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	

	A. Rate Based on Weekly Average of AUO Hours Shown in Section 3	B. Other Considerations
5	☐ None Less Than 3 Hours ☐ 10% at least 3 but not more than 5 hours ☐ 15% over 5 but not more than 7 hours ☐ 20% over 7 but not more than 9 hours ☐ 25% over 9 hours	☐ No Significant Change in AUO Required ☐ Anticipate that Employee will be Required To Perform ☐ More ☐ Less AUO in the subsequent Period for the Following Reasons:
	The Employee is eligible for the AUO Rate Indicated Below for the Succeeding Period ☐ None ☐ 10% ☐ 15% ☐ 20% ☐ 25%	Succeeding Period For Which Eligibility Recommended (Specify) ☐ Reporting Period_____ Date Ending kjdf;ljdkfjsd;fljka;sljfkd;sakjf d;jsdf;lkad
Signature of Immediate Supervisor		Date

Form 3-2094 (Rev. 05-95)

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 I. **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.