

**DOCUMENT NAME: Reimbursable
Overtime
DAFIS DOCUMENT TYPE: 51**

1. **Description:** The CG-832 is used for collection of reimbursable overtime for services performed. Reimbursable overtime occurs when a Marine Safety Office (MSO) performs an inspection on a ship after normal business hours.

2. **Primary Forms:** CG-832, Bill for Collection of Reimbursable Overtime Services

Note: Other similar forms accepted.

3. **Related Forms:** None

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 5194904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
51	94	90	4	F	AB	001	Note

Note: See Chapter 5 for suffix numbering information.

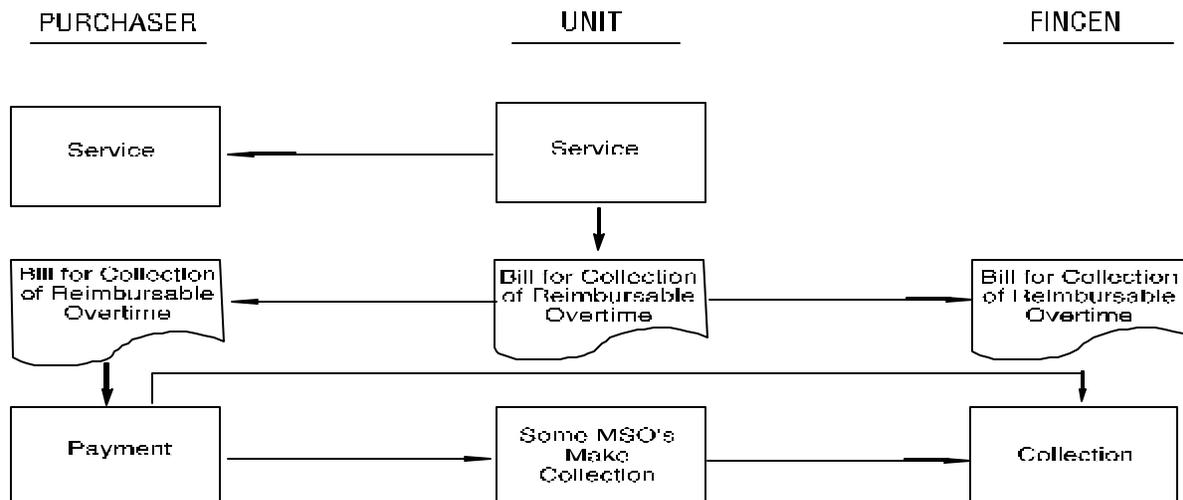
5. **Accounting Line:** Various.

6. **FINCEN Critical Processing Requirements:** The CG-832 must include the following:

- a. Name and mailing address of purchaser.
- b. Name and Social Security Number of employee rendering service.
- c. Full description of date, time and nature of service.
- d. Dollar rate and total amount due.
- e. Complete Lockbox address.

7. **Other Information:** None.

8. **LUFS Information:** Standard generic input is made through the Record Spending module. This document type is not transmitted via LUFS.

9. Document Flow:**Figure 12G-17 Reimbursable Overtime**

- Figure 12G-17 describes the procedures for processing Reimbursable Overtime.
- The Coast Guard performs services for which reimbursable overtime is collectible.
- The Coast Guard unit prepares an original and two copies of form CG-832. The original and one copy is forwarded to the purchaser and one copy is forwarded to the FINCEN.
- The purchaser forwards payment with one copy of the bill directly to:

U. S. Coast Guard
 P. O. Box 7777-W8595
 Philadelphia, PA 19175-8595

If the MSO makes the collection, the purchaser forwards the payment to the MSO. The MSO then forwards the payment to the address above. All collections under 46 USC 2611 are deposited to Treasury receipt symbol 692442.

- Any follow up will be performed by the FINCEN except for those bills collected by the MSO. The MSO will conduct follow up for those bills collected by them.

10. Sample Forms: See Figure 12G-18.

11. PES Report:

Note: Unit will not see this on their PES report.

12. References: None.

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-832 (Rev. 3-88)
Form Approved by
Comptroller General, U.S.
September 4, 1989

UNITED STATES COAST GUARD

Bill No. 304-94

Date 01 Feb 94

Receipt No.

BILL FOR COLLECTION—OVERTIME SERVICES

Port of Philadelphia, PA

(Date Received)

(Signature)

(Title)

Mr. Todd A. Brandon

Certified correct and just; payment therefor not received.

1180 Bold Drive

Ruth A. Grant

Warminster, PA 18974

SENIOR DOCUMENTATION OFFICER
MSO/GROUP PHILADELPHIA

(Title)

NAMES OF EMPLOYEES RENDERING OVERTIME SERVICE	DATE OF SERVICE	TIME CHARGED		NATURE OF SERVICE	BASIC PAY PER DIEM	AMOUNT
		FROM—	TO—			
Edna E. Calm 123-12-3456 Pro-rate w/MOONGLOW, Please send check/money order payable to USCG w/copy of this form to: U. S. Coast Guard P.O. Box 7777-W8595 Philadelphia, PA 19175-8595	15JAN94	4:00pm	6:00pm	OSSIFIED O.N. 941425, Initial Documentation, Recorded 3 sets of Bills of Sale, Issued C.O.D. Sent Original to Owner per request and a Certified Copy of C.O.D. to Agent	\$79.97	\$19.99
Amount due,						\$19.99

Payment of above bill should be made in person or by remittance to the Collector of Customs at the above port.
This bill must accompany remittance and will be returned as a receipt to the payer.

Figure 12G-18 CG-832, Bill for Collection of Reimbursable Overtime