



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-PAP

MAY 07 2012

MEMORANDUM FOR

Commanders, HHD and 1st – 8th Brigades USACC
Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Letter 14 - Overtime and Compensatory Time

1. References:

- a. Title 5, Code of Federal Regulations, Parts 550 and 551
- b. U.S. Army Cadet Command (USACC) Overtime (OT) and Compensatory (Comp) Time Standard Operating Procedure (SOP), 30 Nov 2011.

2. Supervisors cannot allow employees to work beyond a normal 40 hour work week without being compensated in the form of compensatory time or overtime pay. Supervisors at all levels within Cadet Command are responsible for ensuring that employees follow appropriate procedures for requesting overtime and compensatory time per the USACC OT/Comp Time SOP (published separately).

3. Normal Operating Hours: Cadet Command normal operating hours are 0800-1700 Monday through Friday. Supervisors are responsible to ensure all offices are manned during normal operating hours. Supervisors should encourage duty during normal operating hours; however, adjustments may be made providing flexibility for work schedules and mission accomplishment. Employees should not arrive to work prior to 0700 and will not work later than 1730 (unless overtime or comp time has been approved). See corresponding SOP for detailed guidance.

4. Work Schedules: to provide consistent and reliable support to subordinate organizations and our Cadets / prospective Cadets throughout our geographically dispersed command, predictable work schedules are necessary. Approval authority for compressed work schedule (CWS) is the Chief of Staff or Brigade Commander (not to be delegated). Approval authorities for all other work schedules are: Chief of Staff, Director/Deputy Director, Brigade Commander, Deputy Brigade Commander/Officers, and Professors of Military Science. Work schedules are to be reviewed and updated annually.

5. The OT/Comp time policy is punitive, the violation of which may result in appropriate disciplinary action, either administrative or UCMJ (Art 92)

JEFFREY A. SMITH
Major General, USA
Commanding