

U.S. FISH AND WILDLIFE SERVICE

AUTHORIZATION TO PAY OR TERMINATE ANNUAL PREMIUM PAY FOR ADMINISTRATIVELY UNCONTROLLABLE OVERTIME (AUO) FOR SHORT TERM COVERAGE INVOLVING SURVEY AND BANDING CREWS

Employee's Name: _____

Name and location of Regular Duty Station: _____

Social Security Number: _____

This authorization:

premium pay for AUO Initiates the payment of annual

premium pay for AUO Terminates the payment of annual

Effective Date: _____ Pay Period: _____

Percentage Rate Payable:

10% 15% 20% 25%

Nature of Special Survey Program: _____

Signature and Title of Authorizing Official Date

INSTRUCTIONS

This form is to be completed by an authorized official or designee to provide annual premium pay for administratively uncontrollable overtime for eligible General Schedule employees assigned to Service survey and banding programs when engaged in (1) waterfowl breeding ground surveys; and (2) full-time bird banding assignments of not less than two weeks duration in Canada, Alaska, or other localities (see 225 FW 8).

Premium pay for AUO becomes effective on the first day of the pay period in which the employee begins duties which entail administratively uncontrollable work and terminates on the last day of the pay period when such duties cease.

Upon authorization, premium pay for AUO will begin and continue until a notice of termination (with effective date) is submitted to the central payroll office. Forms must be received in the payroll office during the pay periods in which payment begins or ends to coincide with the time and attendance reports.

Form 3-260 (Rev. 05-95)