BUPERS INSTRUCTION 12600.4 CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: OVERTIME, COMPENSATORY TIME, AND CREDIT HOURS FOR THE BUREAU OF NAVAL PERSONNEL

Encl: (1) Revised page 5

1. **Purpose.** To transmit revised page 5 of the basic instruction. This change adds the requirement for supervisors, or their designees, to input overtime requests into the Standard Labor Data Collection and Distribution Application (SLDCADA) at the same time the hard copy overtime requests are submitted to the civilian pay customer service representative.

2. **Action.** Remove page 5 of the basic instruction and replace with enclosure (1) of this change transmittal.

3. **Records Management**
   
   a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.seacnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.seacnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

   b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

   ![Signature]
   
   J. W. HUGHES
   
   Deputy Chief of Naval Personnel

**Releasability and distribution:**
This change transmittal is cleared for public release and is available electronically only via BUPERS Web site, [http://www.public.navy.mil/bupers-npc/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/Pages/default.aspx)
6. Procedures for Requesting Overtime or Compensatory Time

   a. For BUPERS, Navy Personnel Command (NAVPERSCOM), and Navy Pay and Personnel Support Center (NPPSC) overtime, compensatory time, or holiday work must be requested on NAVPERS 7421/1 Overtime/Compensatory Time Authorization Request, which can be obtained at https://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/. The completed form must be submitted to BUPERS, Total Force Human Resources and Manpower Office (BUPERS-05) for review and authorization by the NAVPERSCOM, Assistant Commander, Navy Personnel Command for Business Operations/Comptroller (PERS-5) or designee for approval in advance of the overtime, compensatory time, travel compensatory time, or holiday work being performed. All other commands must follow local command policy or contact the civilian pay customer service representative (CSR) for more information.

   b. The period the overtime will actually be worked must be typed or written on the request to ensure prior approval. If a request is submitted after the fact, it will require additional justification to show there were unusual operational requirements that prevented the prior approval of the request. The request must clearly and specifically state why the work cannot be performed during regular work hours and describe the work to be done. All requests must be signed by the employee’s supervisor and the applicable head of the organizational unit, DH, OIC, CO, or designee. The name, grade, and step of each employee who will work must be typed or written on the request.

   c. Normally, the request for overtime or compensatory time must be submitted to the civilian pay CSR for review and forwarding for final disposition 2 pay periods in advance of the time to be worked but not less than 2 days in advance. An overtime request reflecting the requested hours should be input into SLDCADA by the supervisor, or his or her designee, at the same time the hard copy overtime request is submitted to the civilian pay CSR. The civilian pay CSR will input the designee’s decision regarding the SLDCADA request. The requested hours should not be worked by any employee without receiving the SLDCADA approval. The civilian pay CSR must maintain the request for audit purposes. In emergency situations, the request should be submitted immediately, and should indicate why the request was late. In extreme emergencies, verbal or e-mail authorization from the head of the organizational unit, DH, OIC, CO, or designee should be received. The formal request should be submitted to the civilian pay CSR the next business day immediately following the emergency and should indicate why the request was submitted after the fact.

   d. Supervisors must ensure accurate entries on the timesheet concerning the hours worked and must further ensure only necessary overtime is performed. Employees must not record overtime and compensatory time on the timesheet without prior written approval from the head of the organizational unit, DH, OIC, CO, or designee and or receipt of SLDCADA approval notification. Only the hours actually worked are to be recorded on the timesheet. Documenting hours to be worked (projection of hours) is strictly prohibited. This is considered falsification of attendance records and grounds for removal.