

NOAA Form 34-54 (4-71) (Formerly C&GS 3264)		U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION		COST CENTER	
DAILY OVERTIME RECORD				DATE	
				NOAA SHIP	
PREPARE IN DUPLICATE. Original to employee. Copy to YEOMAN DEPT. for entry on NOAA Form 34-22. PREPARE DAILY FOR: (1) All work in excess of 8-hour day; (2) Employees requesting compensatory time in lieu of cash payment; (3) All security watches, and standby security watches, when work is in excess of 40 hours per week; and (4) All other uses as the Commanding Officer deems necessary. NOTE: This form is NOT REQUIRED for employees on Sea Watches who prefer cash payments.				DEPARTMENT	
				ESTIMATED NO. OF HOURS TO BE WORKED _____	
NAME OF EMPLOYEE - LAST - FIRST- MIDDLE INITIAL			STANDBY SECURITY WATCH (If applicable)		
			NAME OF STANDBY - LAST - FIRST- MIDDLE INITIAL		
NATURE OF WORK			SUBSTITUTING FOR		
WORK IS AUTHORIZED AS SPECIFIED.			COMMANDING OFF. OR DESIGNATED REP. (<i>Signature</i>)		
ACTUAL HOURS WORKED (<i>Enter to nearest half hour</i>)				COMPENSATION PREFERENCE	
FROM:	HRS.	TO:	HRS.	TOTAL NO. OF HOURS	<input checked="" type="radio"/> CASH PAYMENT <input checked="" type="radio"/> COMPENSATORY TIME
	HRS.		HRS.		
I CONCUR WITH THE ABOVE RECORD.				EMPLOYEE'S SIGNATURE	
I CERTIFY THAT _____ HOURS OF WORK WAS PERFORMED AS AUTHORIZED.				DEPARTMENT HEAD OR EXECUTIVE OFFICER (<i>Signature</i>)	