

REIMBURSABLE OVERTIME AND AWARDS INFORMATION SHEET

PLEASE NOTE: Separate funding documents (NAVCOMPT 2275) must be sent for each program i.e., OMN funded NADP employees or DAWDF (852) funded NADP employees as indicated below. This information sheet should be provided to the appropriate comptroller/financial management analyst who is providing the funding.

NADP

(NAVCOMPT 2275) Block 10 should be addressed to:
addressed to: Naval Education and Training Command (NETC)
250 Dallas Street
ATTN: Code N8312
Pensacola, FL 32508-5220
UIC: N68045

Email to: PNSC_NCAWPD_Reimbrse@navy.mil

for acceptance or fax to (850) 452-8612
Attn: **NETC Code N82214.**

Email a courtesy copy of the funding document and, if an award, the justification to NACC_reimbursables@navy.mil or fax to (717) 605-1980 or (717) 605-4675. NETC/NETPDTC does not require a copy of the award justification.

The document should state the purpose of the funds and specify NACC OVERTIME and/or AWARDS. Include on the funding document an email address to which the signed acceptance copy of the funding document will be returned. **NOTE:** In an effort to reduce the number of reimbursable documents received, NACC/NETC/NETPDTC request that each activity minimize the number of documents issued for overtime and awards each year. **If the line of accounting (LOA) is identical to the basic document issued, the activities should amend the basic document to reflect any adjustments to the authorized dollar amount.** However, if an activity is tracking costs using various LOAs/JOAs, a new document is required.

FOR OVERTIME payments using the funds previously provided on a NAVCOMPT 2275, **an overtime authorization form (NAVCOMPT Form 2282) signed by your supervisor** is to be emailed to your applicable SLDCADA administrator or faxed to (717) 605-3910. The 2282 form is to be provided only after completion of the pay period when the overtime was worked and should reflect the exact amount of overtime hours worked in that pay period broken down by number of hours per day.

NOTE: When submitting funds for overtime you must submit your overtime rate plus 21% acceleration. If you work on a holiday you must submit your hourly rate plus 31% acceleration.

FOR AWARD payments using the funds previously provided on a NAVCOMPT 2275, please ensure that the justification document you submit contains the following data elements: Employee Name, Dollar amount to be paid, Justification Statement, Signature and Title of Authorizing Official. NOTE: An award will not be processed until the justification has been received at NACC.

Time-off Awards do NOT require funding documents. **Email Time-off Awards** to NACC_Career_Management@navy.mil.

Questions regarding status of overtime or award funding for OMN funded employees should be addressed to the NACC analyst at (717) 605-2744 and for DAWDF (852) funded employees to the NACC analyst at 717-605-5471. To determine if an employee is NADP or DAWDF, please check Block 42 on the employees SF-50. If block 42 has an ORG Code of 200 through 207 that employee is a NADP entry level employee. All other ORG Codes in Block 42 are DAWDF employees. **DO NOT call NETC/NETPDTC with status of payment questions.**

NACC/NETC/NETPDTC may have a year-end cutoff for accepting funding documents. This cutoff date is necessary to accommodate administrative lead-time for processing documents so that costs are recorded in the appropriate year. The cutoff dates, as appropriate, will be posted on the NACC bulletin board at:

<http://www.secnnav.navy.mil/rda/workforce/Pages/NADP.aspx>