



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

Human Resources Regional Service Center

05-HRC-008
November 28, 2005

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM**

SUBJECT: Compensatory Time Off for Travel

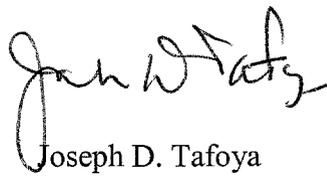
It is the policy of the Department of Defense Education Activity (DoDEA) that official travel shall be scheduled to occur during an employee's tour of duty, consistent with mission requirements. Only in cases where this is impractical will employees earn an entitlement to compensatory time off for travel for time spent in a travel status away from the employee's official duty station. In accordance with section 5550b, of 5, United States Code (U.S.C.), such time must not be otherwise compensable. This policy applies to all individuals employed in the General Schedule and Administratively Determined pay systems who have a regular tour of duty for leave purposes. This policy does not apply to employees in the Federal Wage System, Teaching Position, or Senior Executive Service pay systems, or other employees specifically excluded by the provisions of section 5541(2) of 5, U.S.C..

Time in a travel status includes the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the "usual waiting time" that precedes or interrupts such travel, subject to the exclusions prescribed in sections 550.1404(b)(2) and (b)(3) of 5, Code of Federal Regulations (C.F.R.). Determinations regarding what is creditable as "usual waiting time" are within the discretion of the Director, DoDEA. This authority is hereby delegated to the Director, Department of Defense Dependents Schools-Europe; the Director, Department of Defense Dependents Schools-Pacific and Domestic Dependent Elementary and Secondary Schools-Guam (DoDDS-P/DDESS-Guam); and the Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools-Cuba (DDESS/DoDDS-Cuba). This authority may be further delegated.

Supervisors and managers within DoDEA who are authorized to direct travel or approve time and attendance may also approve the crediting and usage of compensatory time off for travel. The supervisors and managers will automatically deduct one-half hour as a bona fide meal period for every 8 ½ hours of creditable compensatory time off claimed by the employee for each leg of travel, or any bona fide meal period(s) reported by the employee, whichever is greater. The bona fide meal period deduction does not apply to a situation in which the employee is continuously traveling in a conveyance (e.g., aircraft, train, automobile, etc.).

Except as provided for in section 550.1407(a)(2) of 5, C.F.R., an employee must use accrued compensatory time off by the end of the 26th pay period after the pay period for which it was credited, or forfeit such compensatory time. An individual may not receive payment under any circumstances for any unused compensatory time earned under this policy.

This policy memorandum is effective immediately and applies to officially authorized travel on or after January 28, 2005. The DoDEA, Human Resources Director will issue interim guidance and procedures to be used for implementing the new compensatory time provisions. This interim policy memorandum shall be converted to a permanent DoDEA issuance upon receipt of final regulations from the Office of Personnel Management and/or the Department of Defense, as appropriate. Questions concerning this policy should be directed to the DoDEA, Human Resources Regional Service Center, Policy and Evaluation Section at (703) 588-3805.

A handwritten signature in black ink, appearing to read "Joseph D. Tafoya". The signature is written in a cursive style with a large initial "J".

Joseph D. Tafoya
Director