



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
HUMAN RESOURCES CENTER
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1634
DEC - 1 2005

MEMORANDUM FOR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
(DoDEA) EMPLOYEES

SUBJECT: Compensatory Time Off for Travel

On January 28, 2005, the Federal Workforce Flexibility Act of 2004 established a new form of compensatory time. Certain employees may now earn compensatory time for time spent in a travel status away from the employee's official duty station, if the travel time is not otherwise compensable. Attached is DoDEA Policy Memorandum 05-HRC-008, dated November 28, 2005, which provides an interim DoDEA policy covering such compensatory time based on the interim regulations and guidance issued by the Office of Personnel Management (OPM) and the Department of Defense (DoD). Also attached is the "Compensatory Time Off for Travel, Guidance and Procedures" fact sheet to be utilized by DoDEA employees for the implementation of the interim DoDEA policy. Both documents will be posted on the DoDEA website, Human Resources homepage at www.dodea.edu/offices/hr. The on-line version of the fact sheet will contain the fillable form DoDEA Policy Memorandum 05-HRC-008, "Request for Compensatory Time Off for Travel," to facilitate requesting, approving, and recording the new compensatory time. A permanent DoDEA issuance will be published upon receipt of final regulations from OPM and/or DoD, as appropriate.

For additional information, please contact the Human Resources Regional Service Center, Policy and Evaluation Section at (703) 588-3805, or submit an inquiry to the Human Resources Helpline at personnel.helpline@hq.dodea.edu.

A handwritten signature in black ink that reads "Paul Wolfe".

Paul Wolfe
Human Resources Director

Attachments:
As stated