

ACTION MEMO

[DATE]

TO: [SERVICING CPO]

FROM: [DEPLOYING PERSONNEL/DEPARTMENT]

SUBJECT: Request for Exception to the Bi-weekly and Annual Pay Cap on Premium Pay (5 U.S.C. 5547) for General Schedule Employees

- Request is based upon the **[REASON FOR DEPLOYMENT TO SOUTHWEST ASIA]**. This exception should be made effective on the pay period starting dates as indicated below.
- Personnel are required to work an abnormal amount of overtime hours in support of this SWA mission. Employees are assigned to Kuwait, Iraq, Afghanistan, Qatar, Pakistan, or other countries in support.

RECOMMENDATION: Approval of the exception to the bi-weekly and annual Pay Cap

Request the **exception** to the biweekly pay cap for the following personnel:

Name	Grade	SSN	Department	In Theater Location	Enter Theater Date	Return to CONUS Date

SIGNATURE BLOCK

Prepared By: **NAME, PHONE NUMBER, DATE**