

REQUEST, AUTHORIZATION, AND REPORT OF COMPENSATORY TIME

The proponent agency is NGB-ARC-F. The prescribing directive is NGR (AR) 37-105.

PRIVACY ACT STATEMENT

1. *AUTHORITY:* Executive Order 9397; 5 USC Section 6311; and 31 USC Section 7701.
2. *PURPOSE:* A standardized management record of request, authorization, and reporting of compensatory time earned for National Guard (NG) Title 32 Dual Status and Non Dual Status (NDS) Technicians and Title 5 Civilians. Used as the substantiating document for entering of compensatory time earned in the civilian pay system.
3. *ROUTINE USES:* None.
4. *DISCLOSURE:* Voluntary; However, failure to furnish requested information may result in delayed, impeded, or erroneous posting of compensatory time earned.

FROM: (OFFICE SYMBOL)		THRU: (IF APPLICABLE)		TO: (APPROVING OFFICIAL)			UIC / ORGANIZATION CODE:		PAY PERIOD ENDING (PPE):	
			COMPENSATORY TIME REQUESTED		COMPENSATORY TIME EARNED					
EMPLOYEE NAME (LAST, FIRST, MI)	SSN	CIVILIAN GRADE	DATE REQUESTED	NUMBER OF HOURS REQUESTED	DATE COMPENSATORY TIME WORKED	HOURS FROM	HOURS TO	TOTAL HOURS WORKED	EMPLOYEE SIGNATURE (After Duty Is Performed)	
TOTAL HOURS REQUESTED					TOTAL HOURS WORKED					
NATURE OF DUTIES AND JUSTIFICATION WHY COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL DUTY HOURS:										
DATE OF REQUEST:		NAME, GRADE, AND TITLE OF REQUESTER:				SIGNATURE OF REQUESTER:				
DATE OF APPROVAL / DISAPPROVAL (CIRCLE):		NAME, GRADE, AND TITLE OF APPROVING OFFICIAL:				SIGNATURE OF APPROVING OFFICIAL:				