National Aeronautics and Space Administration

Overtime Request and Authorization

TO (Typed name)			PAY PERIOD	
	1	APPROVING OFFICIAL	FROM	TO
	2	REQUESTING OFFICIAL		
	3	REPORTING TIMEKEEPER	CODE OF COGNIZANT OFFICE	

Your approval is requested for overtime work in excess of the basic workweek of 40 hours for the employees listed below.	NUMBER OF HOURS OF OVERTIME	GRADE			TYPE OF REIMBURSE-MENT (Check)	
		TYPE (Check)		NO.		
		GS	WB		COMP TIME	CASH

JUSTIFICATION

WAS THIS OVERTIME PREVIOUSLY REQUESTED AND APPROVED BY PHONE? ☐ YES ☐ NO		DATE
REQUESTED BY	SIGNATURE OF REQUESTING OFFICER	DATE
APPROVED BY	SIGNATURE AND TITLE OF APPROVING OFFICIAL	DATE

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