



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:

JAG/CNLSCINST 12640.1
Code 66
18 Apr 14

JAG/COMNAVLEGSVCCOM INSTRUCTION 12640.1

From: Judge Advocate General of the Navy
Commander, Naval Legal Service Command

Subj: CIVILIAN TIMEKEEPING POLICY AND PROCEDURES

Ref: (a) 5 U.S.C. Part III
(b) 5 CFR 550-551, 610, and 630
(c) OPM Handbook on Alternative Work Schedules
(d) DoD 1400.25, Volumes 610, 630-631
(e) DoD 7000.14-R, Volumes 5 and 8
(f) SECNAVINST 5211.5E of 28 Dec 2005
(g) ASN (FM&C) memo 1200 U013 of 1 Jun 10
(h) ASN (FM&C) memo 7000 FMO20120106 of 15 Mar 12
(i) JAG/CNLSCINST 12620 of 2 Dec 10
(j) JAGINST 12620 of 10 Jan 11
(k) Comp. Gen. Op. B-190011 of 30 Dec 77
(l) Comp. Gen. Op. B-211249 of 20 Sep 83
(m) Comp. Gen. Op. B-207109 of 29 Nov 82
(n) Comp. Gen. Op. B-227222 of 05 Nov 87

Encl: (1) Sign in/Sign out Form
(2) Work Schedule Request
(3) Compensatory Travel Claim Worksheet
(4) DD Form 577

1. Purpose. To issue revised timekeeping policies and procedures for civilian employees of the Office of the Judge Advocate General (OJAG) and Naval Legal Service Command (NLSC).

2. Cancellation. COMNAVLEGSVCCOM memo 12630 Ser 64.2/0U002; JAG memo 12630 Ser 64.2/0U003; and COMNAVLEGSVCCOM memo 12630 Ser 64.2/0U004.

3. Policy. It is the policy of OJAG and NLSC that timekeeping and record keeping policies and procedures will be executed in

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accordance with references (a) through (j). Core hours at OJAG and NLSC are 0900 to 1500. During core hours, civilian personnel must either be on duty or in a leave status. The existence of core hours focuses the majority of the workforce availability during the heaviest client workload hours, yet allows flexible arrival (0530 to 0900) and departure times (after 1500), depending on an employee's work schedule. In establishing work schedules and arrival/departure times for civilian employees, supervisors shall maintain a balanced work force to meet mission requirements, ensure efficient conduct of the command's business, and respond to emergent requirements. Supervisors are encouraged to use a sign in /sign out sheet, enclosure (1), to track employee work hours; this sheet will support the timely and accurate preparation, certification, and submission of time and attendance. Supervisors are also responsible to properly administer leave, compensatory time, credit hours, and overtime. This includes ensuring no employee completes compensatory time, credit hours, or overtime without pre-approval.

a. Incoming and Separating Employee Procedures

(1) New Employees

(a) OJAG Civilian Personnel Management Services Division (Code 66) must be notified when new employees come on board as soon as the employee's start date is confirmed. Code 66 requires the following information when a new employee reports for duty:

1. Completed direct deposit form;
2. Completed Internal Revenue Service Form W-4;
3. Completed state tax form (if applicable); and
4. Name of primary and alternate certifier.

(b) When an employee transfers from another agency, the employee must carefully review his/her first Leave and Earning Statement (LES) to ensure all leave hours transferred properly. In case of error, the employee must contact Code 66 immediately for resolution.

(c) A new employee will not be able to access the Standard Labor Data Collection and Distribution Application (SLDCADA) until a Standard Form (SF) 50 Notice of Personnel

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Action is processed and he/she receives a common access card (CAC). Code 66 will then work with the employee to establish a SLDCADA user account.

(d) A new full-time employee who is not a Navy-to-Navy transfer is not eligible to work a compressed work schedule until after the first full pay period. See paragraph 3.b. of this instruction for detailed information regarding work schedules.

(e) All new employees will establish their work schedule with their immediate supervisor within their first week of employment and submit enclosure (2) to Code 66 for input into SLDCADA.

(2) Separating Employees

(a) Code 66 requires the following information when an employee is scheduled to separate from OJAG/NLSC:

1. The separation date and letter of resignation (if applicable), as soon as known; and,

2. The reason the employee is separating (e.g., transferring to another government agency, leaving government employment, retiring, etc.).

(b) Code 66 will remove the employee from SLDCADA and stop payroll payments.

b. Work Schedules. The basic work requirement is the number of hours, scheduled Monday through Friday, excluding overtime hours, an employee is required to work or otherwise account for. A full-time employee is required to work 80 hours in a two-week pay period. A part-time employee works fewer than 80 hours in a two-week pay period. Management is encouraged to account for employee work hours through the use of enclosure (1). Work schedules may only be changed at the beginning of a pay period. Generally, work schedules shall be in effect for a minimum of one year to assist in mission planning and continuity of support. However, work schedules may be changed more frequently, subject to supervisor approval.

(1) Standard Work Schedule (SS). Employee works eight hours per day, 40 hours per week, and 80 hours per two-week pay period.

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(2) Alternative Work Schedules (AWS). Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS) fall under AWS. With supervisor approval, an employee may work an AWS as outlined below.

(a) Participation in AWS is voluntary. Requests to participate must be approved by the supervisor consistent with mission requirements and workload demands. Supervisors may require that any individual remain on a particular work schedule or may adjust work hours (arrival and departure times) to accommodate the needs of the organization.

(b) FWS (Flexitour). This flexible work schedule has a basic work requirement of 40 hours per week (eight hours per day, five days per week) and fixed arrival and departure times each day. Employees select the fixed arrival and departure time for each workday subject to supervisor approval. These times may vary from day to day, but are established when the work schedule is originally approved by the supervisor. Reference (i) provides further guidance.

(c) CWS (5/4-9). This compressed work schedule has a basic work requirement of 80 hours per pay period completed in less than 10 workdays. Under this schedule, employees work eight nine-hour days, one eight-hour day and one fixed regular day off (RDO) per pay period. Arrival and departure times are set (i.e., not flexible) for each nine-hour day, but may vary on the eight-hour day.

(3) Employees must ensure that their time and attendance (e.g., regular hours, overtime hours worked, compensatory hours worked, telework hours, used leave, etc.) is properly and accurately recorded on their timesheets by checking the "Employee Verified Time" (EVT) box on their SLDCADA timecard. Failure to have time and attendance up-to-date at certification may result in the employee being charged with leave or leave without pay.

(4) Telework. Telework is authorized per reference (j) and may be used in combination with approved work schedules detailed in paragraphs 3.b.(1) and 3.b.(2). However, telework is not an employee entitlement. Some employees may not be eligible to participate in telework based on the criteria outlined in reference (j). Telework may not be substituted in place of sick leave, annual leave, or proper dependent care (i.e., childcare, eldercare, etc.). Employees will report and record telework

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hours with the appropriate code in the "EHZ" field in SLDCADA as follows:

(a) TW - Recurring telework: approved and regularly scheduled;

(b) TS - Situational telework: approved and performed on occasional, one-time, or irregular basis; or,

(c) TM - Medically-necessary telework: approved and deemed necessary by the command.

(5) Lunch/Breaks. Full-time employees are authorized two 15-minute breaks and a 30-minute lunch. Supervisors may not extend a regularly-scheduled lunch break by permitting an employee to take an authorized rest period (i.e., 15-minute breaks) prior to or immediately following lunch because a rest period is considered part of the employee's compensable basic workday. Reference (k) pertains. However, a supervisor may authorize a longer lunch period in accordance with the flexibilities established in reference (i). Neither a lunch period nor a rest period may be taken at the beginning or end of the workday to allow an employee to arrive late or depart early.

(6) Training/Travel. To avoid unnecessary accrual of compensatory time/overtime, an employee working a CWS schedule will be placed on a standard work schedule (eight hours per day) for any pay period(s) in which training or travel would require the employee to perform job duties on a day that would normally be the employee's RDO. Supervisors are responsible to monitor and implement this requirement as necessary by submitting enclosure (2) to Code 66 for processing. After completion of the training and/or travel event, the employee may be restored to a CWS schedule by submitting another approved work schedule request (enclosure (2)) to Code 66.

(7) Unexpected Base Closures. If an unexpected base closure (e.g., due to inclement weather, public health concern, etc.) occurs on an employee's RDO, the employee is not entitled to observe his/her RDO on another day.

4. Time and Attendance

a. Regular Hours. Code (RG). Employee works scheduled hours.

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b. Leave Accruals and Usage

(1) Full-time Employee Accrual Rates

(a) Less than three years of federal service: four hours sick leave (LS) and four hours annual leave (LA) per pay period.

(b) Three to fifteen years of federal service: four hours LS and six hours LA per pay period.

(c) More than fifteen years of federal service: four hours LS and eight hours LA per pay period.

(d) Changes in employee accrual rates become effective the first full pay period after the employee's anniversary date. This is reflected on the employee's LES.

(2) Part-time Employee Accrual Rates. Part-time employees accrue leave at a reduced rate. The accrual is pro-rated in accordance with the hours worked per pay period.

(3) New employees. If a new government employee reports in the middle of a pay period, that employee is not eligible to earn annual or sick leave for that pay period.

(4) Non-Pay Status. An employee will forfeit one pay period of leave accrual (LA and LS) for every 80 hours of non-pay per leave year.

(5) Leave Usage. With the exception of advanced leave categories, all approved and disapproved leave requests will be recorded in SLDCADA. Employees are responsible to initiate leave requests; supervisors will approve/disapprove the request. Advanced leave must be requested and approved/disapproved via OPM Form 71. The approved form must be forwarded to Code 66 no later than the Thursday of the second week of the pay period.

c. Annual Leave and Advanced Annual Leave

(1) Annual Leave. Code (LA). Annual leave shall be approved by supervisors and may be charged in six-minute increments (one tenth of an hour). To the greatest extent possible, requests for annual leave will be scheduled in advance and pre-approved by supervisors. Requests for annual leave that are not pre-approved will be considered on a case-by-case basis.

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(2) Advanced Annual Leave. Code (LB). The amount of advanced annual leave an employee may be granted is limited to the amount of annual leave the employee is scheduled to accrue through the remainder of the leave year. Upon request from the employee's supervisor, via Code 66, the OJAG Executive Director or the NLSC Commanding Officer will approve/disapprove advanced annual leave after fully considering the circumstances of the request and the likelihood the employee will return to work to "earn back" the advanced leave. Failure to "earn back" the leave results in leave indebtedness and may require the employee to make monetary restitution.

(3) Restoration of Annual Leave. Annual leave shall be scheduled and used throughout the year. Employees are entitled to carry over a maximum of 240 hours into the next leave year. Annual leave in excess of the allowable 240-hour carryover that is not taken by the end of the leave year (i.e., use or lose leave) is subject to forfeiture. Proper planning and scheduling of leave will prevent this issue for most employees. However, in rare cases where annual leave was properly approved and scheduled, but subsequently cancelled and forfeited, an employee may request restoration of that leave. These circumstances include situations in which an administrative error occurred, "exigency of the public business" existed (i.e., work-related projects of emergency proportions), or illness of the employee has interfered with the use of approved annual leave. Additionally, annual leave eligible for restoration must have been scheduled before the start of the third pay period prior to the end of the leave year. For information regarding the procedures for restoration of annual leave, contact Code 66.

d. Sick Leave and Advanced Sick Leave

(1) Sick Leave. Code (LS). Sick leave may be charged in six-minute increments (one tenth of an hour). For absences in excess of three days (or for a lesser period if determined necessary by the supervisor), the supervisor may require medical documentation or other administratively-acceptable evidence to support the employee's request for sick leave. Sick leave is typically used when an employee:

(a) Receives medical, dental, or optometry examination or treatment;

(b) Is incapacitated by physical or mental illness, injury, pregnancy, or childbirth;

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(c) Would, because of exposure to a communicable disease, jeopardize the health of others by his/her presence on the job; or,

(d) Must be absent from work for adoption-related activities.

(2) Advanced Sick Leave. Code (LG). Advanced sick leave may be approved when an employee has no remaining sick leave or annual leave and requests to be absent from work. Upon request from the employee's supervisor, via Code 66, the OJAG Executive Director or the NLSC Commanding Officer will approve/disapprove advanced sick leave under extraordinary conditions such as medical emergency, serious disability, serious health condition, or at any time for purposes related to the adoption of a child. A medical emergency is defined as a medical condition of an employee or a family member that is likely to require the employee's absence from duty for a prolonged period of time. A serious health condition does not include routine medical, dental, or optometry treatment. In the absence of complications, examples of health conditions generally not considered serious include the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontic problems, and periodontal disease. The employee must provide medical certification with a brief diagnosis and prognosis to substantiate the request for advanced sick leave. Advanced sick leave cannot be granted if it appears unlikely that the employee will return to duty long enough to "earn back" the leave. Failure to "earn back" the leave will result in leave indebtedness and may require the employee to make monetary restitution.

(a) The Office of Personnel Management (OPM) allows agencies to authorize up to 240 hours (30 days) of advanced sick leave per year for a full-time employee.

An advancement of the full 240 hours will result in two and one-third years of "leave indebtedness" as calculated below:

- $240 \text{ hours} / 4 \text{ hours LS earned per pay period} = 60 \text{ pay periods}$
- $60 \text{ pay periods} / 26 \text{ pay periods per year} = \text{Two and one-third years}$

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e. Family and Medical Leave

(1) Family and Medical Leave Act (FMLA). Federal employees are entitled to up to 12 weeks of unpaid leave during any 12-month period for the following purposes:

(a) the birth of a child of the employee and the care of such child;

(b) the placement of a child with the employee for adoption or foster care;

(c) the care of family member of the employee who has a serious health condition; or,

(d) a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

An employee may use FMLA leave intermittently or consecutively, and may substitute annual leave and/or sick leave (consistent with annual and/or sick leave policies) for leave without pay.

(2) For purposes of subsection (1)(c) above, family members of the employee are defined as:

(a) Spouse and parents thereof;

(b) Sons and daughters, and spouses thereof;

(c) Parents and spouses thereof;

(d) Brother and sisters, and spouses thereof;

(e) Grandparents and grandchildren, and spouses thereof;

(f) Domestic partner and parents thereof, including domestic partners of any individual described in this definition; or,

(g) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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(3) FMLA Documentation in SLDCADA. To document FMLA in SLDCADA, the employee must record the pay/non-pay code in the "THC" column and the FMLA code in the "Ehz" column, as follows:

- (a) DA - Birth/care of newborn;
- (b) DB - Adoption/foster care;
- (c) DC - Care of family member with serious health condition; or,
- (d) DD - Employee illness.

(4) Federal Employee Family Friendly Leave Act (FEFFLA). FEFFLA is a subset of FMLA. Federal employees may use up to 104 hours (13 days) of sick leave each leave year to:

- (a) provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optometry examination or treatment; or,
- (b) make arrangements necessitated by the death of a family member or attend the funeral of a family member.

Part-time employees may use a pro-rated amount of hours based upon the number of hours worked.

(5) FEFFLA Documentation in SLDCADA. To document FEFFLA in SLDCADA, the employee must report "LS" in the "THC" column and the FEFFLA code in the "Ehz" column, as follows:

- (a) DC - Care of family member with serious health condition; or,
- (b) DE - Bereavement.

(6) Return to Duty. Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment." While on FMLA leave, the employee is entitled to maintain health benefits coverage. If the employee receives Leave Without Pay (LWOP) under the FMLA, the employee is responsible for paying his or her own share of the health benefits premium.

(7) Employees and supervisors should use the documents located at <http://www.dol.gov/whd/fmla/> to use FMLA leave.

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Completed forms must be turned into the employee's supervisor and a copy must be provided to Code 66.

(8) LWOP taken under FMLA impacts the employee's annual and sick leave accrual consistent with paragraph 4.p. of this instruction.

(9) For information regarding FMLA policy, please visit <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>.

f. Organ Donor Leave

(1) Employees may use up to seven days of administrative leave in any calendar year, in addition to regular annual and sick leave, to serve as a bone-marrow donor.

(2) Employees may use up to 30 days of administrative leave each year to serve as an organ donor.

(a) For medical procedures and recuperation requiring absences longer than 30 days, employees may be granted additional time off in the form of sick and/or annual leave, advanced sick and/or annual leave, donated annual leave, or leave without pay.

(b) The employee's leave request must be accompanied by a certification signed by the health care provider. Employees may use the U.S. Department of Labor Form WH-380-E, Certification of Health Care Provider, or a doctor's letter, to indicate organ donation. This form or letter must include the facts regarding the medical procedure to be performed, the approximate date of the procedure, and the probable duration of incapacity. Medical re-certification may be required when the period of incapacity extends beyond the approved leave date.

g. Religious Leave Earned (CR) and Taken (CA)

(1) To the extent that additional work hours and modifications in work schedules do not interfere with the efficient accomplishment of an agency's mission, an employee whose personal religious beliefs require that the employee abstain from work at certain times of the workday or week, must be permitted to make up work hours so that the employee can participate in his/her religious observance. The employee will earn religious leave (i.e., time off for religious observance) by working beyond his/her regularly-scheduled hours. These

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earned hours will be used to offset future leave time taken due to religious observance.

(2) The employee must notify his/her supervisor of the religious observance and request to work additional hours in order to offset future leave he/she desires to take off for the religious observance. An employee's request to earn religious leave may only be granted if it is made concurrent with scheduling the time during which the employee will use the religious leave. This provides a clear record of the employee's adjusted work hours.

(3) The additional hours worked to earn religious leave do not create an entitlement to premium pay. Overtime pay provisions and the Fair Labor Standards Act (FLSA) do not apply, regardless of the number of hours or days the employee works in addition to his/her normal schedule for the purpose of earning religious leave.

(4) Religious leave earned is exempt from premium pay limitations described in paragraph k.(1)(a) below.

(5) Additional hours worked must be recorded in the employee's timesheet as religious time earned (Code CR). When the employee uses the religious time earned for religious observance, it will be recorded as religious time taken (Code CA) on the employee's timesheet.

(6) Employees may earn up to 40 hours of religious leave per year, but should not be allowed to accumulate more religious leave than necessary to offset a previous or future absence from work for religious observances in that year. Religious leave taken in advance must be earned within 90 days after the work was originally scheduled. Religious leave earned may only be used for religious observances. If an employee is separated or transferred before using his or her religious leave earned, it will be paid at the employee's rate of basic pay in effect when the hours of work were performed.

(7) In lieu of earning religious leave to cover religious observances, employees may request to use annual leave, compensatory time earned, travel compensatory time earned, or credit hours.

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h. Court Leave (Code LC) and Jury/Witness Fees

(1) An employee who is under proper summons from a court to serve as a juror or as a witness in any case in which the government is a party shall be granted court leave for each day that he/she serves or is required to remain on the court premises. An employee who is summoned as a witness in an official capacity is on official duty and not on court leave.

(2) The employee must inform his/her supervisor when he/she is excused from his/her court duties. The employee is expected to return to work after excusal if a substantial part of the work day remains. However, if returning to work creates a hardship for the employee, the supervisor may excuse the employee from returning to duty. Employees must contact their supervisor so that the supervisor can determine whether the employee will be required to return to duty for the remainder of the work day. Alternatively, the employee may request use of annual leave for the remainder of the work day.

(3) If an employee is on pre-approved annual leave when called for jury duty or to serve as a witness, court leave shall be substituted.

(4) The employee must provide the following information to his/her supervisor, who shall provide a copy to Code 66:

(a) A copy of the court summons, prior to the date the employee is to report.

(b) The court-issued certificate of attendance provided to the employee upon completion of court duties. The certificate of attendance shall indicate the inclusive dates of service.

(5) Employees should identify themselves as federal employees to prevent payment of jury or witness fees. In the event the employee does receive payment for jury or witness service performed on a scheduled workday, he/she must pay the full amount to the government. Payments are to be made by personal check or money order as directed below:

Payable to: Disbursing Officer, DFAS-Cleveland

Mail to: Defense Finance and Accounting Service
Cleveland Center
Attn: Accounts Payable

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Code JAQAAA, Room 1441
1240 E. 9th St.
Cleveland, OH 44199-2055

Memo line: Employee SSN
"Jury Duty"
(Line of Accounting)*

*Contact Code 66 for the applicable line of accounting

(a) Fees received for jury or witness service on a scheduled non-workday need not be repaid to the government.

(b) Fees for travel reimbursement and/or other out-of-pocket expenses incurred in the performance of jury duty or witness service need not be repaid to the government.

(c) An employee may request the court provide an itemized statement identifying amounts paid for service separate than those paid as reimbursement.

i. Military Leave

(1) Code (LM). Employees who serve as members of the Armed Forces Reserves or National Guard are entitled to 120 hours (15 days) of military leave each fiscal year.

(2) Employees who receive military orders must notify their supervisors and Code 66 in advance of their military leave.

(3) Employees must provide a copy of their military orders and certification of duty completion to their supervisor and Code 66 within one week of returning to work in a civilian status.

(4) An employee may use military leave only for hours that he/she would have otherwise worked in a civilian status and received civilian pay.

(5) Military leave may be taken intermittently or consecutively. If an employee has separate sets of orders or orders which cover separate periods of time, with return to civilian status between the periods covered in their orders, military leave shall not be charged for the time the employee is returned to civilian status.

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(6) Military leave may only be used in one-hour increments.

(7) At no time shall an employee on military orders be allowed to record civilian regular hours, compensatory time hours, or credit hours per references (l) through (n).

j. Time-Off Award Code (LY). Time-off awards are recommended by the employee's supervisor, approved by the cognizant AJAG/CO, and administered by Code 66/NLSC's administrative department. Employees are notified of a time-off award via a Personnel Action (SF-50). Time-off awards expire one year from issuance. An employee may use a time-off award as he/she would use annual leave; however, the hours must be coded as LY in SLDCADA.

k. Compensatory Time Earned

(1) Compensatory Time. Code (CE). Compensatory time is time accrued in lieu of overtime when an employee works in excess of his/her daily work schedule as necessitated by mission requirements. Reference (g) limits the earning of compensatory time to urgent fleet readiness; emergencies; safeguarding life and property; individual incidences where savings can clearly be demonstrated; or where the commanding officer can demonstrate that the work cannot be accomplished during normal working hours. Authority to approve compensatory time rests with the first-level supervisor, unless it is elevated to a higher level authority under special circumstances (e.g., administrative furlough). Compensatory time must be approved in advance and may be earned/used in six-minute increments (one tenth of an hour). Compensatory time earned in a pay period cannot be used/taken (compensatory time taken (Code CT)) within that same pay period.

(a) Premium Pay Cap. As established by references (a) and (b), the aggregate compensation (compensatory pay, overtime pay, premium pay, holiday work, and basic pay) General Schedule (GS) employees may receive in a two-week pay period may not exceed the two-week rate payable to a GS-15, step 10 (including any applicable locality payment or special rate supplement). For example, using the 2013 pay rate:

GS-15, step 10 in DC area (i.e., premium pay cap) =
\$5,960.80 in a pay period (i.e., 80 hours)

GS-15, step 4 in DC area hourly wage = \$65.23/hour

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$$\$5,960.80/\$65.23 = 91.38 \text{ hours}$$

$$91.38 \text{ hours} - 80 \text{ hours} = 11.38 \text{ hours}$$

The employee in this example may earn up to 11.38 hours in addition to his/her regular 80 hours pay before reaching the premium pay cap each pay period. Any hours recorded in SLDCADA in excess of the allowable hours for an employee will be forfeited.

(b) Compensatory time earned must be recorded in SLDCADA using the "CE" code. An approved compensatory time request must be logged and approved in SLDCADA and "CE" recorded on the timecard in order to be reflected on the employee's LES. Compensatory time should be recorded in SLDCADA within one pay period of accrual and is not to be entered as a pay correction dated more than two pay periods back. Compensatory time entered in SLDCADA, but not electronically approved, will be automatically deleted in payroll processing.

(c) One year after being earned, unused compensatory time will be paid as overtime to the employee. To avoid these payouts, supervisors should encourage employees to use compensatory time earned as the primary source of leave until it is exhausted.

(d) OJAG/NLSC does not authorize/recognize any compensatory time not properly approved and recorded in SLDCADA.

(e) Part-time employees may not accrue compensatory time unless they have worked in excess of 80 hours per pay period. Any excess hours beyond the scheduled hours will be paid immediately to the employee at his/her hourly rate. Employees and supervisors must follow the recording procedures (i.e., request/approve as "CE") in SLDCADA as if the employee was a full-time employee.

(2) Travel Compensatory Time. Code (CB). Compensatory time earned for travel allows employees to be credited with time off for periods of official travel which occur during non-work hours. Travel compensatory time is not subject to the premium pay cap discussed in paragraph k(1)(a). To minimize travel compensatory time earned, employees are expected to travel on regular work days. Compensatory time earned for travel must be approved in advance by supervisors, and may be earned/used in six-minute increments (one tenth of an hour) per reference (g).

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Travel compensatory time earned in a pay period cannot be used/taken within that same pay period.

(a) Compensatory time for travel must be authorized and used in accordance with reference (a). An approved compensatory time for travel request must be logged and approved in SLDCADA and "CB" recorded on the timecard in order to be reflected on the employee's LES. Compensatory time for travel entered in SLDCADA, but not electronically approved, will be automatically deleted in payroll processing.

(b) An employee must use his or her accrued compensatory time for travel within one year of earning the hours, or such compensatory time is forfeited. Compensatory time for travel will not result in overtime pay upon expiration.

(c) When an employee voluntarily transfers to another agency, he/she forfeits all unused compensatory time for travel.

(d) OJAG/NLSC does not authorize or recognize any unofficial compensatory time for travel not properly approved and recorded in SLDCADA.

(e) Employees should use enclosure (3), "Compensatory Travel Claim Worksheet," to calculate travel compensatory time hours earned.

(f) Full guidance for determining accrual of compensatory time for travel is found in reference (b) and available at <http://www.opm.gov/fedregis/2005/69-012705-3858-a.htm>. Additional questions regarding travel compensatory time accruals should be forwarded to Code 66.

(g) Creditable travel compensatory hours

1. Airline Travel Wait Time: Standard wait time prior to departure for CONUS travel is 90 minutes. Standard wait time prior to departure for OCONUS travel is 120 minutes.

2. Rail Travel Wait Time: Standard wait time prior to departure is 30 minutes.

3. Tour of Duty: Travel hours that fall outside an employee's regularly-scheduled tour of duty may or may not be creditable as travel compensatory time depending upon the circumstance. For example, if the employee's regularly-

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scheduled hours are 0800-1630 and the employee travels between 0730-1600, this should be considered a temporary shift in hours with no travel compensatory hours earned. If the same employee travels from 0730-1630, 0730-0800 should be considered travel compensatory time earned.

(h) Non-creditable hours

1. Normal Commuting Time: An employee must subtract his/her normal commuting time from the travel time computation. For example, an employee who normally travels 30 minutes to work and who travels 45 minutes to the airport to depart on a flight may only be credited 15 minutes of travel compensatory time.

2. Travel Hours/Layovers/Delays: Travel hours, layovers and/or delays occurring during the employee's tour of duty are considered part of the employee's normal workday and are recorded as RG (regular hours).

3. Extended Layovers/Delays: Extended layovers and delays that permit enough time for the employee to depart the airport, train station, etc. and return with adequate time prior to the next departure are not credited as travel compensatory time. Employees are expected to schedule flights or travel in an efficient manner to avoid long delays.

4. Lunch Period: Employees do not earn travel compensatory time during lunch periods.

1. Overtime. Code (OS). Reference (g) limits overtime to those cases in which the mission clearly requires the commitment of personnel and funds. Similar to compensatory time, overtime is appropriate only in cases of urgent fleet readiness; emergencies; safeguarding life and property; individual incidences where savings can clearly be demonstrated; or where the commanding officer can demonstrate that the work cannot be accomplished during normal working hours. Supervisors are responsible for managing overtime requests and ensuring that overtime is minimized through adequate planning and proper scheduling. Employees who work in excess of their regularly-scheduled 80 hour pay period may earn overtime pay if authorized in advance by the Comptroller.

(1) Authorization of Overtime

(a) The employee's supervisor may authorize

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overtime, subject to pre-approval by the Comptroller. A request for overtime must be entered in SLDCADA with email notification to the Comptroller requesting approval. The request must include a justification as to why the work is required. Once the overtime request has been approved by the Comptroller in SLDCADA, the employee may work the overtime hours and the supervisor may certify the overtime hours worked in SLDCADA.

(b) Under the provisions of the Fair Labor Standards Act (FLSA), non-exempt employees (GS-10, step 10 and below & OCONUS GS) must be compensated for any excess work performed (beyond the employee's scheduled hours) for the benefit of the command, whether authorized or not, provided the employee's supervisor knew or had reason to believe the work was being performed and had the opportunity to prevent it. This includes work performed while on travel, on the weekends, and during non-duty hours.

(c) Non-exempt employees cannot be required to earn compensatory time instead of overtime.

(d) FLSA exempt employees must accrue 80 hours of compensatory time before they may be paid overtime.

(e) Overtime should not be authorized in the same week that an employee uses annual leave. Such instances will occur only when absolutely necessary to meet emergency mission requirements.

(2) Guidelines for Payment of Overtime and Compensatory Time

(a) Non-exempt/Exempt employees. Non-exempt employees are covered by the minimum wage and overtime provisions of FLSA. FLSA requires that non-exempt employees be compensated for hours worked in excess of the standard week at a rate not less than one and one-half times the employee's regular rate of pay. Exempt employees are excluded from FLSA provisions.

(b) Compensatory time balances are not paid when an employee changes activities within the Department of the Navy. Compensatory time will be automatically paid if an employee separates or transfers to another Department of Defense agency.

m. Credit Hours. Code CD/CN. Code CD is used to reflect credit hours earned; code CN is used to reflect credit hours

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used. "CD" may be earned where the employee elects to work hours in excess of his/her standard schedule or a flexible work schedule (flexitour). These additional hours are approved in advance by the supervisor. Earned credit hours may be used at a later date as time off with pay.

(1) Credit hours are distinguished from overtime or compensatory time in two important ways:

(a) Credit hours are not officially ordered; the employee elects to work and requests approval to work the additional hours; and,

(b) Credit hours are not subject to the premium pay cap in references (a) and (b).

(2) An employee's credit hours balance may never exceed 24 hours at any one time and no more than nine credit hours may be used (CN) in a pay period. The employee must have a "CD" balance in his/her SLDCADA record in order to use the code "CN."

(3) Per reference (a), credit hours may only be earned within an employee's flexible work schedule. Because a flexible work schedule is incompatible with a CWS (i.e., a CWS has a set arrival and departure time each day), employees who work a CWS cannot earn credit hours.

n. Continuation of Pay (COP). COP is an entitlement under the Federal Employees' Compensation Act (FECA) for traumatic on-the-job injuries and disease sustained while in the performance of duty.

(1) Employees shall notify their supervisor immediately whenever they have a work-related injury.

(2) Supervisors shall direct employees to contact the local human resources office (HRO) for information and assistance in applying for COP and completing a CA-1 form located at: <http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>.

(3) When an employee sustains a disabling traumatic injury while on the job, he or she may be entitled to COP for up to 45 calendar days.

(4) The period charged to the 45-day entitlement begins on the first day of disability or medical treatment following the date of injury, provided that the absence began within 45

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days after the injury.

(5) If the employee is unable to return to work following an injury, COP shall be charged against the 45-day entitlement for each day the medical documentation shows the employee was disabled, including holidays, weekends, and regular days off. For example, if the physician indicates that disability shall continue through Saturday for an individual who has Saturday and Sunday off, COP shall be charged through Saturday.

(6) If the employee is partially disabled following an injury and continues to work several hours each workday, each day or partial day of absence from work is chargeable as a full day of COP against the 45-day entitlement.

(7) If the employee has returned to work, but must receive medical attention related to the injury for a portion of a workday, a full day of COP will be counted against the 45-day entitlement, even though the employee is not entitled to be absent for the entire day. For example, if an employee must use three hours in order to receive physical therapy for the effects of an injury, he/she is entitled to only three hours of COP even though one full calendar day will be charged against the 45-day entitlement. If an employee is absent for all or part of the remaining workday, the time loss should be covered by leave, leave without pay, absence without leave, etc.

o. Administrative Leave

(1) Code (LN). Administrative leave is authorized by the employee's commanding officer in situations where it is necessary to close all or part of the command and administratively excuse the non-emergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building service that are potential health or safety risks. This authority does not cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance.

(a) Hours authorized may be up to or equal to the employee's scheduled hours for that day.

(b) If closure occurs on an employee's RDO, the employee has no entitlement to administrative leave.

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(c) An employee on pre-approved, paid leave who would otherwise be granted administrative leave due to closure is entitled to administrative leave in place of the pre-approved, paid leave.

(d) Employees in a non-pay status (LWOP) are not authorized administrative leave.

(2) Administrative leave may also be authorized for employees who donate blood. The leave period includes the travel time to and from the donation site, time for the actual donation of blood, and the recovery period. Administrative leave may not be granted for an employee whose blood is drawn for his/her own use or who receives compensation for donating blood.

p. Leave without Pay (LWOP). Code (KA). LWOP is a temporary, non-pay status and absence from duty approved by the employee's supervisor. Approved annual or sick leave may be automatically converted to LWOP by the payroll system if the employee's leave balances are insufficient.

(1) Accumulation of LWOP does not impact a part-time employee's annual and sick leave accrual. A part-time employee's leave accruals are calculated based on the number of hours worked.

(2) Accumulation of LWOP impacts a full-time employee's annual and sick leave accrual and other federal benefits and programs, as indicated below:

(a) An employee will lose one pay period's annual and sick leave accrual each time he/she accumulates 80 hours of LWOP during the leave year.

(b) LWOP may significantly impact various benefits programs, such as Federal Employees Health Benefits, Group Life Insurance, and retirement. Employees should refer to Employee Benefits Information System (EBIS) for specific details at: <https://www.civilianbenefits.hroc.navy.mil/>.

(3) Excessive use of LWOP may also impact an employee's service computation date and within-grade increase anniversary date.

q. Holiday Leave. Code (LH). Holiday leave is taken when an employee is absent from work due to an observed federal

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holiday. An employee earns holiday hours equal to the employee's scheduled work hours on the observed holiday.

(1) Federal Holidays and "In Lieu of Holiday" Leave.

(a) Federal employees receive time off to observe holidays throughout the leave year. Generally, the holiday hours fall on the holiday itself, except in cases where the holiday is on a weekend. In that case, holiday hours fall on the day the holiday is observed.

1. Holiday hours auto-populate in SLDCADA.

2. If an employee is in a non-pay status immediately preceding and immediately following a holiday (or observed holiday), the employee will not receive holiday pay for the holiday.

(b) An employee is entitled to "in lieu of" holiday time off with pay if the employee's RDO is the same day as the observed holiday. The "in lieu of" holiday compensation for the employee falls on the scheduled work day immediately before the observed holiday. "In lieu of" holidays may occur outside the same pay period as the observed holiday and will also auto-populate in SLDCADA.

(c) Part-time employees do not qualify to receive "in lieu of" holiday hours. However, supervisors may grant administrative leave (LN) in these cases and must input and certify the code into SLDCADA.

r. Military Leave Without Pay. Code (KG). Military leave without pay applies when an employee is absent from work and receives no civilian pay due to a requirement to perform active or inactive duty in the Armed Forces Reserve or National Guard and the employee has no leave (LM or LA) or chooses not to use LM or LA to cover the absence. Use of military leave without pay does not impact an employee's service computation date. For verification of military leave, employees must provide a copy of the military orders or equivalent signed documentation to their supervisor and Code 66 as soon as available.

(1) Employees who will be on long-term military orders may need to be placed in a "non-pay" LWOP-US status via a SF-50. Employees should consult with Code 66 for specific directions and requirements.

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(2) Long-term military leave without pay may significantly impact various civilian benefits programs, such as Federal Employees Health Benefits, Group Life Insurance, and retirement. Employees should also contact the Employees Benefit Information System (EBIS) to elect any necessary changes to their benefits during the military leave without pay period at: <http://www.public.navy.mil/donhr/Benefits/ebis/Pages/Default.aspx>

s. Suspension. Code (KB). In cases of suspension, the employee is absent from work as a result of a disciplinary action issued through the local HRO and receives no pay. An employee is formally notified of a suspension via a SF-50.

t. Absent Without Leave (AWOL). Code (KC). An employee who is AWOL is absent from work without permission and receives no pay. An employee may be AWOL for all or part of a day. Unlike "leave without pay," this code denotes the employee's failure to follow correct procedures in requesting leave and/or that the employee is absent from work when expected to be there. Being AWOL itself is not considered a disciplinary action, but may result in disciplinary action.

u. Voluntary Leave Transfer Program (VLTP). The VLTP is designed to minimize unpaid absences from work due to medical emergencies. Civilian employees may donate annual leave to another federal employee who has a documented personal or family medical emergency. There is no limit on the amount of donated annual leave a leave recipient may receive. Unused donated leave is returned to the leave donor(s) when the recipient withdraws from the program.

(1) Leave Recipient. To qualify as a leave recipient, an employee's agency must determine that the employee's medical emergency will (or is expected to) result in at least 24 hours of unpaid absence from work (for part-time employees the period of unpaid absence is pro-rated). The employee's medical emergency may include caring for him/herself or caring for a family member.

(a) The recipient must complete OPM Form 630 and submit it (with any additional documentation) to Code 66 for enrollment into the program. The employee is required to submit updated medical documentation upon request and notify Code 66 when the medical emergency has ended to ensure prompt removal from the program.

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(b) If the employee's emergency is for his/her own medical care, the recipient must exhaust all personal leave (both LS and LA) before drawing upon donated leave. Consequently, a leave recipient will record his/her hours as "LS" or "LA" in SLDCADA, as appropriate, before drawing upon donated leave.

(c) If the emergency is for the employee's family member's medical care, the recipient must exhaust all annual leave (but not sick leave) before drawing upon donated leave. Consequently, a leave recipient will record his/her hours as "LA" in SLDCADA before drawing upon donated leave.

(d) The civilian payroll databases are designed to convert unpaid hours into donated leave hours when the employee exceeds his/her own leave balance (i.e., "LS" or "LA" as noted above) within a pay period for either category of leave recipient.

(e) Leave recipients will continue to accrue annual leave and sick leave in accordance with normal accrual procedures, however, a portion of leave accrued (up to a maximum of 40 hours LA and 40 hours LS) is "set aside" in a separate account to ensure the employee will have some leave available once he/she exits the leave program.

(2) Leave Donor. To donate within the employee's agency, the donor must complete OPM Form 630A. To donate outside the employee's agency, the donor must complete OPM Form 630B. These forms must be submitted to Code 66. Upon termination of the medical emergency, the donor may receive "refunded" hours of annual leave if the recipient did not exhaust all leave donated to him/her.

v. Combined Federal Campaign (CFC). Combined Federal Campaign contribution/enrollment forms are distributed by each local command or division CFC representative at the start of each fiscal year. Employees who wish to contribute to the CFC via payroll deductions may submit a completed CFC contribution form to Code 66 for processing or employees may choose to make their selections online through MyPay at: <https://mypay.dfas.mil>.

w. Certification, Certifying Officers, and Documentation

(1) Time and attendance certification is completed in SLDCADA by a "certifying officer" (i.e., normally the direct

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supervisor) no later than 1200 Eastern Standard Time on the second Friday of each pay period (unless accelerated to accommodate federal holiday schedules).

(2) Certification of time and attendance is an authorization for the expenditure of government funds and attaches a personal pecuniary liability upon the certifying officer. In order to properly discharge his/her duties and prior to performing such duties, each certifying officer must:

(a) Read and understand the "certifying officer" duties and responsibilities as defined in reference (e), available at: <http://comptroller.defense.gov/fmr>;

(b) Complete annual training requirements as published by Code 66 and the Comptroller; and,

(c) Be appointed as a certifying officer in writing by the Comptroller.

(3) A certifying officer may select another management official as an alternate "certifying officer" to act in his/her stead; the same training and appointment requirements apply to the alternate certifying officer.

(a) All leave, compensatory time, credit hours, and overtime requests will normally be approved by the employee's certifying officer (i.e., the direct supervisor). The alternate certifying officer may only approve leave, compensatory time, credit hours, and overtime requests that occur during pay periods in which he/she is acting in the stead of the primary certifying official.

(4) Code 66 must be notified as far in advance as possible regarding the arrival and departure of certifying officers. This ensures user accounts are enabled or disabled in a timely manner.

(5) Copies of the following must be forwarded to Code 66 within the time periods identified in order to minimize errors in payroll processing:

(a) At least one week prior to occurrence:

1. Approved change in work schedule

2. Approved advanced leave (annual or sick)

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3. Long-term military orders

(b) Within one week after occurrence:

1. Short-term military orders

2. Court summons/official receipt of attendance

5. Protection of Records. Time and attendance data and supporting documentation contain information that is protected by the Privacy Act and must be stored in an appropriate secure container or password-protected automated application when not being used for official purposes. Official purposes are:

a. To record time and attendance and to maintain leave records for civilian employees; and,

b. To provide time and attendance information to individual employees and management or auditing authorities.

6. Retention of Records. Certified time and attendance record and other supporting documentation shall be retained for six years and three months in accordance with reference (h).

7. Responsibilities

a. Supervisors will:

(1) Be named as the "certifying official" for each immediate, subordinate civilian employee and complete the required certifying official training;

(2) Discharge full supervisory and certifying official duties in accordance with this instruction;

(3) Ensure that employees are familiar with the requirements of this instruction;

(4) Ensure that overtime, compensatory time, or credit hours are worked only when properly authorized and pre-approved;

(5) Protect/retain all relevant supporting documentation and provide Code 66 copies of same;

(6) Designate an alternate certifying official(s) via a Comptroller-signed DD Form 577, enclosure (4), to carry out

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certification duties in his/her absence;

(7) Ensure that employees injured on the job are directed to local HRO for guidance on how to apply for Workers Compensation; and,

(8) Promptly report to an employee any change(s) made to his/her timesheet during certification.

b. Alternate certifying officials will meet all requirements of a certifying official and act as a certifying official in the absence of the primary certifying official.

c. Employees will:

(1) Comply with the provisions of this instruction;

(2) Enter timely and accurate time and attendance entries into SLDCADA;

(3) Ensure the Employee Verification of Time (EVT) box is checked for each week of their timecards;

(4) Work overtime or compensatory time only after receiving proper supervisory approval;

(5) Submit personal payroll changes, such as changes to tax deductions, allotments, direct deposit, health savings accounts, and home address via MyPay at:
<https://mypay.dfas.mil>.

(6) Check the LES every pay period to ensure accuracy and immediately identify any discrepancies to Code 66 for resolution.

d. Code 66 will:

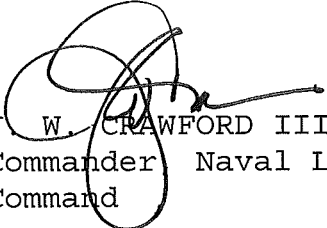
(1) Coordinate and manage administration of certifying official documentation;

(2) Conduct periodic reviews of SLDCADA user accounts to verify accuracy; and,

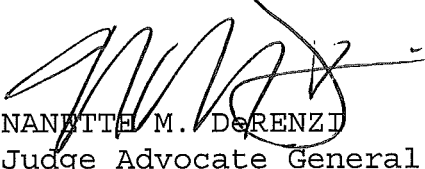
(3) Be available to clarify any provisions of this instruction for certifying officials, alternate certifying officials, and/or employees.

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8. Action. All OJAG/NLSC personnel will fully discharge their respective responsibilities under this instruction.



J. W. CRAWFORD III
Commander Naval Legal Service
Command



NANETTE M. DERENZI
Judge Advocate General

Distribution:

Electronic only via the OJAG website, <http://www.jag.navy.mil>.

SIGN IN/OUT LOG

FROM DATE:		TO DATE:		
DAY	NAME	IN	OUT	COMMENT
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

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WORK SCHEDULE REQUEST

EMPLOYEE NAME: _____

COMMAND NAME: _____

EFFECTIVE DATE FOR SCHEDULE CHANGE: _____

	SUN	MON	TUE	WED	THUR	FRI	SAT
WEEK 1							
WEEK 2							

I approve the above-named employee to work the schedule identified herein.

SUPERVISOR NAME

SUPERVISOR SIGNATURE/DATE

OFFICE OF THE JUDGE ADVOCATE GENERAL/NAVAL LEGAL SERVICE COMMAND COMPENSATORY TRAVEL CLAIM WORKSHEET

EMPLOYEE INFORMATION		
LAST NAME:	FIRST:	MIDDLE:
TRAVEL DATES:	NORMAL COMMUTE TIME FROM WORK:	NORMAL WORK HOURS:
TRAVEL DEPARTURE INFORMATION		
DATE:	DEPARTURE TIME: _____ CHECK ONE: <input type="checkbox"/> FROM HOME <input type="checkbox"/> FROM WORK	TEMPORARY DUTY STATION ARRIVAL TIME: _____
PLEASE CHOOSE METHOD OF TRAVEL: CHECK ONE: <input type="checkbox"/> AUTOMOBILE <input type="checkbox"/> AIRPLANE <input type="checkbox"/> TRAIN IF AUTOMOBILE, PLEASE PROCEED TO RETURN INFORMATION.		DID YOU TAKE PUBLIC TRANSPORTATION / SHUTTLE TO AIRPORT OR TRAIN STATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
AIRPLANE TRAVEL ONLY: CHECK ONE: <input type="checkbox"/> DOMESTIC TRAVEL (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 1 HR 30 MIN) <input type="checkbox"/> INTERNATIONAL TRAVEL (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 2 HR)		
TRAIN TRAVEL ONLY: CHECK ONE: <input type="checkbox"/> TRAVEL WITHOUT VEHICLE (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 30 MIN) <input type="checkbox"/> TRAVEL WITH VEHICLE (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 2 HR)		
AIRLINE/ TRAIN DELAY AT DEPARTING STATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		TIME OF DELAY (IF APPLICABLE): FROM _____ TO _____
DID YOU HAVE A LAYOVER: <input type="checkbox"/> YES <input type="checkbox"/> NO IF TRAVEL OCCURRED ON A NON-WORK DAY OR DURING NON-WORK HOURS, CREDITABLE LAYOVER HOURS ARE UP TO 1.5 HOURS FOR CONUS TRAVEL AND UP TO 2.0 HOURS FOR OCONUS TRAVEL PER LAYOVER. PLEASE ENTER NON-CREDIBLE LAYOVER TIME (TOTAL LAYOVER TIME – CREDITABLE LAYOVER HOURS): _____ (CANNOT BE NEGATIVE)		
TRAVEL RETURN INFORMATION		
DATE:	DEPARTURE TIME FROM TEMPORARY DUTY STATION: _____	ARRIVAL TIME: _____ CHECK ONE: <input type="checkbox"/> TO HOME <input type="checkbox"/> TO WORK
PLEASE CHOOSE METHOD OF TRAVEL: CHECK ONE: <input type="checkbox"/> AUTOMOBILE <input type="checkbox"/> AIRPLANE <input type="checkbox"/> TRAIN IF AUTOMOBILE, PLEASE GO DIRECTLY TO CERTIFICATION SECTION.		DID YOU TAKE PUBLIC TRANSPORTATION / SHUTTLE TO AIRPORT OR TRAIN STATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
AIRPLANE TRAVEL ONLY: CHECK ONE: <input type="checkbox"/> DOMESTIC TRAVEL (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 1 HR 30 MIN) <input type="checkbox"/> INTERNATIONAL TRAVEL (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 2 HR)		
TRAIN TRAVEL ONLY: CHECK ONE: <input type="checkbox"/> TRAVEL WITHOUT VEHICLE (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 30 MIN) <input type="checkbox"/> TRAVEL WITH VEHICLE (MAXIMUM CREDITABLE WAIT TIME PRIOR TO DEPARTURE: 2 HR)		
AIRLINE/ TRAIN DELAY AT DEPARTING STATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		TIME OF DELAY (IF APPLICABLE): FROM _____ TO _____
DID YOU HAVE A LAYOVER: <input type="checkbox"/> YES <input type="checkbox"/> NO IF TRAVEL OCCURRED ON A NON-WORK DAY OR DURING NON-WORK HOURS, CREDITABLE LAYOVER HOURS ARE UP TO 1.5 HOURS FOR CONUS TRAVEL AND UP TO 2.0 HOURS FOR OCONUS TRAVEL PER LAYOVER. PLEASE ENTER NON-CREDIBLE LAYOVER TIME (TOTAL LAYOVER TIME – CREDITABLE LAYOVER HOURS): _____ (CANNOT BE NEGATIVE)		
CERTIFICATION		
I CERTIFY THAT THE TRAVEL COMPENSATORY TIME REQUESTED ABOVE IS APPROPRIATE FOR THE PURPOSE INDICATED. I UNDERSTAND THAT I MUST COMPLY WITH MY EMPLOYING AGENCY'S PROCEDURES FOR CLAIMING/ USING APPROVED TRAVEL COMPENSATORY TIME (AND PROVIDE ADDITIONAL DOCUMENTATION, INCLUDING TRAVEL ORDERS, ITINERARIES, ETC.) AND THAT FALSIFICATION OF INFORMATION ON THIS FORM MAY BE GROUNDS FOR DISCIPLINARY ACTION, INCLUDING REMOVAL.		
_____		_____
EMPLOYEE SIGNATURE		DATE

OFFICE OF THE JUDGE ADVOCATE GENERAL/NAVAL LEGAL SERVICE COMMAND COMPENSATORY TRAVEL CLAIM WORKSHEET

TRAVEL DEPARTURE INFORMATION	
<p style="text-align: center;">WORK DAY</p> <p>TOTAL HOURS SPENT TRAVELING OUTSIDE OF NORMAL WORK HOURS: _____</p> <p>OF THAT TIME, SUBTRACT NON-CREDITABLE LAYOVER TIME (IF APPLICABLE): - _____</p> <p>OF THAT TIME, SUBTRACT ANY ADDITIONAL WAIT TIME ABOVE CREDITABLE WAIT TIMES PRIOR TO DEPARTURE OCCURRING OUTSIDE NORMAL WORK HOURS (SEE PREVIOUS SHEET): - _____</p> <p>OF THAT TIME, SUBTRACT NORMAL COMMUTE TIME (IF WORKED PART DAY, ONLY ONE-WAY IS SUBTRACTED, IF FULL DAY OF TRAVEL, SUBTRACT TWO-WAY COMMUTE TIME): - _____</p> <p>TOTAL HOURS OF CREDITABLE TRAVEL COMPENSATORY TIME: _____</p>	<p style="text-align: center;">NON-WORK DAY</p> <p>TOTAL HOURS SPENT TRAVELING: _____</p> <p>OF THAT TIME, SUBTRACT ANY NON-CREDITABLE LAYOVER TIME (IF APPLICABLE): - _____</p> <p>OF THAT TIME, SUBTRACT ANY ADDITIONAL WAIT TIME ABOVE CREDITABLE WAIT TIMES PRIOR TO DEPARTURE (SEE PREVIOUS SHEET): - _____</p> <p>TOTAL HOURS OF CREDITABLE TRAVEL COMPENSATORY TIME: _____</p>
TRAVEL RETURN INFORMATION	
<p style="text-align: center;">WORK DAY</p> <p>TOTAL HOURS SPENT TRAVELING OUTSIDE OF NORMAL WORK HOURS: _____</p> <p>OF THAT TIME, SUBTRACT ANY MEAL BREAK TIME (IF APPLICABLE): - _____</p> <p>OF THAT TIME, SUBTRACT ANY ADDITIONAL WAIT TIME ABOVE CREDITABLE WAIT TIMES PRIOR TO DEPARTURE (SEE PREVIOUS SHEET): - _____</p> <p>OF THAT TIME, SUBTRACT NORMAL COMMUTE TIME (IF WORKED PART DAY, ONLY ONE-WAY IS SUBTRACTED, IF FULL DAY OF TRAVEL, SUBTRACT TWO-WAY COMMUTE TIME): - _____</p> <p>TOTAL HOURS OF CREDITABLE TRAVEL COMPENSATORY TIME: _____</p>	<p style="text-align: center;">NON-WORK DAY</p> <p>TOTAL HOURS SPENT TRAVELING: _____</p> <p>OF THAT TIME, SUBTRACT ANY NON-CREDITABLE LAYOVER TIME (IF APPLICABLE): - _____</p> <p>OF THAT TIME, SUBTRACT ANY ADDITIONAL WAIT TIME ABOVE CREDITABLE WAIT TIMES PRIOR TO DEPARTURE (SEE PREVIOUS SHEET): - _____</p> <p>TOTAL HOURS OF CREDITABLE TRAVEL COMPENSATORY TIME: _____</p>

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

APR 18 2014

(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.

PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME (First, Middle Initial, Last)		2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE		

SECTION II - TO: APPOINTEE

6. NAME (First, Middle Initial, Last)		7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable (one only))			
<input type="checkbox"/>	DISBURSING OFFICER	<input type="checkbox"/>	DEPUTY DISBURSING OFFICER
<input type="checkbox"/>	PAYING AGENT	<input type="checkbox"/>	CASHIER
<input type="checkbox"/>	CHANGE FUND CUSTODIAN	<input type="checkbox"/>	IMPREST FUND CASHIER
<input type="checkbox"/>	DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/>	DISBURSING AGENT
		<input type="checkbox"/>	COLLECTION AGENT
		<input type="checkbox"/>	CERTIFYING OFFICER

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE
--	---------------

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	