

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

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

7. WORK SCHEDULE

8. WERE TRAVEL ORDERS ISSUED?

8a. TRAVEL ORDER NUMBER (block 22)

8b. EXPLAIN TRANSPORTATION

YES _____ (complete block 8a.)

No _____ (complete block 8b.)

9. ITINERARY

10. COMPENSATORY TIME

9a. Local Date & Time

9b. Departure Point Date & Time

9c. Activity & Location

10a. Actual Travel Time

10b. Duty Hours

c. Non-duty Hours

d. Non-creditable Time Requested

e. Comp Time For Travel

Depart

Arrive

Depart

Arrive

Depart

Arrive

Depart

Arrive

Depart

Arrive

Depart

Arrive

Depart

Arrive

Depart

Arrive

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

3. DOD ID Number

4. Date Submitted

5. TDY Location

6. Purpose of Trip

7. Work Schedule

8. Were Travel Orders Issued?

8a. Travel Order Number

8b. Explain Transportation

9. Itinerary

9a. Local Date and Time.

9b. Departure Point Date and Time

9c. Activity & Location

10a. Actual Travel Time

10b. Duty Hours

10c. Non-Duty Hours

10d. Non-creditable Time

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

We're 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

Explain the transportation arrangements that were authorized, e.g., "rode contract bus from Norfolk to Freehold"

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

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

List the activity and its location, e.g. USNS SIOUX, San Diego CA

Elapsed travel time, based on time at the departure location

Total number of hours that were in a duty status

Total number of hours that were non-duty hours

Time that is not creditable toward CTFT:

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

12. CIVMAR's Signature

13a. Approving Official (Name and Title)

13b. Approving Official's Signature & Date