

## Inspector's Field Manual

- Supervisors from other programs (such as Adjudications, Border Patrol, Detention and Deportation, Investigations) who participate in inspectional overtime duties shall do so as journeyman Immigration Inspectors, not as Supervisory Immigration Inspectors.

### 48.2 Overtime Audits.

The Inspections Overtime Auditing Manual sets forth the guidelines and procedures on conducting overtime audits. [See Appendix 48-1]

Audits will be conducted of ports-of-entry (POEs) in each district annually by designated District Overtime Control Officers as part of the National Inspections Program overtime management and control program. The National Overtime Control Officer will conduct independent audits of POEs and also review the reports prepared by the District Overtime Control Officers. These audits will assist the Service in management of overtime expenditures in the Inspections Program.

The purpose of the audits is to ensure that overtime funds are used appropriately and in accordance with Headquarters directives and guidance. The intent is to document the cost effectiveness and prudent administration of overtime expenditures. The audit teams will provide documentation showing how field units are complying with current policy and provide suggestions for improvement.

The audits will help the districts document their performance in this critical area and will provide Regional and Headquarters program personnel the opportunity to evaluate the Districts' performance and make suggestions as appropriate.

The Office of Inspections will conduct four audits each year. The selection of ports-of-entry for auditing will be based upon the following factors:

- Audit requested by a district.
- Any number of employees who project to reach or exceed the statutory overtime cap.
- Review of reports OT-736, OT-739, EMP-763, and HQINS-33.
- Usage of Non-statutory Overtime (discretionary Overtime) in excess of 30%.
- Increase in overtime expenditures of 10% over comparable period in previous years.
- Complaints from carriers concerning amounts of overtime being billed, audits by other agencies.
- Regional and Headquarters review of workload and scheduling that indicates a possible imbalance.

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- Previous audits which show a pattern of scheduling and overtime use that has not been in compliance with Headquarters policy. Review would be done to evaluate effectiveness of changes instituted.
- High usage of overtime by GS-13/14 Managers.