

REIMBURSABLE OVERTIME AND AWARDS INFORMATION SHEET

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

NADP

(NAVCOMPT 2275) Block 10 should be 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@navv.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.

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 provided on NAVCOMPT 2275, **email your overtime authorization form (NAVCOMPT Form 2282)** to your applicable SLDCADA administrator or fax to (717) 605-3910. Any questions about Form 2282 should be directed to your applicable SLDCADA administrator.

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 provided on NAVCOMPT 2275, please assure that the justification document you submit contains the following data elements:

- * Employee Name
- * Dollar amount to be paid
- * Justification Statement or Award Form
- * 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 payments for NADP entry level employees should be addressed to the NACC analyst at (717) 605-2744 and for DAWDF (852) 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 on the SF-50 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.secnav.navy.mil/rda/workforce/Pages/NADP.aspx>