



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

12500
MPR

124 FEB 2017

COMMANDING OFFICER'S POLICY LETTER 01-17

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: UNSCHEDULED OVERTIME AND COMPENSATORY TIME OFF

Ref: (a) Exec Dir MCICOM ltr 7100 G8/G1 of 29 Sep 2016
(b) CG MCIEAST-MCB CAMLEJ Policy Letter 01-15

1. Purpose. To publish policy and procedures for unscheduled overtime (defined as irregular or occasional overtime work that is not part of an employee's regularly scheduled administrative workweek) and compensatory time off for the civilian employees assigned to Marine Corps Air Station Cherry Point in accordance with references (a) and (b).

2. Information

a. Given the current period of austere labor resourcing, fiscal restraints, and the prospect of more reductions to come, we must take every step possible to reduce our labor costs within our Manage-To-Payroll (MTP) funding authorization.

b. Although various Strategic Workforce Planning (SWP) labor cost reduction initiatives have been implemented to effectively manage labor costs, last fiscal year, MCAS Cherry Point paid over 400,000 dollars in unscheduled overtime and aged compensatory time. This payment resulted in a negative impact on recruitment to fill approved SWP mission essential vacant billets.

3. Policy

a. Effective immediately, heads of Staff Directorates and Special Staff Departments (or deputies in absence thereof) and the Commanding Officers (COs)/Executive Officers (XOs) of Headquarters and Headquarters Squadron (HQHQRON) and Marine Transport Squadron One (VMR-1), are the approving authority and charged with carefully scrutinizing all unscheduled overtime requests.

(1) Unscheduled overtime is authorized only as required for life/safety/health functions including emergency response work in response to storm damage and for the restoration of utility and communications services, and overtime requirements in support of range and airfield operations. Exceptions to the preceding must be approved by the Executive Officer, MCAS Cherry Point.

(2) All requests for unscheduled overtime will be submitted in writing (email suffices) for review and approval before being worked and must identify the purpose, estimated hours, total estimated cost of the overtime, and the negative impact it would have on the command mission if it were denied. In case of requirements occurring after regular hours the immediate supervisor is empowered to authorize unscheduled overtime and will submit an after-the-fact written request to the designated authority for approval.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: UNSCHEDULED OVERTIME AND COMPENSATORY TIME OFF

b. All supervisors of civilian employees retain authority to approve compensatory time or credit hours in lieu of overtime as allowed by the Fair Labor Standards Act (FLSA).

(1) Supervisors must closely monitor compensatory time balances of employees to ensure timely usage in order to preclude aged compensatory time being paid after twelve months from date of accrual.

(2) Individuals with unused balances must use compensatory time before regular annual leave except in situations beyond the control of the employee to preclude loss of unused annual leave.

c. Overtime, compensatory time, or credit hours in order to replace lost work duties and services associated with vacant unaffordable SWP billets is not authorized.

d. This policy does not pertain to regularly scheduled overtime which is defined as work that is scheduled prior to the beginning of an employee's regularly scheduled administrative workweek.

e. If there are other exceptions to this policy that should be granted, a letter may be submitted to the Executive Officer for consideration via the Director of Manpower with "Copy to" to the Comptroller.

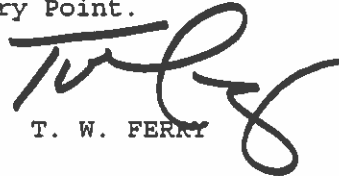
4. Scope. All MCAS Cherry Point heads of Staff Directorates, Special Staff Departments, and the COs of HQHQRON and VMR-1 must ensure their supervisors and employees comply with this policy.

5. Action

a. Heads of Staff Directorates, Special Staff Departments and the COs of HQHQRON and VMR-1 shall oversee the implementation of this policy within their organization.

b. The Director of Manpower shall effect widest dissemination to all union representatives, as appropriate.

6. Questions pertaining to the content of this Policy Letter should be directed to the Director of Manpower, MCAS Cherry Point.


T. W. FERRY

DISTRIBUTION: A