



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

7420  
G-1

10 MAR 2021

COMMANDING GENERAL'S POLICY LETTER 004-21

From: Commanding General, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune  
To: Distribution List

Subj: UNSCHEDULED OVERTIME AND COMPENSATORY TIME OFF

Ref: (a) MCIEAST-MCB CAMLEJO 7420.2A

1. Purpose. To establish unscheduled overtime policy and compensatory time off procedures for the Marine Corps Civilians within Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) per the reference.

2. Cancellation. Commanding General's Policy Letter 01-15.

3. Information. Historically, MCIEAST-MCB CAMLEJ has experienced an average of 2.4 million dollars of unscheduled overtime and compensatory time off paid out every fiscal year. In today's fiscally constrained environment, we need to reduce this labor cost to ensure we stay within our manage-to-payroll (MTP) funding authorization.

4. Policy

a. Effective immediately, all requests for unscheduled overtime will be sent to the Chief of Staff (COS) via the Assistant Chief of Staff (AC/S), G-8 for review and approval before being worked. Exceptions to this policy include unforeseen overtime requirements for Fire Department, Emergency Medical Service, Law Enforcement personnel, 911 Dispatch or for emergency work required for restoration of utility and communications services. However, the COS shall be made aware of any unscheduled overtime granted for the listed exceptions. The requests should identify purpose, estimated hours, and total costs for the overtime to be worked and must include the impact if the request is denied.

b. General and Special Department Heads and the Commanding Officers (COs) of Headquarters and Support Battalion (H&S Bn) and Weapons Training Battalion (WTBn) are the approving authority for compensatory time off, and must monitor proper usage of compensatory time off to ensure that minimum compensatory is paid out so that it does not negatively affect the command's MTP budget. Employees will use compensatory time off before using annual leave to ensure compensatory time off is not paid out.

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c. If the addressees feel that there should be other exceptions granted to this policy, a letter should be submitted via the AC/S, G-8 to the COS for consideration.

5. Action. All MCIEAST-MCB CAMLEJ General and Special Staff Department Heads and the COs of H&S Bn and WTBn will ensure compliance with this policy.



J. D. ALFORD

DISTRIBUTION: A (plus H&S Bn and WTBn)