



UNITED STATES MARINE CORPS

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MARINE CORPS BASE HAWAII POLICY LETTER 2-24

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: PROCEDURES FOR TRAVEL COMPENSATORY TIME

Ref: (a) U.S.C. 5550b
(b) C.F.R. §550.1405
(c) DoD 7000.14-R FMR Vol 8

Encl: (1) Travel Compensatory Time Calculator

1. Situation. Procedures for accurately computing and reporting travel compensatory time can be complex.
2. Cancellation. MCBHO 7421.1.
3. Mission. This Policy Letter provides guidance to ensure all travel compensatory time is computed and reported consistently for all Marine Corps Base Hawaii (MCBH) civilian employees.
4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCBH civilian employees will have proper guidance to submit correct documentation for all travel compensatory time.

(2) Concept of Operations. Per the guidance provided by this Policy Letter, all MCBH civilian employees will be able to provide accurate travel compensatory time documentation to the base civilian payroll office after traveling for appropriate processing.

b. Tasks

(1) References (a) and (b) authorize compensatory time for an employee in travel status, provide guidance to determine the amount of time to credit the employee, and state the agencies' responsibility to track and manage travel compensatory time. Reference (c) provides eligibility, use and forfeiture guidance on travel compensatory time.

(2) All travel compensatory time applies when an employee is in a travel status away from the employee's official duty station and the travel time is not otherwise compensable. Compensable time includes overtime, compensatory time earned in lieu of overtime, regularly scheduled tour of duty and holiday time.

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(3) The travel must be officially authorized for work purposes and approved by an authorized official.

(a) An employee's request for travel compensatory time must be submitted to and approved by the employee's supervisor prior to travel. Adjustments to approved travel compensatory time must be made within three workdays after travel is completed. Qualifying travel compensatory time is earned in increments of 15 minutes. There is no limitation on how much travel compensatory time an employee may earn. However, travel compensatory time expires 26 pay periods after the pay period in which it was earned.

(b) As provided in reference (a), an employee may not receive payment for any unused travel compensatory time earned.

(4) The creditable time for travel is always based on the authorized travel dates, the traveler's destination and itinerary. When an employee's travel involves two or more time zones, the time zones from the point of departure must be used to determine how many hours the employee spent in a travel status for the purpose of accruing travel compensatory time (i.e., employee departs Hawai'i to California, Hawai'i time is used to compute travel compensatory time. Employee returns from California to Hawai'i, California time is used to compute travel compensatory time).

(5) The following is creditable for the purpose of earning travel compensatory time:

(a) The travel time spent between the official duty station and a temporary duty station, and the travel time spent between two temporary duty stations.

(b) Usual waiting time is classified as the time required by air carriers or transportation terminals for travelers to arrive at the airport/terminal prior to departure, and the time spent waiting for a connecting plane, train, or bus, to include weather delays and mechanical problems. Creditable travel compensatory time for usual waiting time will be two hours for domestic travel and up to four hours for international travel. For example: if time spent waiting for a connecting plane is more than two hours only two hours will be earned for travel compensatory time. Exceptions must be approved by the Department Directors, Chief of Staff, or Commanding Officer.

(c) Employees may earn up to two hours for travel to/from the airport and temporary duty station or hotel.

(6) The following is not creditable for the purpose of earning travel compensatory time:

(a) Time spent traveling in connection with union activities.

(b) Travel time between an employee's home and airport is deducted by the employee's normal home-to-work/work-to-home commute time.

(c) Travel time in connection with an employee's permanent change of duty station.

c. Coordinating Instructions. All Federal civilian employees assigned to MCBH directorates and subordinate commands shall strictly follow this Policy Letter and the standard policies and procedures contained in the references.

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5. Administration and Logistics

a. Records Management. Records created as a result of this Policy Letter shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

c. Defense Agencies Initiative Oracle Time and Labor (DAI OTL) is to be used to compute the travel compensatory time. The traveler's itinerary in addition to the completed enclosures will be submitted to the base payroll office for validation with DAI OTL. Employees' supervisors are required to maintain a copy of the completed enclosure (1) for no less than six years.

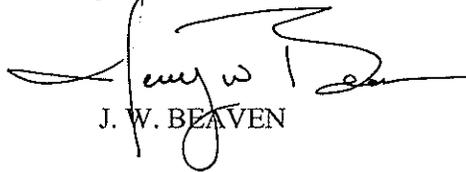
d. The Director, Human Resources Office will ensure all new employees are informed of this Policy Letter during initial orientation.

e. The point of contact regarding information and procedures set forth in this Policy Letter is the Comptroller, Civilian Payroll Office, MCBH at (808) 496-7734/7719/7718.

6. Command and Signal

a. Command. This Policy Letter is applicable to MCBH staff and subordinate commands.

b. Signal. This Policy Letter is effective the date signed.



J. W. BEAVEN

Distribution: A