

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 322

SUBJECT: Administrative Series
 Part 370 Personnel
 Chapter 550 Pay Administration
 Subchapter 1 Compensatory Time Off For Travel

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes policy and procedures that govern Compensatory Time Off for Travel in the Minerals Management Service



Acting Director

FILING INSTRUCTIONS:

REMOVE:

INSERT:

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370	550	1	7

OPR: Human Resources Officer
Date:

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: May 7, 2009

Series: Administrative

Part 370: Personnel

Chapter 550: Pay Administration

Subchapter 1: Compensatory Time Off for Travel

Originating Office: Human Resources Division, Office of Administration and Budget

1. Purpose and Scope: This document provides policy to all Minerals Management Service (MMS) managers, employees, and Servicing Human Resources Offices (HRO) regarding granting compensatory time off for travel when such time is not otherwise compensable.

2. Objective: This chapter is intended to provide guidance and develop a standard procedure for requesting, granting, and using compensatory time off for travel.

3. Policy: The MMS will credit employee requested compensable time off for travel, in one-quarter hour (15 minutes) increments, in accordance with appropriate laws and regulations, to eligible employees for officially authorized travel for time spent away from the employee's official duty station when such time is not otherwise compensable. It is critical that supervisors and managers schedule, monitor, and approve travel arrangements for their employees in order to lessen the impact of this entitlement on the workforce. Travel on behalf of the Department of the Interior (DOI) should, to the maximum extent possible, be accomplished during normal business hours. Deviations from standard itineraries need to be noted and approved by managers in advance of the travel. The employee is required to document travel times during periods when they are not otherwise compensated. Compensatory time off for travel may be earned by all employees, except for members of the Senior Executive Service, without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended. As of April 27, 2008, Wage Grade employees became entitled to compensatory time off for travel under 5 CFR, Part 550, Subpart N.

4. Authority:

A. Federal Workforce Flexibility Act of 2004, Section 203, (Public Law 108-411, October 30, 2004).

B. 5 U.S.C. 55, Subchapter V, Section 5550b.

C. 5 CFR, Part 550, Subpart N.

D. Final regulations issued by the Office of Personnel Management (OPM), April 17, 2007, effective May 17, 2007.

5. Definitions:

A. **Travel status** – travel time that is creditable in accruing compensatory time off for travel under 5 CFR 550, Subpart N. Travel time ends when the employee arrives at the temporary worksite or lodging in the temporary duty station, and resumes when an employee departs from the temporary duty worksite or lodging. The employee’s normal home-to-work/work-to-home commuting time must be deducted from the creditable time.

B. **Usual waiting time** – time that precedes or interrupts travel. Usual waiting time is 2 hours prior to the scheduled departure time for domestic flights, and 3 hours prior to the departure time for international flights.

C. **Extended waiting period** – an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes (not considered time in a travel status).

D. **Normal duty hours** – work days of 8, 9, or 10 hours.

E. **Exempt/Non-exempt status** – employee status under the Fair Labor Standards Act. This is used to determine if travel outside of duty hours is otherwise compensable under the FLSA or 5 CFR (e.g., overtime or regular compensatory time).

F. **Offset time** – time that must be deducted from creditable travel time, e.g., when traveling directly between the employee’s home and temporary duty station, time must be deducted for the employee’s normal home-to-work/work-to-home commuting time; or when the employee is required to travel outside of regular working hours between home and a transportation terminal.

G. **Creditable time** - time spent traveling between the official duty station and a temporary duty station; between two temporary duty stations; or the “usual waiting time” that precedes or interrupts such travel, i.e., 2 hours for domestic flights, 3 hours for international flights, unless otherwise advised by the airlines.

H. **Non-creditable time** – normal commute times; or extended waiting periods.

6. Responsibilities:

A. Employee.

(1) Request credit for projected compensatory time off for travel prior to the actual travel dates on the required MMS Form 0047, Compensatory Time Off for TDY Travel Worksheet (Attachment 1) also available as a fillable version on the MMS Pipeline at: <http://pipeline.mms.gov/> under forms. In cases of unusual wait times or extended delays, the form may be completed within 5 working days after the travel.

(2) Submit the MMS Form 0047, with the actual travel times to the supervisor for approval within 5 days following travel.

(3) Schedule for use, earned compensatory time off for travel leave, along with the projected use or lose annual leave in order to avoid forfeiture of use or lose leave at the end of the leave year.

B. Supervisor.

(1) Ensure that travel is officially authorized and scheduled during regular tours of duty to the maximum extent possible.

(2) When travel cannot be scheduled during regular work hours, obtain advanced approval in accordance with the delegations of authority by estimating the amount of compensatory time to be earned by the traveler on MMS Form 0047.

(3) Grant the use of compensatory time off for travel within established MMS guidelines.

C. Approving Official. Supervisors may grant requests for compensatory time off for travel after review by the appropriate Associate Director, or Regional Director. The approval authority may be further delegated to the Division Chiefs or equivalents.

D. Human Resources Office. Provides guidance in crediting and granting the compensatory time off for travel leave.

E. Finance Office. After the employee and/or supervisor consult with travel coordinators and/or local points of contact, the finance office provides guidance under the Federal Travel Regulations on what is considered allowable for payment or reimbursement and gives guidance on reconstruction of travel.

7. Procedures:

A. Requesting Compensatory Time Off for Travel.

An employee must request projected compensatory time off for travel prior to the travel or within 5 working days of travel in cases of unexpected or unusual wait times or extended delays. The request must be made using the Compensatory Time Off for TDY Travel Worksheet, MMS-0047. The completed worksheet with actual time must be submitted to the supervisor within 5 working days after travel is completed.

B. Earning and Calculating Compensatory Time Off for Travel.

(1) Compensatory time off for travel will be accrued in increments of one-quarter hour (15 minutes).

(2) When an employee's travel involves two or more time zones, the time zone from the point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off for travel.

C. Compensatory Time Off for Travel in Conjunction with Personal Travel.

- (1) When, for personal reasons, an employee travels at a time or uses an alternative mode of transportation other than that selected by the Bureau, a comparison must be made between the actual time and/or mode of transportation and the estimated time and/or mode of transportation offered by the Bureau. The scenario that results in the least amount of compensatory time off for travel will be used in determining the amount of time credited.
- (2) Whenever a trip is interrupted for personal reasons (e.g., side trip), the compensatory time should be reconstructed, using as a basis the reconstructed travel submitted on the travel voucher for the purposes of establishing the financial obligation for travel. All such requests must have prior supervisory approval.
- (3) In order to make an informed decision, the supervisor may request a cost comparison when approving compensatory time off for travel in conjunction with personal travel. The cost comparison should include: transportation costs, per diem, employee's salary, and lodging expenses. The costs compared would be the projected actual trip with stopovers or side trips and the reconstructed expenses without the personal travel. Reconstructed expenses must match the information submitted on the employee's travel voucher.

D. Requesting Use of Compensatory Time Off for Travel.

An employee must request permission from his/her supervisor to schedule the use of his/her accrued compensatory time off for travel in accordance with agency leave policies and procedures. This time may be used when the employee requests and is granted time off from his/her scheduled tour of duty established for leave purposes. Accrued compensatory time off for travel must be used in increments of one-quarter hour (15 minutes). Pay codes to be used in the time and attendance system are:

- 046 - Travel comp time – earned
- 047 - Travel comp time – used

E. Timeframe for Use of Compensatory Time Off for Travel.

- (1) An employee must use his/her accrued compensatory time off for travel by the end of 26 pay periods after the pay period in which it was credited, or it will be forfeited.
- (2) Under the following situations the compensatory time off for travel will be held in abeyance but must be used by the end of 26 pay periods following the pay period in which the employee returns to duty:
 - (a) Separation or leave without pay to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and a return to service through the exercise of a reemployment right.
 - (b) Separation or leave without pay due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C. Chapter 81.

F. Forfeiture of Compensatory Time Off for Travel.

In addition to E (1) above, the employee will forfeit all compensatory time off for travel under the following circumstances:

- (1) Separation from Federal service;
- (2) Transfer to another agency, i.e., outside of DOI; and
- (3) Movement to a position in an agency that is not covered by the compensatory time off for travel provisions. However, the gaining agency may use its own legal authority to give the employee credit for such compensatory time off.

G. Tracking of Compensatory Time Off for Travel.

Compensatory time off for travel must be tracked and managed separately from other forms of compensatory time off. (See section D above).

8. Further Information:

Further information on compensatory time off for travel, including questions and answers and examples of creditable travel time, may be found under compensatory time off for travel at the following Office of Personnel Management's (OPM) websites.

http://www.opm.gov/oca/pay/HTML/compensatory_time.asp

<http://www.opm.gov/oca/compmemo/2005/2005-03-att2.asp>

<http://www.opm.gov/oca/compmemo/2005/2005-03-att1.asp>

9. Cash Payment for Compensatory Time Off for Travel:

Payment for unused compensatory time off for travel is prohibited by law. Employees may not, under any circumstances, receive a cash payment for compensatory time off for travel.

**MINERALS MANAGEMENT SERVICE
COMPENSATORY TIME OFF FOR TDY TRAVEL WORKSHEET**

Employee: _____
 FLSA* Exempt: ___ FLSA* Non-Exempt: ___
 Dates of Travel: _____
 Destination: _____
 Is Itinerary attached? Yes ___ No ___

TA#: _____

Projected Estimate Approved: _____

 Approving Official's Signature Date

Part I. DEPARTURE INFORMATION (to TDY site)

DAY/DATE _____	Projected Time	Actual Time	Time Zone	i. Explain any differences between itinerary and actual flight times, and explain extended delays, early airport arrivals or layovers: _____
a. Depart Residence/Office	_____	_____		_____
b. Normal Commute Time	_____	_____		_____
c. Arrival at Airport/Other	_____	_____		_____
d. Flight/Other Departure Time	_____	_____		_____
e. Flight/Other Arrival Time	_____	_____		_____
f. Arrival at TDY site/Hotel	_____	_____		_____
g. Travel Day Duty Hours (Mon.-Fri.)	_____ am to _____ pm			
h. Travel Comp. Time Earned	_____	_____		

Part II. RETURN INFORMATION (from TDY site)

DAY/DATE _____	Projected Time	Actual Time	Time Zone	i. Explain any differences between itinerary and actual flight times, and explain extended delays, early airport arrivals or layovers: _____
a. Depart TDY site/Hotel	_____	_____		_____
b. Arrival at Airport/Other	_____	_____		_____
c. Flight/Other Departure Time	_____	_____		_____
d. Flight/Other Arrival Time	_____	_____		_____
e. Arrival at Residence/Ofc.	_____	_____		_____
f. Normal Commute Time	_____	_____		_____
g. Travel Day Duty Hours (Mon.-Fri.)	_____ am to _____ pm			
h. Travel Comp. Time Earned	_____	_____		

Part III. CERTIFICATION

I certify that the information entered on this worksheet is true and correct to the best of my knowledge and belief, and that Compensatory Time Off for Travel claimed is not otherwise compensable as hours of work.

 Traveler's Signature

 Date

Actual Compensatory Time Off for Travel Earned, as shown on this worksheet, is approved. I certify that travel scheduled on non-government time is necessary, and in the best interest of the government.

 Approving Official's Signature

 Date

MINERALS MANAGEMENT SERVICE
INSTRUCTIONS FOR COMPENSATORY TIME OFF FOR TDY TRAVEL WORKSHEET

PURPOSE: To request and record the amount of projected and actual compensatory time off for travel earned.

INSTRUCTIONS: This form, reflecting projected time, along with the travel authorization and itinerary are routed to the Approving Official prior to travel. The traveler then records actual travel times on the form.

GENERAL INFORMATION:

FLSA Exempt/Non-Exempt-Traveler's status under the Fair Labor Standards Act (FLSA)

Time Zone- Indicate time zone. (i.e., Mountain Time, Central Time, etc.) When travel involves 2 or more time zones, times must be converted to the time zone from first departure.

Explanations-(Part I. j & Part II. j) Record brief explanations of differences or discrepancies between the projected and actual times entered. Briefly explain any early or late arrivals or departures, extended layovers, or lengthy waiting periods.

PART I. DEPARTURE INFORMATION (to TDY site)

- a. **Depart Residence/Office-**Circle Residence or Office. **Record times here only if:** 1) traveling directly from residence to Temporary Duty Site or to a transportation terminal outside the limits of the traveler's official duty station; OR 2) traveler went from Official Duty Station directly to the Temporary Duty Site or transportation terminal.
- b. **Normal Commute Time-** List the usual amount of time that it takes to travel between residence and Official Duty Station. **Record times here to offset creditable time in travel status only if:** 1) traveling directly from residence to Temporary Duty Site or to a transportation terminal outside the limits of the traveler's official duty station.
- c. **Arrival at Airport/Other-** Record arrival time at airport /transportation terminal if applicable.
- d. **Flight/Other Departure Time -**Record Projected Flight Departure time (or other mode of transportation) as shown on Itinerary. Record the Actual Flight/Other Departure Time and the time zone.
- e. **Flight/Other Arrival Time-**Record Projected Flight Arrival time (or other mode of transportation). Record the Actual Flight/Other Arrival Time. Convert all times to the time zone from the point of first departure.
- f. **Arrival at TDY site/Hotel-** Circle TDY site or Hotel. Record the time of Arrival.
- g. **Travel Day Duty Hours-** If travel occurred on a Monday through Friday, record the start and stop time for that day's regularly paid (compensated) duty hours (hours of workday).
- h. **Travel Comp. Time Earned-** Record Projected and Actual amount of Travel Compensatory Time off earned that is not otherwise compensable as hours of work.
- i. **Explanations -**see General Information (above)

PART II. RETURN INFORMATION (from TDY site)

- a. **Depart TDY site/Hotel-**Circle TDY site or Hotel. Record the Projected Time, Actual Time, and Time Zone.
- b. **Arrival at Airport/Other-** Record arrival time at airport /transportation terminal if applicable.
- c. **Flight/Other Departure Time-**Record Projected Flight Departure time (or other mode of transportation) as shown on the Itinerary. Record the Actual Flight/Other Departure Time.
- d. **Flight/Other Arrival Time-** Record Projected Flight Arrival time (or other mode of transportation). Record the Actual Flight /Other Arrival Time. Convert all times to the time zone from the point of first departure.
- e. **Arrival at Residence/Office-** Circle Residence or Office. **Record times here only if:** 1) traveling directly from Temporary Duty Site or transportation terminal outside the limits of the official duty station, to residence; OR 2) traveler went directly to Official Duty Station from the Temporary Duty Site or transportation terminal.
- f. **Normal Commute Time-** List the usual amount of time that it takes to travel between residence and Official Duty Station. **Record times here to offset creditable time in travel status only if:** 1) traveling directly from Temporary Duty Site to residence or from a transportation terminal outside the limits of the traveler's official duty station.
- g. **Travel Day Duty Hours-** If travel occurred on a Monday through Friday, record the start and stop time for that day's regularly paid (compensated) duty hours (hours of workday).
- h. **Travel Comp. Time Earned-** Record Projected and Actual amount of Travel Compensatory Time off earned that is not otherwise compensable as hours of work.
- i. **Explanations-** see General Information (above)

PART III. CERTIFICATION- (Signatures required upon completion of travel)

Traveler: Sign and date certifying that all information entered on the worksheet is accurate.

Approving Official: Sign and date approving the necessity and amount of actual travel compensatory earned.