ pay periods...", and enter the appropriate dates.
- Item 3 - Show FLSA status, i.e., "E" for exempt and "N" for nonexempt.
- Item 4 - GS-11 only, show step, e.g., 11/6.
- Item 10 - It is important that each justification include:
- (a) A designation of one of the six situations justifying the use of overtime.
 - (b) Name and priority of program, if assigned.
 - (c) Provide detailed justification: *(If paid overtime is for employees described in NOTE A below, state reason why compensatory time cannot be used.)*
- Item 11 - Program or function for which overtime is involved. For direct cost work, cite the applicable job order number and sponsor. For overhead, cite the functional account number.
- Item 12 - Do not sign if ordering official is a branch head, go to Item 13. If the ordering official is a division/office head, overtime must be approved at the next level.
- Item 14 - Division/Office Head will determine the appropriate routing and provide the codes in items 15, 16, 17, and 18.

PREPARE SEPARATE REQUESTS FOR CASES REQUIRING COMMANDING OFFICER APPROVAL AND FOR THOSE REQUIRING ONLY DIVISION/OFFICE HEAD APPROVAL. DO NOT MIX CASES ON A SINGLE REQUEST FORM. THE FORM FOR COMMANDING OFFICER APPROVAL SHOULD NOT CONTAIN CASES WHICH DO NOT REQUIRE HIS APPROVAL.

- NOTE A** - **IT IS DEPARTMENT OF THE NAVY POLICY THAT EQUIVALENT COMPENSATORY TIME OFF SHOULD BE GIVEN FOR IRREGULAR OR OCCASIONAL OVERTIME WORK OF EMPLOYEES EXEMPT FROM THE FAIR LABOR STANDARDS ACT (FLSA), AND WHOSE RATES OF BASIC PAY EXCEED THE MAXIMUM RATE OF GS-10/10. PAID OVERTIME WILL NOT BE AUTHORIZED FOR SUCH EMPLOYEES UNLESS THERE IS AN OVERRIDING REASON WHY COMPENSATORY TIME OFF CANNOT BE GRANTED. APPROVAL BY THE COMMANDING OFFICER IS REQUIRED IN SUCH CASES. ONLY UNDER THESE CONDITIONS SHOULD THIS FORM BE ROUTED TO CODES 1000 AND 3300.**