

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

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Personnel

PAY ADMINISTRATION (GENERAL)

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This publication implements Department of the Air Force (DAFPD) 36-1, *Appropriated Funds Civilian Management and Administration* and supplements Department of Defense Instruction (DoDI) 1400.25, Volume 550, *DoD Civilian Personnel Management System: Pay Administration (General)*. The DoD instruction is printed word-for-word in regular font without editorial review. Department of Air Force (DAF) supplementary material is printed in bold font and indicated by “(Added)(DAF).” This instruction establishes guidance, assigns responsibilities, and prescribes procedures for implementing special pays. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for premium pay. This instruction applies to Department of the Air Force (DAF) and Space Force (SF) civilian employees except for physicians, dentists, and nurses. It also does not apply to Air National Guard Technicians administered under Title 32, Defense Civilian Intelligence Personnel. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable system of record notices (SORN) Office of Personnel Management (OPM) Government-1/T-1, General Personnel Records; F036 AFMC L, Air Force Integrated Personnel and Pay System is available at:

<https://dpcl.d.defense.gov/Privacy/SORNs/> Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. All major command level supplements must be approved by the Human Resource Management Strategic Board prior to

certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Major changes include the approval for administratively uncontrollable overtime premium pay and administration of Foreign Language Proficiency Pay (FLPP).



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 550

March 20, 2015

Incorporating Change 4, Effective August 9, 2019

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Pay Administration (General)

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines, and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with DoDD 1400.25 (Reference (b)), this volume:

(1) Reissues Volume 550 of this instruction (Reference (c)) and establishes DoD policy for pay administration pursuant to sections 5501 through 5597 of Title 5, United States Code, and part 550 of Title 5, Code of Federal Regulations (CFR) (References (d) and (e)) for each employee **except** those named in subparts 550.101(b) and 550.101(c) of Reference (e).

(2) Incorporates and cancels the Deputy Secretary of Defense Memorandum (Reference (f)).

2. APPLICABILITY. This volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (referred to in this volume as the "DoD Components").

b. Does not apply to physicians, dentists, nurses, or any other DoD employee paid by authority delegated pursuant to Reference (e). These employees are covered by Volumes 540 through 543 of this instruction.

c. Does not apply to employees covered by the Defense Civilian Intelligence Personnel System.

3. POLICY. In accordance with References (d) and (e), it is DoD policy that DoD Components comply with all guidance in Enclosure 3 when administering the pay of DoD employees.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Enclosure 3 provides procedures for pay administration (general).

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

7. INFORMATION COLLECTIONS. The Sample Repayment Agreement, referred to in Paragraph 2.c. of Enclosure 3, does not require licensing with a report control symbol in accordance with Paragraph 13 of Volume 1 of DoD Manual 8910.01 (Reference (g)).

8. SUMMARY OF CHANGE 4. The changes to this issuance are made in accordance with Reference (f). Procedures in Paragraph 2 of Enclosure 3 have been changed to outline the advances in pay. References were also updated as a result of the change.

9. EFFECTIVE DATE. This volume is effective April 14, 2015.


Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

GWENDOLYN R. DEFILIPPI
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Enclosures

1. References
2. Responsibilities
3. Procedures

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) DoD Instruction 1400.25, Volume 550, "DoD Civilian Personnel Management System: Pay Administration (General)," December 1, 1996, as amended (hereby cancelled)
- (d) Title 5, United States Code
- (e) Part 550 of Title 5, Code of Federal Regulations
- (f) Deputy Secretary of Defense Memorandum, "Guidance on Advance Payments for Employees Relocating Within the United States and its Territories," September 19, 2017 (hereby cancelled)
- (g) DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended
- (h) DoD 7000.14-R, Volume 8, "Department of Defense Financial Management Regulations (FMRs): Civilian Pay Policy," current edition
- (i) DoD 7000.14-R, Volume 16, "Department of Defense Financial Management Regulations (FMRs): Department of Defense Debt Management," current edition
- (j) Part 1605 of Title 29, Code of Federal Regulations
- (k) **(Added)(DAF) Fair Labor Standards Act of 1938**
- (l) **(Added)(DAF) The Joint Travel Regulations (JTR), "Uniformed Service Members and DoD Civilian Employees," current edition**
- (m) **(Added)(DAF) Department of Air Force Policy Directive 36-1, *Appropriated Funds Civilian Management and Administration*, 29 Aug 2023**
- (n) **(Added)(DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
- (o) **(Added)(DAF) Part 532 of Title 5, Code of Federal Regulations**
- (p) **(Added)(DAF) FWS Appropriated Fund Operating Manual, Appendix J, Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature**
- (q) **(Added)(DAF) Title 10, United States Code**
- (r) **(Added)(DAF) 5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)**
- (s) **(Added)(DAF) The Joint Travel Regulations (JTR), "Uniformed Service Members and DoD Civilian Employees," current edition**
- (t) **(Added)(DAF) DoD Directive 5400.11, *DoD Privacy and Civil Liberties Programs***
(Added)(DAF) Prescribed Forms
DAF Form 428, *Request for Premium Pay*

(Added)(DAF) Adopted Forms
DAF Form 847, *Recommendation for Change of Publication*

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the direction, authority, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) develops and oversees the implementation of the policy of this volume.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP):

- a. Develops policy governing pay administration pursuant to References (d) and (e).
- b. Exercises final approval authority on changes to this volume.
- c. Oversees the appropriate and effective use of this volume.
- d. Supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, provides support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this volume.

4. DoD COMPONENT HEADS. The DoD Component heads implement and measure the use of the authorities of this volume within their areas of responsibility. This authority may be delegated, in writing, to officials who exercise personnel appointing authority.

5. (Added)(DAF) DEPARTMENT OF THE AIR FORCE.

a. (Added)(DAF) Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing overtime and compensatory time off.

b. (Added)(DAF) Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1). Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of overtime and compensatory time off.

c. (Added)(DAF) Director, Civilian Force Management Directorate (AF/A1C). Directs the development of policy for overtime and compensatory time off to ensure compliance with this instruction and consistency across the Air Force.

d. (Added)(DAF) Director, Civilian Force Management Space Force (HQSF/SF/S1C). Directs the development of policy for overtime and compensatory time off to ensure compliance with this instruction and consistency across the Space Force.

e. (Added)(DAF) Air Force Personnel Center Integration Division (AFPC/DP3F). Provides operational oversight, instructions, and guidance to Major Commands, Combatant Commanders or equivalent, and Civilian Personnel Office regarding provisions of this Instruction.

f. (Added)(DAF) major command (MAJCOM), combatant command (COCOM), field operating agency (FOA), and direct reporting unit (DRU) commanders and directors, field commands (FLDCOMs). Establish standards, administrative requirements, processing procedures, and justification formats consistent with this instruction. May further delegate approval authority concerning bi-weekly pay limitation to installation commanders or equivalent. (T-1)

g. (Added)(DAF) installation commanders, delta commanders. Ensure self-inspection of the overtime and compensatory time program is conducted on a quarterly basis. Ensure labor relations obligations are satisfied prior to allowing implementation of this instruction. Establish an overtime/compensatory time process to verify installation personnel properly request, certify, justify, and approve overtime. (T-1)

h. (Added)(DAF) Organization, Tenant commanders, and delta commanders. Authorize premium pay (overtime, compensatory time, and holiday work). This responsibility may be further delegated in writing to the designated representative(s) who are premium pay authorizing officials. Tenant Commanders or equivalent also have the authority to approve biweekly pay limitations. (T-1)

i. (Added)(DAF) Supervisors.

(1) (Added)(DAF) Obtains approval from the overtime-authorizing official before ordering overtime. Overtime is hours of work that are ordered or approved by management. For employees covered by the Fair Labor Standards Act, it includes work that is “suffered or permitted”. Exception: In an emergency, the supervisor may order overtime without authorization but must document the overtime no later than the following workday. (T-1)

(2) (Added)(DAF) Considers changing tours of duty involving the assignment

of overtime when the requirement conflicts with an employee's religious obligations or practices by permitting the employee to perform the overtime on another day or to excuse them from the assignment. Exception: If failure to perform the overtime will prevent accomplishment of the mission, the employee is expected to perform the overtime. Any decision regarding what legally constitutes "preventing mission accomplishment" and justifies not granting a religious accommodation should be made in conjunction with the local Staff Judge Advocate. (T-1)

(3) (Added)(DAF) Will release employees from overtime if the additional work would impair health or efficiency or cause extreme hardship. Such release maybe required as a reasonable accommodation for a disability. (T-1)

(4) (Added)(DAF) Schedules temporary duty travel within an employee's regularly scheduled tour of duty to the maximum extent possible to avoid paying overtime or compensable time off. (T-1)

(5) (Added)(DAF) Review and certify Defense Civilian Pay System reports to identify trends in excessive overtime usage. (T-1)

(6) (Added)(DAF) Perform quarterly self-inspection of overtime and compensatory time usage and documentation. (T-1)

(7) (Added)(DAF) Coordinate with finance to ensure funds are available prior to ordering overtime. (T-1)

(8) (Added)(DAF) Supervisors must adhere to applicable labor management agreements if there are provisions for granting these notices. (T-1)

(9) (Added)(DAF) Supervisors have the responsibility to ensure that payment of overtime, as a result of compensatory time, is minimized when possible. (T-1)

j. (Added)(DAF) Employees. May not work overtime that is not officially ordered or approved by a supervisor or authorizing official. In emergency cases, approval should be obtained no later than the following workday. (T-0)

ENCLOSURE 3

PROCEDURES

1. PREMIUM PAY.

a. Maximum Earnings Limitation (Annual versus Biweekly). The head of agency authority to determine the existence of an emergency in accordance with section 550.106(a) of Reference (e) and to determine a need for employees to perform work critical to the agency under section 550.106(b) of Reference (e), is delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). These authorities are delegated through and subject to the authority of the DoD Component heads. A copy of each determination must be forwarded immediately to the servicing payroll office and the Office of the DASD(CPP).

b. Time Spent in Pre-shift or Post-shift Activities. The head of department authority concerning pre-shift or post-shift activities pursuant to section 550.112(b) of Reference (e) is delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). These authorities are delegated through and subject to the authority of the DoD Component heads.

c. Compensatory Time Off

(1) The head of agency authorities concerning the granting of compensatory time off pursuant to sections 550.114(a) through 550.114(c) of Reference (e) are delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). These authorities are delegated through and subject to the authority of the DoD Component heads.

(2) Compensatory time off earned must be used by the end of the 26th pay period after that in which it was earned. With the exception of National Guard technicians, who may not be paid overtime, compensatory time off not used during the established time period will be paid at the overtime rate at which it was earned, in accordance with Volume 8 of DoD 7000.14-R (Reference (h)).

(3) When a DoD employee separates or transfers to another DoD Component (e.g., from Army to Navy or Navy to Defense Logistics Agency), any unused compensatory time off balance will be paid at the overtime rate at which it was earned in accordance with Reference (h). National Guard technicians will forfeit any unused compensatory time off when they separate or transfer to a different Component or federal agency.

(4) (Added)(DAF) Compensatory Time for Travel. Employees performing authorized official travel must be credited compensatory time off for authorized time in a travel status. Travel time is not otherwise compensable hours of work. Compensatory time off for travel is credited and used in increments of one-quarter of an hour (15 minutes). (T-0)

(a) (Added)(DAF) Supervisors should ensure employees schedule temporary duty (TDY) travel within an employee's regularly scheduled tour of duty to the maximum extent possible and consistent with mission requirements. (T-3)

(b) (Added)(DAF) Senior Executive Service and Defense Intelligence Senior Executive Service employees are excluded from earning compensatory time off for travel. (T-0)

(c) (Added)(DAF) Supervisors or managers authorized to direct travel and/or approve time and attendance may approve requests for compensatory time off for travel. (T-3)

(d) (Added)(DAF) Supervisors may require employees requesting compensatory time for travel to submit documentation supporting the request. (T-3)

(e) (Added)(DAF) Time spent in an official travel status includes:

- Time spent traveling between the official duty station and a temporary duty station or between two temporary duty stations.**
- Time spent traveling outside of regular working hours between the employee's home and the temporary duty station or a transportation terminal that is outside the limits of their official duty station.**
- Time spent in "usual waiting time" preceding or interrupting such travel (e.g., waiting at the airport or train station prior to departure).**
- An "extended waiting time" (an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes) is not considered time in a travel status. Reference the Department of Defense Joint Travel Regulations, Chapter 2 for additional information.**

(f) (Added)(DAF) Meal periods are not creditable travel time. For every eight and one-half (8 ½) hours of compensatory time for travel claimed, ½ hour must be deducted as a bona fide meal period. (T-1) Exception: In a situation where the employee is continuously traveling in a conveyance (aircraft, train, automobile) the deduction does not apply.

(g) (Added)(DAF) Compensatory time off for travel shall be used within 26 pay periods from the date it was credited. an authorized agency official may extend this time limit for up to an additional 26 pay periods, if it is determined that an employee failed to use his or her earned compensatory time off for travel due to an exigency of the service beyond the employee's control. DAF officials with the authority to extend the expiration period for compensatory time off for travel are identified in paragraph c.(4)(h). Ultimately, any unused compensatory time off for travel shall be forfeited if not used by the end of an applicable expiration period. Unused compensatory time off for travel is also forfeited when an employee transfers to another agency; separates from federal service prior to the expiration of an applicable expiration period, or upon

movement to a non-covered position. Payment for compensatory time off for travel is prohibited. Guidance on 4.g. is provided in accordance with 5 CFR § 550.1407(e). (T-0) Use of the Department of the Air Force Form 428, *Request for Premium Pay*, to document compensatory time off for travel is not required.

(h) (Added)(DAF) Approval process for extensions of compensatory time off for travel due to exigencies. A request to extend the expiration date should be initiated in writing by a supervisor, identify the exigency upon which the request is based (to include start and end dates), and describe the impact of the exigency on the affected employee's ability to use the earned compensatory time off for travel. The request should demonstrate that the exigency was of such importance that the employee could not be excused from duty, and explain why the earned compensatory time off for travel could not be scheduled for use prior to the end of the 26th pay period. The supervisor should coordinate with the servicing Civilian Personnel Section to ensure conditions for extending the expiration date are met, and for assistance in routing the request to the appropriate authorizing official.

The following officials, or their designees have the authority to approve the existence of the exigency identified in a request, and extend the expiration date for compensatory time off for travel:

- i. Administrative Assistant to Secretary of the Air Force for all employees in Office of the Secretary of the Air Force, Vice Chief of Staff Office for Space Force, and other employees not within the purview of the individuals below.
- ii. Assistant Vice Chief of Staff for all Air Staff employees not within the purview of Deputy Chiefs of Staff.
- iii. Deputy Chiefs of Staff and Deputy Chiefs of Space Staff for their employees.
- iv. Organization and Tenant Commanders, heads of activities, or other individuals further delegated as premium pay authorizing officials in accordance with Enclosure 2, para. 5.g. (T-1)

d. Premium Pay for Civilian Air Traffic Controllers. DoD air traffic controllers who meet the statutory requirements will be paid the 5 percent premium pay, as authorized by section 5546a(a)(1) of Reference (d). Premium pay may be paid only to employees whose duties are consistent with the provisions of the statutory authority.

e. (Added)(DAF) Overtime.

(1) (Added)(DAF) All overtime work should be ordered and approved in advance and is normally applicable to special projects or peak workloads pursuant to mission needs. It is not applicable to day-to-day routine assignments.

(a) (Added)(DAF) If an employee works a regular tour of duty or flexible work schedule, then overtime work is the time worked in excess of 8 hours in a day or 40 hours in an administrative workweek.

(b) (Added)(DAF) If an employee works a compressed work schedule, then overtime work is the time worked in excess of the basic work requirement for the compressed work schedule.

(2) (Added)(DAF) Supervisors must not permit employees to work extra hours that are not ordered or approved. (T-0) Such work, when performed by Fair Labor Standards Act non-exempt employees with the supervisor's mere knowledge or reasonable belief that the work was performed, is compensable ('suffered or permitted') overtime work. Non-exempt employees must be paid through overtime pay or compensatory time. (T-0)

(3) (Added)(DAF) Supervisors should attempt to limit the use of overtime and leave in the same pay period when appropriate and review employee annual leave documents prior to assigning overtime.

(4) (Added)(DAF) When considering use of overtime, supervisors are expected to:

(a)(Added)(DAF) Clearly identify and articulate to the employee the work that needs to be performed during the overtime. (T-1)

(b) (Added)(DAF) Identify why overtime is necessary and why the work cannot be performed during the normal workday. (T-1)

(c)(Added)(DAF) Clarify that other options such as changing work schedules or rescheduling leave were considered and determined not to be appropriate. (T-1)

(d) (Added)(DAF) Not require overtime to perform regular work or work that could be performed during regular work hours absent compelling reasons. (T-1)

(5) (Added)(DAF) Supervisors will release employees from overtime if additional work would impair health, efficiency or cause extreme hardship. (T-3) Such release may be required as a reasonable accommodation for a disability.

(6) (Added)(DAF) Organizations are required to establish an internal process for supervisors to validate funds availability before approving overtime.

(7) (Added)(DAF) Senior Executive Service and Defense Intelligence Senior Executive Service employees are excluded from earning overtime. (T-0)

f. (Added)(DAF) Overtime Approval. Before working or ordering overtime, supervisors must obtain approval from their overtime authorizing official and verify funds availability through their resource advisor. (T-1) The premium request available within an automated time and attendance application will be utilized to request overtime. In cases where an employee does not have access to an automated time and attendance application (e.g., Automated Time Attendance and Production System, Job Order Cost Accounting System, Depot Maintenance Accounting and Production System), the supervisor will utilize a hard copy DAF Form 428 and maintain the copy in the supervisor's employee work folder. Exception: Only in an emergency may the supervisor order overtime without prior

authorization. The supervisor must document the overtime no later than the following workday. (T-3) For working capital fund employees, include separation of duties and ensure certification requirements are met; complete DAF Form 428 located in the Job Order Cost Accounting System and Depot Maintenance Account and Production System.

(1) (Added)(DAF) The justification statement is to includes the following:

(a) (Added)(DAF) The specific tasks to be accomplished. (T-1)

(b) (Added)(DAF) The reason(s) tasks could not be completed during regular work hours. (T-1)

(c) (Added)(DAF) An acknowledgement that other options were considered and found not to be appropriate prior to allowing overtime and annual leave in the same pay period, if applicable. (T-1)

(2) (Added)(DAF) When an overtime requirement conflicts with an employee's religious obligations or practices supervisors should consider changing tours of duty involving the assignment of overtime by permitting the employee to perform the overtime on another day or to excuse them from the overtime assignment. (T-3) Exception: If failure to perform the overtime will prevent accomplishment of the mission, the employee is expected to perform the overtime. Any decision regarding what legally constitutes "preventing mission accomplishment" and justifies not granting a religious accommodation should be made in conjunction with the local Staff Judge Advocate.

g. (Added)(DAF) Overtime Hours of Work for Travel.

(1) (Added)(DAF) Travel time is considered hours of work for nonexempt Fair Labor Standards Act employees only when:

(a) (Added)(DAF) The travel involves the performance of actual work while traveling (e.g., is required to drive a vehicle, or perform other work, while traveling.)

(b) (Added)(DAF) The employee is required to travel as a passenger on a one-day assignment away from the duty station.

(c) (Added)(DAF) The employee is required to travel as a passenger on an overnight assignment away from the duty station during hours on non-workdays that correspond to the employee's regular working hours.

(2) (Added)(DAF) Travel time is considered hours of work for most exempt Fair Labor Standards Act employees if the travel is ordered or approved and meets one of the following conditions.

(a) (Added)(DAF) The travel involves the performance of actual work while traveling (e.g., motor vehicle operator is required to drive a loaded truck; pilot and airplane.)

(b) (Added)(DAF) The travel is incident to travel that involves the

performance of work while traveling (e.g., is required to drive an empty truck back to the point of origin.)

(c) (Added)(DAF) The travel occurs under arduous and unusual conditions (e.g., travel is under extremely severe weather conditions.)

(d) (Added)(DAF) The travel results from an event that could not be scheduled or administratively controlled (e.g., a job-related court appearance required by a court subpoena.)

(3) (Added)(DAF) Do not adjust an employee's normal regularly scheduled administrative workweek solely to include travel hours that would not otherwise be considered hours of work. (T-1)

h. (Added)(DAF) Overtime Hours of Work for Training.

(1) (Added)(DAF) Time spent in training outside of regular duty hours are considered hours of work and are compensable.

(2) (Added)(DAF) The fact that the Department of the Air Force funds all or part of the training expenses does not establish an entitlement for overtime pay for hours of work. The Department of the Air Force must also have directed participation in the training. (T-0)

i. (Added)(DAF) Administratively Uncontrollable Overtime (AUO)

(1) (Added)(DAF) Employees may receive pay for administratively uncontrollable overtime (AUO) on an annual basis if the Major Command/A1 (MAJCOM A1) and AF/A1C approve the arrangement.

(a) (Added)(DAF) The written request must contain: (1) Title, series, and grade of position (2) Brief description of the duties and responsibilities of the position (3) Justification for payment of the AUO (4) Copy of the position description.

(b) (Added)(DAF) Requests must be routed through the MAJCOM/A1 to AF/A1C for final approval.

(2) (Added)(DAF) Requests for AUO for positions in Services must contain a brief explanation why effective scheduling of the employee under the organizational flight structure cannot eliminate the need for AUO. Requests must be coordinated through the installation's respective MAJCOM/A1 and Services Director prior to submission to AF/A1C.

2. ADVANCES IN PAY.

a. Advances in Pay for New Employees. The head of agency authority to provide for the advance payment of basic pay, covering no more than two pay periods, to an employee who is newly appointed to a position in the agency pursuant to section 550.203 of Reference (e) is delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). This authority is delegated through and subject to the authority of the DoD Component heads to be used on a case-by-case basis.

b. Advances in Pay for Relocating Employees. The head of agency authority to provide for the advance payment of basic pay to an employee who is assigned to a position in the agency outside of the employee's commuting area pursuant to section 5524a(a)(2) of Reference (d) is delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). This authority is delegated through and subject to the authority of the DoD Component heads to be used on a case-by-case basis. Advances in pay under this authority will be subject to the following requirements:

(1) The advance will cover no more than four pay periods.

(2) Employees receiving the advance must be relocating within the United States and its territories. The worksite of the new position must be at least 50 miles farther from the employee's current residence than the old worksite is from the same residence.

(3) (Added)(DAF) Requests must be submitted no later than 30 days after arriving at Permanent Duty Station. (T-2)

c. Advances in Pay Repayment. Employees receiving advances are required to sign repayment agreements. A sample repayment agreement that may be used for advances authorized in accordance with this section is located at the Figure. All of the information identified on the sample agreement must be completed and submitted to the Defense Finance and Accounting Service (DFAS) for either type of advance payment through Remedy (or other DFAS action request tool) under the title "Stateside Salary Advance." Advances of pay are recovered through the debt collection process for continuing employees and for debtors no longer in government service as outlined in Reference (i).

3. ALLOTMENTS AND ASSIGNMENTS FROM FEDERAL EMPLOYEES. Information concerning allotments and assignments from DoD civilian employees is contained in DoD financial management guidance such as Reference (h).

Figure. Sample Repayment Agreement

Advances of Pay - Repayment Agreement

Employee: _____ SSN: _____

Position: _____ PP/Series/Grade: _____

Organization: _____

Duty Station: _____

____ New Employee: I am requesting an advance in pay equal to (*circle one*): 1 / 2 pay period(s) (5 C.F.R. § 550.203 / 5 U.S.C. § 5524a) of basic pay in the gross amount of \$_____ to be deposited in my payroll electronic funds transfer account.

____ Current employee: I am requesting an advance in pay equal to (*circle one*): 1 / 2 / 3 / 4 pay period(s) (5 U.S.C. § 5524a) of basic pay in the gross amount of \$_____ to be deposited in my payroll electronic funds transfer account. In association with this request, I certify my new position is at least 50 miles farther from my current residence than the old worksite is from the same residence.

I understand that the above advance pay in the gross amount of \$_____ will be recovered in installments from my biweekly salary by payroll deductions not to exceed 14 pay periods to be deducted over a period of _____ pay periods beginning on the second pay period after issuance of the advance and ending on _____.

I am aware that in accordance with the order of precedence for payroll deductions prescribed by applicable laws and regulations, an advance of pay is considered to be an indebtedness due the United States Government; as such, this deduction precedes other voluntary deductions, including allotments and assignments of pay.

I understand that if I accept employment with another organization, including one elsewhere in the Department of Defense, or in another Federal agency, or if my employment with the Federal Government is terminated for any reason, any outstanding balance will become due and payable in full as a debt due the United States Government and collected under 5 U.S.C. § 5514 or 31 U.S.C. § 3711.

I certify that I have read and I accept the above terms and conditions relating to my request for the issuance and repayment of this request for an advance in pay.

Employee Signature: _____ Date _____

Approving Official Signature: _____ Date _____ Amount \$ _____

LOA: _____

Approved advances in pay must be submitted through Remedy under the title "Stateside Salary Advance" to the Defense Finance and Accounting Service.

4. PAY FOR MORE THAN ONE POSITION.

a. Delegation. The authority of section 550.504(a) of Reference (e) to make an exception to section 5533(a) of Reference (d) upon determining that required services cannot be readily obtained otherwise, is delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). This authority is delegated through and subject to the authority of the DoD Component heads.

b. Record Keeping. Activities will maintain records of exceptions that specify the position(s) to which each applies.

5. SEVERANCE PAY.

a. Limitation on Payment of Appropriated Fund Severance Payments to Certain Employees Moving to Nonappropriated Fund (NAF) Positions

(1) Section 5595 of Reference (d) prevents DoD appropriated fund employees from receiving severance pay upon movement to DoD NAF positions without a break in service of more than 3 days. If the employee is involuntarily separated from NAF employment, the original appropriated fund severance pay entitlement is reinstated. This is true unless the employee is entitled to immediate payment of retired or retainer pay as a member or former member of the uniformed services, or to an immediate annuity (including an annuity from a NAF instrumentality), or is being removed for cause on charges of misconduct, delinquency, or inefficiency.

(2) Civilian personnel offices (CPOs) and human resources offices (HROs) responsible for the authorization of appropriated fund severance pay should not initiate payment of severance pay when it is known that the employee will accept NAF employment without a break in service of more than 3 days. Gaining CPOs and HROs should notify the employee's former servicing office immediately when the employee is appointed to a NAF position without a break in service.

b. Authority to Pay Severance Pay in a Lump Sum. Section 5595(i) of Reference (d) provides that the Secretary of Defense or the Secretary of the Military Department concerned may, upon application by an eligible employee, pay severance pay to the employee in a lump sum rather than on a biweekly basis. Subject authority is delegated to the Deputy Chief Management Officer and the directors of Defense Agencies with independent appointing authority and cannot be further delegated.

6. PAY FOR DUTY INVOLVING PHYSICAL HARDSHIP OR HAZARD. Requests to establish new rates or categories of hazard pay differential must comply with section 550.903(b) of Reference (e) and will be submitted through DoD Component heads to the DASD(CPP).

a. **(Added)(DAF) Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP) Responsibilities.**

(1) (Added)(DAF) Installation commanders are responsible for establishing an HDP/EDP program in accordance with established federal regulations, and Department of

Defense (DoD) and DAF policies. The program will ensure that prior to approval of HDP/EDP, coordination occurs between the requesting organization, the local Civilian Personnel Section, and local Safety and Occupational Health personnel. (T-1) Safety and Occupational Health's participation shall include providing a professional opinion on workplace conditions and practices and making recommendations for ways to reduce risks to acceptable levels. (T-2) HDP/EDP programs shall also include the requirement that approved HDP or EDP designations be reviewed on at least an annual basis to confirm that the additional pay is still warranted. (T-2) However, more frequent reviews may be conducted if the approving official deems it necessary based on the nature of the hazard involved. (T-3)

(2) (Added)(DAF) Approving officials. Installation commanders/Field Commands are the approval authority for requests for HDP/EDP for subordinate commands and assigned organizations. Department of the Air Force tenant commanders or heads of activities serviced by the installation commander, or for which the Department of the Air Force provides combatant command support agent responsibilities have the authority to approve HDP / EDP for their respective organizations consistent with published installation guidance. Installation commanders shall review the applicability of any HDP/EDP for like populations prior to approval by any organization.

(3) (Added)(DAF) Supervisors have the responsibility to eliminate work hazards, physical hardships, and poor working conditions wherever possible. When efforts fail to alleviate the undesirable circumstances, organizations may seek to formally identify the work situation as one for which payment of HDP or EDP would be appropriate.

(4) (Added)(DAF) HDP for General Schedule employees is governed by 5 United State Code § 5545(d) and 5 Code of Federal Regulations § 550.901-907. Based on these authorities, an approving official may authorize payment of HDP to General Schedule employees who are assigned to perform duties specified in Appendix A to Subpart I of 5 CFR Part 550. To be eligible for HDP, the approving official must determine that the employee for whom the additional pay is being requested is or was exposed to a qualifying hazard through the performance of his or her assigned duties (i.e., not incidentally), and that the hazardous duty has not been taken into account in the classification of the employee's position. (T-0) Once HDP is authorized, the employee must be paid the HDP differential for all work hours in which he or she was in a pay status on the day the hazardous duty was performed. (T-0)

HDP may not be paid to an employee when the hazard or physical hardship has been taken into account in the classification of the employee's position. (T-0) Further, HDP should not be paid if safety precautions have reduced the element of hazard to a less than significant level of risk, consistent with the standards described in 5 CFR § 550.904- 550.906. Requests to establish new rates or categories of hazard pay differential, outside of those described in Appendix A to Subpart I of 5 CFR Part 550 must be staffed through the A1 to the DASD(CPP) for endorsement and approval. (T-0)

(5) (Added)(DAF) EDP for Federal Wage System Employees (FWS) is governed by 5 CFR Part 532 and the *Appropriated Fund Operating Manual, Appendix J, Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of Unusual Nature*. These authorities allow approving officials to authorize EDP to FWS employees when exposed to a working condition, physical hardship, or hazard of an unusually severe nature. Approving officials will use their

established HDP/EDP program to determine whether an employee was or is working in situations involving exposure to a working condition or hazard that falls into one of the categories described in Appendix A to Subpart E of 5 CFR Part 532. (T-1) As with HDP, the determination of whether an employee qualifies for EDP must be made on a case-by-case basis. EDP will be administered based on the requirements of 5 CFR § 532.511 and current DoD and DAF pay administration policies. (T-0)

7. ADJUSTMENT OF WORK SCHEDULES FOR RELIGIOUS OBSERVANCES.

a. Entitlement. Within the DoD, employee entitlement and responsibility with respect to religious compensatory time off will be determined by application of section 550.1002 of Reference (e). The alternative methods of accommodating religious practices in part 1605 of Title 29, CFR (Reference (j)) also apply.

b. Supplementation. Any supplementation of this section must consider the obligation to balance religious accommodation with the agency's ability to accomplish its mission as set forth in References (e) and (j).

c. Payment. When a DoD employee separates or transfers to another DoD Component, any unused religious compensatory overtime will be paid at the basic hourly rate in effect when the time was worked.

8. COLLECTION BY OFFSET FROM INDEBTED GOVERNMENT EMPLOYEES.

Information concerning the recovery of certain debts by offset from the current pay account of DoD civilian employees is contained in DoD financial management guidance such as Reference (h).

9. LUMP-SUM PAYMENT FOR RESTORED ANNUAL LEAVE. Section 5551(c)(1) of Reference (d) requires lump-sum payment for annual leave restored pursuant to section 6304(d)(3) of Reference (d) for a DoD employee moving to a position in any federal agency or department outside of the DoD, or to any position within the DoD not located at an installation being closed or realigned, as described in section 6304(d)(3) of Reference (d).

10. (Added)(DAF) Foreign Language Proficiency Pay (FLPP)

a. (Added)(DAF) Authority. Title 10 United States Code (USC), Section 1596(a), authorizes FLPP for non-intelligence duties. AF employees who receive FLPP under Title 10 USC, Section 1596(a) may not concurrently receive FLPP under Title 10 USC, Section 1596 (intelligence duties). (T-0)

b. (Added)(DAF) Rate. FLPP shall be prescribed by the Secretary of Defense but may not exceed five percent of the employee's rate of basic pay in accordance with Title 10 USC, 1596a.(b). (See Table 1.1 for authorized payments.) (T-0)

(1) (Added)(DAF) FLPP is available for proficiency in multiple languages;

however, the total amount may not exceed five percent of the employee's rate of basic pay. (T-0)

(2) (Added)(DAF) FLPP does not count as basic pay for any purpose and does not count toward retirement (including Thrift Savings Plan), insurance, or any other benefit related to basic pay. FLPP is not pay for purposes of a lump-sum payment for leave under Title 5 USC, Sections 5551 and 5552. (T-0)

(3) (Added)(DAF) FLPP is considered a discretionary continuing payment for purposes of calculating the aggregate limitation on pay under Title 5 USC, Section 5307 and 5 CFR, Section 530.203, Administration of aggregate limitation on pay, current edition. (T-0)

c. (Added)(DAF) Payment. Base the amount of FLPP on one or more of the following considerations:

(1) (Added)(DAF) Proficiency level in the required languages.

(a) (Added)(DAF) Language requirement listed in the Position Description (PD) or AD-HOC situations (refer to the Glossary Terms for more information on AD-HOC situations). Pay the control language listed on the PD at the "A" rate. Pay any other language not listed in the PD and approved under AD-HOC situations at the "B" rate. Base lump sum payment for AD-HOC situations, upon completion of the AD-HOC situation, on the length of the AD-HOC situation (see Table 1.1 for authorized payments).

(b) (Added)(DAF) Operational need for the language skills.

(c) (Added)(DAF) Difficulty in recruiting or retraining employees with the same proficiencies.

(d) (Added)(DAF) The extent to which the employee performs tasks requiring proficiency.

(e) (Added)(DAF) Number of necessary languages in which the employee is proficient.

(f) (Added)(DAF) Other criteria the DoD determines significant.

d. (Added)(DAF) Exceptions to the amount of FLPP, will be based on the use of listening, reading, and speaking proficiency in contingency deployment position requirements and specific special operations positions requirements. (T-1)

e. (Added)(DAF) There is no authorization for FLPP for languages designated Prevalent in the Force on the current AF Strategic Language List (refer to Mys <https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069830000007ssIAAQ>) except when the language is identified by the supervisor in the PD or in an approved AD-HOC situation. Prevalent in the Force languages are those as having sufficient capacity within the AF.

f. (Added)(DAF) Authorize payments according to the rules outlined Table 1.1

(Added)(DAF) Table 1.1 AF Foreign Language Proficiency Pay Payment Rate Categories

Proficiency (See note 1)	Payment Category A (See notes 2 and 4)	Payment Category B (See notes 3 and 4)
Skill Level	Bi-Weekly Payout for total of	Bi-Weekly Payout for total of
1/1	\$100.00	N/A
1+/1+	\$150.00	N/A
2/2	\$200.00	\$125.00
2/2+	\$250.00	\$150.00
2+/2+ OR 2/3	\$300.00	\$175.00
2+/3	\$350.00	\$200.00
3/3	\$400.00	\$275.00
3/3/3 or 4/4	\$500.00	\$300.00
Notes: 1. Defense Language Proficiency Test scores required to assess proficiency, which includes any combination of the reading, listening, and speaking modalities. 2. Sustainment of Control Language listed on the PD. 3. Sustainment of Languages not listed on the PD in AD-HOC situations. 4. Payment for Ad-Hoc situations are paid in Lump Sum. 5. Foreign Language Proficiency Pay is for only one dialect per language. Pay for multiple languages only if a requirement for multiple languages is documented in the employee's PD.		

g. (Added)(DAF) Start and Termination of FLPP. FLPP starts on the date of qualifying certification. FLPP normally is authorized for up to 12 months.

(1) (Added)(DAF) Recertification earlier than the anniversary date will affect the eligibility period and rate based on the new certification. (T-0)

(2) (Added)(DAF) A variety of reasons may terminate FLPP. These reasons include, but are not limited to, change in qualification, changes in policy, departure from duties requiring language proficiency, and failure to test in a timely manner. Terminate FLPP when an employee vacates a language-coded billet.

(3) (Added)(DAF) Civilian Personnel Sections are responsible for submission of action to terminate FLPP payment upon removal from the position with a language requirement annotated in the PD. Failure to do so may result in overpayment, which will cause a debt to the employee.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

(Added)(DAF) AF/A1 Deputy Chief of Staff for Manpower, Personnel, and Services

(Added)(DAF) AF/A1C Civilian Force Management Directorate

(Added)(DAF) AFPC/DP3F Air Force Personnel Center Integration Division

(Added)(DAF) AF/RE Air Force Reserve

ASD(M&RA) Assistant Secretary of Defense for Manpower and Reserve Affairs

(Added)(DAF) AUO Administratively Uncontrollably Overtime

(Added)(DAF) COCOM Combatant Command

CFR Code of Federal Regulations

(Added)(DAF) CPOs civilian personnel offices

(Added)(DAF) DAF Department of the Air Force

(Added)(DAF) DAFPD Department of Air Force Policy Directive

DASD(CPP) Deputy Assistant Secretary of Defense for Civilian Personnel Policy

DFAS Defense Finance and Accounting Service

DoDD DoD directive

DoDHRA Department of Defense Human Resources Activity

(Added)(DAF) DoDI Department of Defense Instruction

(Added)(DAF) DRU Direct Reporting Unit

(Added)(DAF) EDP Environmental Differential Pay

(Added)(DAF) FOA Field Operating Agency

(Added)(DAF) FLDCOM Field Commands

(Added)(DAF) FLPP Foreign Language Proficiency Pay

(Added)(DAF) FWS Federal Wage System

(Added)(DAF) FOA Field Operating Agency

GS general schedule

(Added)(DAF) HDP Hazardous Duty Pay

(Added)(DAF) HQSF/SF/S1C Director, Civilian Force Management Space Force

HROs human resources offices

(Added)(DAF) JTR Joint Travel Regulation

(Added)(DAF) MAJCOM Major Command

NAF nonappropriated fund

(Added)(DAF) NGB National Guard Bureau

(Added)(DAF) OPM Office of Personnel Management

(Added)(DAF) OPR Office of Primary Responsibility

(Added)(DAF) PD Position Description

(Added)(DAF) SF/S1 Space Operations for Human Capital

(Added)(DAF) SORN System of Records Notice

(Added)(DAF) TDY Temporary Duty

(Added)(DAF) USC United States Code

USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this volume.

(Added)(DAF) AD-HOC—Personnel called upon to use their foreign language skills in situations such as emergency, unplanned, or contingency operations where Air Force civilian employee’s foreign language skill is required to support the mission. Rotational or regularly planned deployments do not constitute an ad-hoc situation. Use of language skill, including Prevalent in Force languages, during execution of regularly assigned duties does not constitute an ad-hoc use of language skills. Consider coding billets to include required language skills. Deployment or temporary duty orders annotating a language requirement does not constitute ad-hoc use of language skills.

annual maximum earnings limitation. The maximum annual rate of basic pay payable for General Schedule (GS)-15 (including any applicable locality-based comparability payment and any applicable special rate of pay) in effect on the last day of the calendar year; or the annual rate payable for Level V of the Executive Schedule in effect on the last day of the calendar year, whichever is the greater. This limitation may be applied in certain emergency or mission critical situations.

biweekly maximum earnings limitation. The maximum biweekly rate of basic pay payable for GS-15 (including any applicable locality-based comparability payment and any applicable special rate of pay) in effect on the last day of the pay period; or the biweekly rate payable for Level V of the Executive Schedule in effect on the last day of the pay period, whichever is the greater.

break in service. The time when an employee is no longer on the payroll of an agency. (In computing creditable service for NAF portability, a separation of 4 or more calendar days is considered to be a break in service.)

official who exercises personnel appointing authority. An official delegated the authority to take final action on matters pertaining to the employment, direction, and general administration of personnel.

premium pay. Defined in subpart A of Reference (e).

rate of basic pay. The rate of pay fixed by law or administrative action for the position held by a GS employee including a GS rate, a law enforcement officer special base rate, a special salary rate, a locality rate, and a retained rate, but exclusive of additional pay of any kind.

severance pay. Defined in subpart G of Reference (e).