



DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
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WASHINGTON NAVY YARD DC 20398-5540

IN REPLY REFER TO:
5330
Ser N12/0723
9 Feb 14

Human Resources Advisory 2014-1

From: Deputy Director, CIVMAR Manpower & Personnel

Subj: COMPENSATORY TIME OFF FOR (CTFT) TRAVEL FOR CIVMARS

Ref: (a) Title 5, United States Code, §§ 5550b(a), 5541(2)(xi)
(b) 5 Code of Federal Regulations (CFR), Parts 550, 551, 610
(c) Assistant Secretary of Navy (FM&C), Business Process Memorandum for Civilian Time and Attendance, 1 June 2010
(d) Human Resources Advisory 2013-7, Compensatory Time Off for Travel for CIVMARS, 27 Nov 13

Encl: (1) Request for Compensatory Time Off for Travel

1. Purpose. This expands the eligibility for Compensatory Time Off for Travel to ALL MSC Civilian Service Marines (CIVMARS), including the unlicensed CIVMARS who were not previously eligible, in accordance with references (a) through (c). This advisory supersedes reference (d), which established basic procedures for CTFT, however it only applied to travel that began on or after 1 Dec 2013 for all Deck and Engine Officers, Pursers, MSOs, SCOs, RETs and Operations Chiefs, as well as West Coast SUPPOs and JSOs. CIVMARS who were not covered by reference (d) are now eligible for CTFT, effective 9 Feb 14. CTFT before this implementation will be address separately.

2. Cancellation. Reference (d).

3. Effective. This advisory applies to travel that began on or after 9 Feb 2014 for all Civilian Mariners. CTFT before that date will be addressed separately.

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4. Background. In accordance with 5 CFR 550.1402, compensatory time for travel was made available to prevailing wage civilian employees under Title 5 of the United States Code, Chapter 5, Subchapter IV. CIVMARS are prevailing wage employees covered by that subchapter under 5 U.S.C. 5348.

5. Policy. CIVMARS may earn compensatory time for travel for time spent in excess of their regularly scheduled hours and away from their official duty station when such time is not otherwise compensable.

6. Applicability.

(a)CTFT applies to:

(1) Official travel that has been authorized outside a CIVMAR's regular working hours. CIVMARS' normal working day is eight hours (8) per day. Although the number of hours worked per week by CIVMARS varies depending upon the position held, base rates of pay apply over the full seven-day workweek. CTFT is creditable after a CIVMAR has worked/traveled in excess of the first eight hours per day, unless specified below.

(2) Time outside of regular working hours actually spent traveling between the official duty station and a temporary duty station;

(3) Time outside of regular working hours actually spent traveling between two temporary duty stations;

(4) The usual waiting time (up to 90 minutes, 2 or 3 hours before the scheduled departure, depending on whether the land transport or flight is domestic or international) preceding or interrupting such travel (waiting at an airport, train station, etc. prior to departure) outside of regular working hours;

(5) Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of their official duty station, in excess of the employee's normal commuting time is creditable towards compensatory travel time (normal commuting time is not creditable time in a travel status), see (b)(2), below; and

(a) The waiting time (one or two hours before the scheduled departure, depending on whether the flight is domestic or international) is considered "usual waiting time" and is

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creditable time in a travel status if outside normal working hours.

In addition, time spent at an intervening airport waiting for a connecting flight is creditable time in a travel status if outside normal working hours, subject to exclusions for bona fide meal periods. Military Sealift Command "usual waiting time" is defined as:

- Up to 60 minutes prior to departure for train and bus service
- Up to 90 minutes prior to departure if not checking bags for domestic flights;
- Up to 2 hours for domestic flights, if checking bags
- Up to 3 hours for international flights

(b) CTFT **DOES NOT** apply to:

(1) Masters' and Chief Engineers' one hour overtime. The one hour of overtime that Masters and Chief Engineers receive for each day they are on the payroll in a duty status, or on approved leave, is compensation and must be accounted for in CTFT computations. This hour must be deducted, as it does not count toward earning CTFT.

(2) Normal commuting time. For CIVMARs who live near CSU-E/W, the normal home-to-work/work-to-home commuting time will be deducted to obtain credible travel time;

(3) Travel Layovers. If a CIVMAR travels over the course of two or more days, the CIVMAR will not accrue CTFT for any layovers between flights that would permit the CIVMAR to exit the airport and return to the airport later with adequate time prior to the next departure;

(4) Where Ship's Leave is granted, since travel associated with Ship's Leave is in a non-duty status;

(5) Where cash settlements in lieu of travel benefits are utilized since those employees are traveling in a non-duty status, CMPI 4650 6-3;

(6) Meal periods of 30 minutes and if during actual travel time or waiting time (not in-flight meals); and

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(7) Long delays between flights that permit time for activities that do not include direct travel (to and from duty stations). An extended waiting period due to long delays during which the CIVMAR is free to rest, sleep, or otherwise use the time for his/her own purposes is not considered time in a travel status.

7. Increments: Compensatory time for travel is credited and used in one tenth hour (6 minute) increments.

8. Travel involving two or more time zones. The time zone from point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off for travel.

9. Requesting Compensatory time off for travel. All claims must be submitted within 5 working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended Temporary Duty (TDY) (over 45 days), the traveler must submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period.

Requests for CTFT should be submitted as following, using enclosure (1):

(a) For CIVMAR Attached to Ship (joining ship, training, SFL, TDY), the ship's Master and Department Heads will review and approve requests for CTFT. Requests for CTFT must be accompanied by a travel voucher (claim) if travel orders were issued for the trip. Both the travel voucher and the approved request for CTFT should be submitted to the MSC Travel Branch (N842) for settlement. N842 will submit approved CTFT requests to Payroll Office (N844) for posting in CIVMAR's leave records.

(b) CIVMAR Ashore - Travel Orders Issued:

The CIVMAR should submit their request for CTFT with their travel voucher. CTFT will not be considered unless a travel claim has been filed. CIVMAR may submit the forms at CSU-E/W, and the forms will be initially submitted to MSC Travel (N842). N842 will forward the CTFT request to appropriate Marine Placement Specialist (N123) who may approve CTFT. Once approved, N123 will forward CTFT requests to Payroll Office (N844) for recording in CIVMAR's leave records;

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(c) CIVMAR Ashore - Travel orders Not Issued:

The CIVMAR will submit the request for CTFT to the appropriate CSU-E/W or the Training Center-E/W Site Manager. The CTFT request must indicate that no orders were issued for the travel, and explain transportation agreement (i.e. bus, or POV). The Marine Placement Specialist will review and approve the request for CTFT. Approved CTFT requests will be forwarded to the Payroll Office (N844) for posting in CIVMAR's leave records.

10. Earned CTFT.

(a) Use. A CIVMAR who has earned CTFT in a previous pay period may use those hours to cover a paid absence from work rather than using another form of leave. CIVMARS must schedule and request to use earned CTFT the same as any other type of leave. Request CTFT on a Request for Leave or Approved Absence form (OPM Form 71) by indicating "Other Paid Absence" as the type of leave, and specify "Comp Time Off for Travel" in the remarks section.

(b) Expiration of CTFT. An employee must use his/her accrued CTFT by the end of the 26th pay period after the pay period during which it was earned or the employee must forfeit such compensatory time off, except in the following circumstances:

i. Unused compensatory time off for travel will be held in abeyance for an employee who separates, or is placed in a Leave Without Pay (LWOP) status, and later returns following (1) separation or leave without pay to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and a return to service through the exercise of a reemployment right or (2) separation or LWOP due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C. chapter 81. The employee must use all of the CTFT held in abeyance by the end of the 26th pay period following the pay period in which the employee returns to duty, or such CTFT will be forfeited.

ii. If an employee fails to use his or her accrued CTFT before the end of the 26th pay period after the pay period during which it was earned due to an exigency of the service beyond the employee's control, the head of an agency or his/her designated representative, at his or her sole and exclusive discretion, may extend the time limit for up to an additional 26 pay periods.

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11. Additional information on CTFT can be found on the OPM website:

OPM Fact Sheet: Compensatory Time Off:

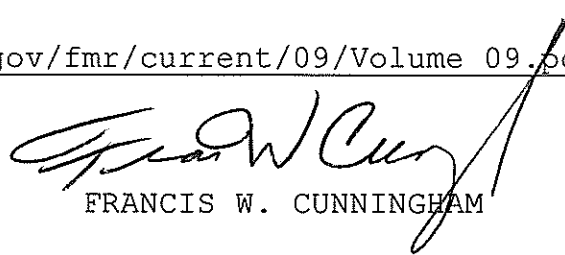
<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>

<http://www.opm.gov/oca/pay/HTML/COMP.htm>

OPM Questions and Answer on Compensatory Time Off for Travel:
<http://archive.opm.gov/oca/compmemo/2005/2005-03-att1.asp>

FMR Volume 9:

<http://comptroller.defense.gov/fmr/current/09/Volume 09.pdf>



FRANCIS W. CUNNINGHAM

1. NAME (Last, First MI)		2. PERMANENT POSITION		3. DoD ID NUMBER	4. DATE SUBMITTED
5. TDY LOCATION (SHIP OR LOCATION)		6. PURPOSE OF TRIP			
8. WERE TRAVEL ORDERS ISSUED? YES _____ (complete block 8a.) NO _____ (complete block 8b.)		8a. TRAVEL ORDER NUMBER (block 22)			
9. ITINERARY		10. COMPENSATORY TIME			
9a. Local Date & Time	9b. Departure Point Date & Time	9c. Activity & Location	10a. Actual Travel Time	10b. Duty Hours	10c. Non-duty Hours
Depart					
Arrive					
Depart					
Arrive					
Depart					
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11. COMMENTS AND CLARIFICATIONS					
Totals:					

I certify that the above is a true and accurate description of the trip in question. I understand that this request must be accompanied by a corresponding travel voucher if travel orders were issued for this trip.

12. CIVILIAN'S SIGNATURE	DATE
13a. APPROVING OFFICIAL (Name and Title)	13b. APPROVING OFFICIAL'S SIGNATURE
	DATE

Instructions

Block

1. Full Name
2. Permanent Position

CIVMAR's DoD ID Number. (Leave blank if unknown)

Current Date

Where was TDY performed? List ship's name or location

What was the purpose of the trip, e.g. to join ship, ship-to-ship transfer, attend training)

CIVMAR's work schedule, e.g. 0800 to 1630, including 30 min for lunch

Were Travel Orders issued for the trip in question, Y/N? Complete 8a. or 8b as appropriate

Travel Order number found on the orders in block 22

8a. Explain Transportation arrangements that were authorized, e.g., "rode contract bus from Norfolk to Freehold"

9. Itinerary

Record the local date and time for arriving and departing an activity.

9a. Local Date and Time. Record the date and time (at the location of departure) for arriving and departing. This time zone is used for computing CTFT

9b. Departure Point Date and Time. List the activity and its location, e.g. USNS SJOUX, San Diego CA

9c. Activity & Location

Elapsed travel time, based on time at the departure location

10a. Actual Travel Time Total number of hours that were in a duty status

10b. Duty Hours Total number of hours that were non-duty hours

10c. Non-Duty Hours Time that is not creditable toward CTFT:

10d. Non-creditable Time

a) Time spent at temporary duty station;

b) "Unusual" or extended waiting time between actual periods of travel when a CIVMAR is free to rest, sleep, eat or otherwise use the time for his or her own purposes;

c) Travel between home and transportation terminal within the limits of the CIVMAR's duty station and outside regular working hours (normal commuting time).

11. Comments and Clarifications Use this section to explain delays and to include information that clarifies the trip and request for CTFT

12. CIVMAR's Signature

13a. Approving Official (Name and Title)

13b. Approving Official's Signature & Date