

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		
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.				NOAA SHIP		
				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 <input checked="" type="radio"/> CASH PAYMENT <input checked="" type="radio"/> COMPENSATORY TIME	
FROM:	HRS.	TO:	HRS.	TOTAL NO. OF HOURS		
	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>		