

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

ADMINISTRATIVELY UNCONTROLLABLE OVERTIME REPORT

Printed Employee Name and Title:					Pay Period #:		AUO Percentage:			
Duty Location:										
Date	Scheduled Hours		AUO		Narrative description of duties, explanation of circumstances, and/or reason for excludable day, in non-technical language.	Duty Code(s)	Situation Code(s)	Excl. Day	Total AUO Hours	
	Start	End	Start	End						
Add Row	X								Grand Total	0.00
<i>*Scheduled hours include your shift and regularly scheduled overtime. List non-consecutive periods of AUO work performed on the same day in separate rows/entries on the form.</i>										
Date:		Employee's Signature:			Date:		Supervisor's Signature:			
DUTY CODES:					SITUATION CODES:					
<i>(Provide description of duties in non-technical language in addition to duty code)</i>					<i>(Provide description of situation requiring irregular overtime work in addition to Situation code)</i>					
A	Arrest, Processing, and Other Law Enforcement				1	Response to Emergencies/Unforeseeable Events				
B	Investigation, Surveillance, or Intelligence				2	Field Operations Based On Uncontrolled Factors				
C	Case Management				3	Uncontrollable Delays				
D	Custody and Detention Management				4	Call-Outs/Call-Backs and Other On-Call Duties				
E	Law Enforcement/Public Safety Verifications				5	Irregular Overtime Ordered/Approved by a Supervisor				
F	Transportation Duties/Escorts				9	Other Administratively Uncontrollable Circumstances (describe in detail)				
Z	Other Duties (describe in detail)									
<i>The Duty Codes include directly performing the described duties as well as any incidental and contemporaneous work, such as remote support or supervision. Guidance regarding the Duty & Situation Codes is available in the document "How to Use the ICE AUO Report."</i>					<i>The "Description/Explanation Field" should provide additional information and not repeat the Duty or Situation Code. When using Codes "Z" or "9", it is particularly important to provide sufficient detail for audit and supervisory review purposes. With regard to Situation Code 5, approval should be in writing, such as by email.</i>					