

# Privacy Statement

*AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force.*

*PURPOSE: To track time, overtime, holiday premium pay, and compensatory time for management and manpower decision support and for payroll/financial purposes.*

*ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records or information contained therein may*

*specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552(b)(3) as follows: The DoD "Blanket Routine Uses" published at the beginning of the*

*Air Force's compilation of systems of records notices apply to this system.*

*DISCLOSURE: Voluntary.*

*System of Records Notice: OPM/GOVT-1, General Personnel Records*

## Request for Premium Pay

Name (Last, First, Middle Initial)			
Premium Requested			
Type Hour:			
Labor Date	From Time	To Time	Total Hours
Justification			
Employee Signature		Date	

Official Action on Request	Approved	Disapproved	(If disapproved, give reason.)

Reason for Disapproval

Supervisor Signature	Date