



## INSTRUCTIONS

The information required for the completion of this form is self-explanatory. The completed form, including proper certification, is used to authorize or reauthorize annual premium pay for standby duty. A copy of this form is to accompany the SF-52, Request for Personnel Action, so that the servicing personnel office has documentation to support authorization.

This form will also be used to document the annual report on the use of standby duty. It will be completed by the Project Leader of every station who has employees in receipt of annual premium pay for standby duty. For purposes of the annual report, Project Leaders will provide a list of the employees who are required to work standby duty. The list will identify employees by name, title, and grade and will show the recommended percentage rate for each employee for the next review period. The line for employee identification on the face of the form will not be filled in when using this form to submit the annual report.

The requirement for the annual report provides a vehicle for assessing the continued feasibility of standby duty and for determining the appropriateness of assigned percentage rates. The annual report must be completed for the 12-month period ending September 30 of each year and must be submitted through the appropriate Assistant Regional Director to the Regional Director by October 5 of each year.