DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

REPLY TO

DAPE-CPH

MEMORANDUM FOR Officials With Overtime Approval Authority

SUBJECT: Sexual Harassment/Assault Response and Prevention (SHARP) Program

1. References:

a. Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) memorandum, 17 May 2013, subject: Department of the Army Fiscal Year 2013 Administrative Furlough.

b. ASA(M&RA) memorandum, 23 May 2013, subject: Additional Exception to Fiscal Year (FY) 2013 Administrative Furlough.

2. Reference 1.a. provided guidance regarding furlough and overtime for Civilian employees during Fiscal Year 2013. Reference 1.b. announced an Acting Under Secretary of Defense (Personnel and Readiness) decision to except full-time Sexual Assault Prevention and Response (SAPR) Victim Advocates, Sexual Assault Response Coordinators, and full-time SAPR program management staff members from furlough; however, these positions are not excepted from overtime restrictions.

3. In accordance with paragraph 9 of reference 1.a., employee overtime work, whether paid or awarded as compensatory time off, may be approved by officials with delegated authority: if necessary to protect the health, safety, and security of personnel or property; to ensure the direct and timely provision of services and materiel to deployed units or to units that are preparing to deploy; or to perform similar mission critical functions. Reference 1.a. also states that all other options will be considered before overtime work is authorized, and overtime work will be approved only when all other options are impracticable. Officials approving overtime are reminded that they have the authority to determine whether to approve overtime for SHARP positions, only after carefully considering the above criteria and current circumstances within the organization.

4. My POC is Mr. Daniel Hester, daniel.j.hester4.civ@mail.mil, or (703) 806-3884 (DSN 656).

12 Jul 13

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