

**DEPARTMENT OF THE INTERIOR
U.S. FISH AND WILDLIFE SERVICE
Annual Verification of Administratively Uncontrollable Overtime (AUO)**

Name of Employee	Dates Covered	
	From	To

1	List All Hours in a NonWork Status	
	Holiday (s)	
	Leave	
	LWOP	

2	List Hours When No AUO Was Performed	
	Hours for Which Regularly Scheduled Overtime Pay Was Received	
	Formal Training (Does Not Include On-The-Job Training)	
	Temporary Assignment to Other Duties Which Do Not Qualify for AUO	
	Other NonQualifying Work	
	Total Hours (Sections 1 and 2) _____ = Total Days _____	

3	Days of Qualifying Duty (Subtract TOTAL days in Section 2 from 260)	
	Weeks of Qualifying Duty for the Year (Divide days of qualifying duty by 5)	

4	Enter Total AUO Hours Worked During Year	
	Weekly Average of AUO (Divide Total AUO during year by weeks of qualifying duty)	

Signature of Employee	Date
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5	<p>A. Rate Based on Weekly Average of AUO</p> <p style="text-align: center;">Hours Shown in Section 3</p> <p><input type="checkbox"/> None Less Than 3 Hours</p> <p><input type="checkbox"/> 10% at least 3 but not more than 5 hours</p> <p><input type="checkbox"/> 15% over 5 but not more than 7 hours</p> <p><input type="checkbox"/> 20% over 7 but not more than 9 hours</p> <p><input type="checkbox"/> 25% over 9 hours</p>	<p>B. Other Considerations</p> <p><input type="checkbox"/> No Significant Change in AUO Required</p> <p><input type="checkbox"/> Anticipate that Employee will be Required To Perform</p> <p style="padding-left: 20px;"><input type="checkbox"/> More <input type="checkbox"/> Less AUO in the subsequent Period for the Following Reasons:</p>
	<p>The Employee is eligible for the AUO Rate Indicated Below for the Succeeding Period</p> <p><input type="checkbox"/> None <input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% <input type="checkbox"/> 25%</p>	<p>Succeeding Period For Which Eligibility Recommended (Specify)</p> <p><input type="checkbox"/> Reporting Period _____</p>
		Date Ending _____

Signature of Immediate Supervisor	Date
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INSTRUCTIONS

Form 3-2094 is used to verify the use of administratively uncontrollable overtime (AUO), to establish the weekly average of AUO, and to determine the percentage rate for annual premium pay for the next or succeeding period.

This form is to be completed by all employees whose use of AUO is reviewed annually and whose rates are computed based upon information provided in this report. This form is not used by seasonal employees of survey and banding crews in the Office of Migratory Bird Management.

Additional instructions for completing this form are provided below.

Section 1. Hours in a nonwork status. Document all hours in a nonwork status for the identified categories. "Leave" category examples include those due to sick and annual leave, court leave, military leave, and excused absences. Hours reported as paid absences (i.e., all categories of paid leave and holidays) are considered hours of work under the Fair Labor Standards Act (FLSA) and, as such, are creditable for purposes of determining the days of qualifying duty for nonexempt employees. These hours should be counted in section 4.

Section 2. Hours when no AUO was performed. Total the hours for sections 1 and 2 and divide the result by 8 to determine the number of full or partial days. Use the result of this computation to compute the number of qualifying days.

Sections 3, 4, and 5 are self explanatory.