



UNITED STATES MARINE CORPS

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StaO 7421.2A  
3FD  
25 JAN 1999

STATION ORDER 7421.2A

From: Commanding Officer  
To: Distribution List

Subj: PROCEDURES FOR AUTHORIZING OVERTIME AND COMPENSATORY TIME  
FOR CIVILIAN PERSONNEL IN A TRAVEL STATUS

Ref: (a) StaO 7421.1E  
(b) Title 5, U.S. Code, Chap. I, Part 550  
(c) Fair Labor Standards Act (FLSA), Amendment 551  
(d) DOD 7000.14-R, Vol. 8

Encl: (1) FAS Reference Guide

1. Purpose. To publish procedures for authorizing overtime and compensatory time for civilian employees while in a travel and/or training status.

2. Cancellation. StaO 7421.2.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Background. Per reference (a), the following is provided regarding overtime for "exempt" and "non-exempt" civilian employees.

a. Employees who are classified as "exempt", working overtime under reference (b), may elect to receive overtime pay or compensatory time. General Schedule (GS) and General Manager (GM) employees whose rate of basic pay exceeds that of a GS-10/10 may accrue compensatory time in lieu of overtime pay for irregular or occasional overtime worked. Fund Administrators should be aware that compensatory time not used before the end of the 26th pay period after it was accrued will be paid as overtime, which may impact their budgeted material dollars.

b. GS employees who are classified as "non-exempt" under the provision of reference (c) and work overtime, will be paid for the overtime at the applicable rate. Compensatory time may be earned, in lieu of overtime, if requested in writing.

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c. Federal Wage System (FWS) employees will be paid overtime unless the employee requests compensatory time, in lieu of overtime, in writing.

5. Procedures. Per references (b) through (d), the following procedures are provided for authorizing overtime and compensatory time for civilian employees in a travel and/or training status.

a. Authorization for overtime and/or compensatory time (NAVCOMPT Form 2282) shall be approved in advance of the performance of work except in emergency situations, during travel, or an extended workday, preventing prior approval. In these latter instances, the request will be submitted during the first working day after the overtime or compensatory time work is performed or the first working day after returning from TAD. In all instances, a detailed justification will be provided for the use of overtime and/or compensatory time and must stipulate why the work cannot/could not be accomplished during normal working hours.

b. Time in a travel status is classified as "hours of work" for which employees are entitled to compensation under FLSA when: (1) it is within the regular scheduled workweek (i.e., 0700-1530, Monday-Friday) including regular overtime; or (2) the travel (a) involves performance of actual work while traveling (i.e., driver of a vehicle); (b) is incidental to travel that involves performance of work while traveling; (c) is carried out under such unusual conditions that the travel is inseparable from work; or (d) the travel cannot be administratively controlled (i.e., travel is not controlled by any entity of the Executive Branch of the Government). The following and enclosure (1) apply only to time spent traveling outside regular working hours.

(1) Time spent traveling by an employee within the limits of the official duty station, before or after regular working hours, which is directly related to an authorized job assignment is considered hours of work; therefore, a request for overtime must be submitted and approved. Normal home to work travel and legitimate meal periods are deducted from hours of work.

(2) Time spent in authorized travel by an employee as a passenger (common carrier or automobile) during a **one-day** assignment away from the official duty station, and such travel commences before and/or terminates after regular working hours is considered "hours of work." Time spent waiting at a common carrier terminal in excess of normal waiting time which occurs outside regular working hours is not considered "hours of work."

If an indirect route or less expeditious schedule is taken to or from the temporary duty station, any excess traveling time is not considered "hours of work." In those instances where such overtime is predictable in advance of TAD, a request will be submitted for approval prior to usage. Otherwise, an overtime/compensatory request must be submitted for approval the day after the employee returns to the permanent duty station.

(3) If an employee elects to go TAD under Permissive Orders there is no cost to the Government involved; therefore, overtime and/or compensatory time will not be authorized.

(4) If a job assignment requires an employee to remain at a temporary duty station overnight, any travel performed during regular working hours on regular workdays will be considered as hours of work. The same principle applies to an employee traveling during regular working hours on non-working days. **However**, time spent traveling, as a passenger, **outside** regular working hours, and **outside** regular working hours on a non-working day is not considered hours of work if the travel keeps the employee away from the official duty station overnight and no work is performed while traveling. Where such overtime is predictable in advance, an overtime/compensatory time request should be submitted for approval with hours requested corresponding to the employee's planned itinerary of official travel. When overtime/compensatory time is not predictable, prior to commencement of travel, a request must be submitted for approval immediately following return to the permanent duty station.

(5) When an employee, for personal reasons, elects a mode of transportation or a time of departure other than that selected by the activity, the employee will be credited with the lesser of: (a) that portion of the actual travel time which is to be considered working time; or (b) that portion of time which would have been considered working time if the employee used the mode of transportation and/or departure time selected by the activity.

(6) When travel involves two or more time zones, the time zone from point of departure will determine if the employee's travel time is to be considered hours of work.

c. Time spent in training during regular working hours shall be considered hours of work.

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d. Time spent in training outside regular working hours shall be considered hours of work for which employees are entitled to compensation if: (a) the employee is directed to participate by the employing agency; and (b) the purpose of the training will directly improve the employee's performance of the duties and responsibilities of the current position.

e. Time spent in training outside regular working hours will not be considered hours of work if the training: (a) is to improve an employee's performance above an acceptable level in his/her current position; or (b) provides an employee additional knowledge or skills for reassignment to another position or advancement to a higher grade.

f. Time spent in apprenticeship or other entry level of training, internship or other career-related work study or training under the Veterans Readjustment Act outside regular working hours shall not be considered hours of work, provided no productive work is performed during this period.

6. Action. All Department Heads and supervisors of civilian employees will ensure compliance with above procedures. In addition, the following actions will be complied with:

a. Ensure labor dollars are available within Fund Administrator's authorization to support required overtime requirement.

b. Ensure overtime, compensatory time and/or holiday premium pay, earned and used, is clearly indicated on timecards and appropriate job order numbers are used.

c. Ensure a copy of the liquidated Travel Voucher or Sub-Voucher (DD Form 1351-2) is provided to the Civilian Payroll Branch to support the number of overtime hours requested for travel time. This form must be received by Civilian Payroll prior to overtime being paid or compensatory time being accrued.

7. Point of contact in this matter is the Financial Operations Officer, extension 5779.



C. J. TURNER

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## REFERENCE GUIDE

PT-1

Prepared: August 1, 1994 by the Pay Team

For Additional Information: 703-325-3004 or DSN 221-3004

### TRAVEL AS HOURS OF WORK for NONEXEMPT EMPLOYEES

When nonexempt employees travel, they are paid for the hours spent in a travel status that are determined to be hours of work under either Section 5542(b)(2) of title 5, United States Code, and/or Section 7 of the Fair Labor Standards Act (FLSA).

*EXEMPT*

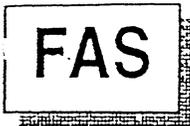
*NON EXEMPT*

Time in a travel status under any of the following conditions constitutes hours of work--

Rule	Title 5 (Regulated Under 5 CFR 550.112(g))	FLSA (Regulated Under 5 CFR 551.422)
1	Employee travels during normal duty hours (including regularly scheduled overtime).	Same.
2	Employee works while traveling.	Same, but considers driving as work.
3	Employee must travel in order to work while traveling.	(No comparable provision )
4	The travel cannot be administratively controlled (i.e., travel is not controlled by any entity of the Executive Branch of the Government).	(No comparable provision.)
5	(No comparable provision )	Employee is a passenger on a one-day assignment away from the duty station.
6	(No comparable provision.)	Employee travels on an overnight assignment on non-workdays during corresponding duty hours.
7	(No comparable provision )	Employee chooses to use an alternate mode of travel or to travel at another time than offered or selected by the Agency-- hours of work will be the lesser of either (a) the actual hours of travel, or (b) the estimated hours of travel using the Agency-authorized mode of travel
8	(No comparable provision )	The travel time to and from a temporary duty location exceeds the travel time to and from the employee's permanent duty station
9	The travel is under arduous conditions.	(No comparable provisions).

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Time spent in travel that meets any of the conditions listed above must be compensated as either straight time or overtime, whichever is appropriate. Employees who travel at night or on Sunday **do not** receive night differential or Sunday premium pay unless they are regularly scheduled to work at night or on Sunday.

**PT-1, Travel as Hours of Work for Nonexempt Employees**

**EXAMPLES**

**(Travel as Hours of Work for Nonexempt Employees)**

**1. Rule 1:**

A truck driver is required to attend a one-day training course offered by the University of Hardknocks in another city. The course is scheduled for Tuesday from 9:30 a.m. to 4:00 p.m. The employee's regular tour of duty is Monday through Friday, 8:00 a.m. until 4:30 p.m. The employee leaves work on Monday, mid-morning and arrives at the university about 3:30 p.m. On the return trip the employee leaves at 8:30 a.m. on Wednesday and arrives at his home at 4:00 p.m.

**All of the employee's travel time counts as hours of work since all the travel occurred during the employee's normal duty hours.**

**2. Rule 2:**

Two Wage Grade employees were required to travel to a satellite installation two hours away from the main base to repair air conditioning units. The supervisor directed the employees to travel by government vehicle and to be at the alternate worksite at 7:00 a.m. Monday morning. The employees' regular duty hours are from 7:00 a.m. until 3:30 p.m. The first employee left his home on Sunday at 3:30 p.m. and drove to the base to pick up the government vehicle. He then drove to the second employee's home arriving there at 4:30 p.m. The two proceeded to the alternate work site arriving there at 6:30 p.m. The two returned to their permanent duty station on Wednesday, leaving at 8:00 a.m. and arriving at 10:00 a.m.

**First Employee: The hours between 3:30 and 6:30 p.m. on Sunday are considered hours of work because, under FLSA, driving is considered work. The hours spent traveling on Wednesday are hours of work under rule 1.**

**Second Employee: None of the hours on Sunday are hours of work since the employee was riding as a passenger. The hours spent traveling on Wednesday are hours of work under rule 1.**

**3. Rule 3:**

A Federal Marshal in New York City must pick up a prisoner in Chicago and escort him back to New York to testify before the Grand Jury on Monday. The Marshal left New York on Sunday on a 7:30 a.m. flight. He returned to New York and relinquished responsibility for the employee at 11:30 p.m. the same day. The Marshal does not receive premium pay for administratively uncontrollable overtime. His regularly scheduled duty hours are 8:00 a.m. until 5:00 p.m. Monday through Friday.

**The entire period from the time the Marshal left home (including the travel to the airport and the time spent waiting for the plane) until he relinquished responsibility for the prisoner are considered hours of work. The travel to pick up the prisoner is**



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time spent traveling in order to work while traveling (rule 3) and the time spent escorting the prisoner back to New York is work while traveling (rule 2). He does not receive travel time on the way home after relinquishing the prisoner because

#### PT-1, Travel as Hours of Work for Nonexempt Employees

it's not work, not traveling to work while traveling, and not traveling during corresponding duty hours, but is controlled by an Agency of the Executive Branch.

#### 4. Rule 4:

A research assistant, GS-7, must travel on a holiday evening to assist with a presentation for a conference sponsored by the University of Michigan. The presentation is scheduled to begin at 8:00 a.m. on Tuesday. The employee left home at 7:30 p.m. on Monday (a holiday) and arrived at the conference site at 11:30 p.m. The employee's regularly scheduled duty hours are 7:30 a.m. until 4:30 p.m., Monday through Friday.

Even though the research assistant did not travel during corresponding hours on Sunday, all four hours of her travel time will be considered hours of work because the event could not be administratively controlled by an Agency of the Executive Branch. If the event were controlled by either the legislative or judicial branches the employee would also be entitled to the travel time.

#### 5. Rule 5:

A group of Wage Grade employees were sent to assist with an emergency in a neighboring state. They left work at 12:00 noon and were transported by government vehicle to the site 120 miles (193 km) away. Their normal work schedule is 6:00 a.m. until 4:30 p.m., Tuesday through Friday. They worked until 8:00 p.m. and returned to the permanent duty station at 11:30 p.m.

The employees' hours of work were from 6:00 a.m. until 11:30 p.m. Even though the return trip took place outside normal duty hours, the assignment lasted only one day.

#### 6. Rule 6:

After a disaster at a distant installation, two carpenters were sent TDY to help repair the damage. Their normal duty hours were 7:00 a.m. until 3:30 p.m. The employees left their homes at 10:00 a.m. on Sunday and drove to the base. They took a military flight which left at noon and arrived at the TDY location at 5:00 p.m. They worked at the TDY site for two weeks and returned home on Friday afternoon. They departed the TDY site at 2:00 p.m. on Friday and arrived at the permanent duty station at 8:00 p.m. They arrived home at 8.45 p.m.

The hours between 10:00 a.m. and 3:30 p.m. Sunday (rule 6) plus the hours between 2:00 p.m. and 3:30 p.m. on Friday (rule 1) are hours of work. The employees are not entitled to the hours spent traveling outside their normal duty hours because it was not a one-day assignment and they did not work while traveling.

#### 7. Rule 7:

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An employee is sent TDY to a location four hours driving distance from her home. The installation authorized travel by plane and scheduled her to depart on Sunday at 12:30 p.m. (a one-hour flight). The employee decided she would rather have a car at the temporary location and drove instead of flying. She left her home at 11:00 a.m. and arrived at the TDY site at 3:00 p.m. Her normal duty hours are 7:00 a.m. until 4:00 p.m., Monday through Friday.

**PT-1, Travel as Hours of Work for Nonexempt Employees**

When an employee does not travel by the authorized mode of travel he or she is entitled to the lesser of the (a) actual hours in travel status, or (b) constructed hours the employee would have been in a compensable travel status had he or she traveled as authorized. The employee is authorized one hour of travel time plus the time she would have spent traveling to the airport and a reasonable waiting period.

#### 8. Rule 8:

On a regular duty day, an employee is required to report to an alternate work site outside his normal duty station. It takes the employee three hours to drive to the TDY site and two and one-half hours to return home at the end of the day. It usually takes the employee 30 minutes each way to drive to and from work.

The time an employee spends in normal home-to-work travel is deducted from the travel time of an employee who travels to an alternate duty site outside his or her normal duty station. Therefore, one hour would be deducted from the employee's total travel time of five and one-half hours. Four and one-half hours would be considered hours of work.

#### 9. Rule 9:

An electrician was sent to a remote radar site at the top of a mountain to repair some circuits that had been knocked out due to a recent snowstorm. The radar site was accessible only by an unimproved trail and required an all-terrain vehicle. The employee rode as a passenger in a Government vehicle and left at 1:00 p.m. for what would normally be a two hour drive. Because of the weather conditions on the mountain the employee didn't arrive at the radar site until 6:00 p.m., two hours after the end of the normal duty day. The electrician remained overnight, repaired the circuit and drove back the next day traveling within the normal duty hours.

The five hours spent on the trip to the TDY site were hours of work since the travel was performed under arduous conditions. If the conditions had not been arduous, only the travel time between 1:00 p.m. and 4:00 p.m. (the end of the duty day) would have been hours of work. The travel time back to the permanent duty station falls under rule 1.

#### 10. Miscellaneous:

The installation was running short of overtime funds but needed to send an employee TDY where had to travel during corresponding duty hours on the weekend. The installation wanted to give compensatory time to the employee instead of overtime



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A nonexempt employee may not be required to accept compensatory time off in lieu of overtime pay even if the overtime entitlement is earned as the result of travel. A nonexempt General Schedule employee may request compensatory time off. Such a request must be in writing.

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