State of Wyoming Military Department
5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR HRO (Army) or ANG Comptroller (Air)

SUBJECT: Holiday and Overtime Premium Pay Request

1. I, _____ am requesting _____ hours of premium pay for:
(If more than one employee is requesting premium pay, please attach a list of all employees and dates/hours worked).

- ☐ New Year's Day
- ☐ Martin Luther King Day
- ☐ Presidents Day
- ☐ Memorial Day
- ☐ Juneteenth
- ☐ Independence Day
- ☐ Labor Day
- ☐ Columbus Day
- ☐ Veterans Day
- ☐ Thanksgiving Day
- ☐ Christmas Day
- ☐ Overtime Worked

2. Dates and justification for holiday or overtime premium pay.

Rank Title
Employee Signataure

Rank Title
Supervisor Signature

HRO or ANG Comptroller Signature

Send to:
ng.wy.wyarng.list.hro-services@army.mil