



DEPARTMENT OF DEFENSE  
Defense Contract Management Agency

## INSTRUCTION

### Compensatory Time Off for Travel

Human Capital Directorate  
OPR: DCMA-HCL

DCMA-INST 623  
July 16, 2014

*Administratively reissued, December 5, 2016*

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**1. PURPOSE.** This Instruction:

a. Reissues DCMA Instruction (DCMA-INST) 623, "Compensatory Time Off for Travel" (Reference (a)) to comply with DCMA-INST 501, "Policy Publications Program" (Reference (b)).

b. Documents the processes necessary for the administration of compensatory time off for time in a travel status away from the employee's official duty station when the travel is not otherwise compensable.

c. Is established in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (c)).

**2. APPLICABILITY.** This Instruction applies to *all DCMA Headquarters, Operations, Special Programs, International, Contract Management Offices, and their subordinate offices activities.*

**3. MANAGERS' INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 710, "Managers' Internal Control Program" (Reference (d)), this Instruction is subject to evaluation and testing. The process flow is located on the Policy Resource page.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. LABOR CODES.** Located on resource page.

**6. RESOURCE PAGE.** <https://360.dcma.mil/sites/policy/HC/SitePages/623r.aspx>.

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective July 16, 2014, and all applicable activities shall be fully compliant within 60 days from this date.

A handwritten signature in black ink that reads "Kathleen A. Butera". The signature is written in a cursive style.

Kathleen A. Butera  
Executive Director  
Human Capital

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## REFERENCES

- (a) DCMA-INST 623, "Compensatory Time Off for Travel," April 22, 2013 (hereby cancelled)
- (b) DCMA-INST 501, "Policy Publications Program" May 12, 2014
- (c) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (d) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (e) Joint Travel Regulations, October 1, 2014
- (f) DCMA-INST 535, "Travel (Official) TDY and Local," October 1, 2009
- (g) Part 550, subpart N of Title 5, Code of Federal Regulations (CFR)

## **CHAPTER 1**

### **POLICY**

**1.1. POLICY.** It is DCMA policy that:

1.1.1. Employees will receive compensatory time off for travel time in a travel status if the employee is required to travel away from the official duty station and the travel time is not otherwise compensable hours of work under other legal authority.

1.1.2. Employees will exercise prudence by arranging travel that most nearly coincides with the departure and arrival times needed to carry out the mission and to minimize expense to the Government (including the accrual of compensatory travel time).

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. EMPLOYEE.** The employee is responsible for recording and submitting actual time spent in a travel status.

**2.2. TIMEKEEPER.** The timekeeper is responsible for appropriately annotating the earned and used travel compensatory time and maintaining the completed travel worksheet with the time and attendance records.

#### **2.3. MANAGER AND SUPERVISOR.**

2.3.1. Supervisors are responsible for reviewing and approving travel arrangements requests, in advance of travel, along with requests to earn compensatory time off for the travel and the actual hours earned.

2.3.2. Managers and supervisors within the Agency are responsible for the appropriate use of this authority to support mission requirements.

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. CREDITING COMPENSATORY TIME OFF FOR TRAVEL.**

3.1.1. An eligible employee who performs official travel is entitled to request compensatory time off for time spent in a travel status away from the official duty station if the travel is not otherwise compensable.

3.1.2. Time in a travel status includes:

3.1.2.1. Time spent traveling between the official duty station and a temporary duty station.

3.1.2.2. Time spent traveling between two temporary duty stations.

3.1.2.3. The usual waiting time preceding or interrupting travel (e.g., waiting at an airport or train station prior to departure). Airline travelers are required to arrive at the airport at a designated pre-departure time (e.g., 1 or 2 hours before the scheduled departure, depending on whether the flight is domestic or international). Waiting time at the airport is considered usual waiting time and is creditable time while in a travel status. Time spent at an intervening airport waiting for a connecting flight (e.g., 1 or 2 hours) is also creditable time while in a travel status. The Agency has the sole and exclusive discretion to determine what is creditable as “usual waiting time.” An “extended” waiting period is an unusually long wait which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes. This is not considered time in a travel status. An extended waiting period occurs when an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel caused by travel delays or cancellations due to weather, mechanical, or other similar circumstances.

3.1.2.4. Time spent at a temporary duty station between arrival and departure is not time in a travel status. Time spent in a travel status ends when the employee arrives at the temporary duty worksite or his or her lodging at the temporary duty station, wherever the employee arrives first. Time in a travel status resumes when an employee departs from the temporary duty worksite or his or her lodging at the temporary duty station, whichever the employee departs last. Travel time in connection with an employee’s permanent change of station is not time in a travel status.

3.1.2.5. Employees will make travel arrangements in accordance with the Joint Travel Regulation (Reference (e)) and DCMA-INST 535, “Travel (Official) TDY and Local” (Reference (f)). Employees who are offered one mode of transportation yet are permitted to use an alternative mode of transportation, or who travel at a time or by a route other than that selected by the Agency, the Agency must determine the estimated amount of time in a travel status the employee would have had if the employee had used the most efficient mode of transportation offered by the Agency or traveled at the time and by the route selected by the

Agency. In determining time in a travel status under this subpart, the agency must credit the employee with the lesser of the estimated time in a travel status or the actual time in a travel status.

### 3.1.3. Commuting time includes:

3.1.3.1. Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. The employee's normal home-to-work/work-to-home commuting time must be deducted from the creditable travel time.

3.1.3.2. Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.

3.1.3.3. Travel outside of regular working hours between home and a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time.

3.1.3.4. Travel outside of regular working hours between home and a temporary duty station within the limits of the employee's official duty station is not creditable travel time.

### 3.1.4. Procedures for Crediting Compensatory Time Off for Travel.

3.1.4.1. An employee shall request credit for compensatory time off for travel by completing the Compensatory Time Off for Travel Worksheet which is located on the resource page for this Instruction. A sample worksheet is also located on the resource page for this Instruction. The worksheet will include the time that he or she spent in an official travel status.

3.1.4.2. Within 5 workdays after returning to the official duty station, the employee must submit the completed travel worksheet in support of the request. Supervisors have the authority to approve later submissions on a case-by-case basis. Exceptions may be granted by the approving official. Credit will be in increments of one-quarter of an hour (15 minutes) in accordance with the Agency internal standard for crediting time. There is no limit on the amount of compensatory time off for travel an employee may earn.

3.1.4.3. Supervisors and managers otherwise authorized to direct travel or approve time and attendance may approve employee requests for crediting compensatory time off for travel under the provisions of part 550.1404 to Title 5, Code of Federal Regulations (CFR) (Reference (g)).

3.1.4.4. Other determinations regarding what time is creditable for employees in a travel status will be at the discretion of the supervisor within the regulatory limits described in part 550.1404 to Title 5 CFR (Reference (g)).

3.1.4.5. Once the supervisor has approved the employee's request, the appropriate timekeeper will credit the employee with earned compensatory time off for travel and retain the completed worksheet with the time and attendance records. The appropriate Performance Labor Accounting System (PLAS) code for travel compensatory time earned is CB.

### **3.2. PROCEDURES FOR USING COMPENSATORY TIME OFF FOR TRAVEL.**

3.2.1. An employee must request permission from his or her supervisor to schedule the use of accrued compensatory time off for travel. This will be done in accordance with established leave requesting procedures.

3.2.2. Once the supervisor has approved the employee's request for use of compensatory time off for travel, the appropriate timekeeper will charge the employee for its use through normal time and attendance procedures. The appropriate PLAS code for travel compensatory time used is CF.

### **3.3. FORFEITURE OF UNUSED COMPENSATORY TIME OFF FOR TRAVEL.**

3.3.1. An employee must use accrued compensatory time off for travel by the end of the 26th pay period after the pay period during which it was credited. If an employee fails to use the compensatory time off for travel within 26 pay periods after it was credited, then the compensatory time off for travel is forfeited. When an employee voluntarily transfers to another agency or separates from Federal service, any unused compensatory time off for travel is forfeited.

3.3.2. Exception to 26 Pay Periods Limit for Uniform Services or an On-the-Job Injury. Unused compensatory time off for travel will not be forfeited but will be held in abeyance for an employee who separates, or is placed in a leave without pay status for the following:

3.3.2.1. To perform service in the uniformed services and later returns through the exercise of a reemployment right provided by law, Executive Order, or regulation; or,

3.3.2.2. Because of an on-the-job injury with entitlement to injury compensation and later recovers sufficiently to return to work. Upon return to duty the employee must use all of the compensatory time off for travel within 26 pay periods following the pay period in which the employee returned, otherwise the compensatory time off for travel will be forfeited.

3.3.3. Exception Due to an Exigency. If an employee fails to use his or her compensatory time for travel earned within 26 pay periods after the pay period during which it was earned due to an exigency of federal service beyond the employee's control, the approving official, at his or her sole and exclusive discretion, may extend the time for using such compensatory time off for travel for up to an additional 26 pay periods.

3.3.4. An individual may not receive payment under any circumstances for any unused compensatory time off for travel he or she earned.



**GLOSSARY**

**ACRONYMS**

CFR	Code of Federal Regulations
DCMA-INST	DCMA Instruction
PLAS	Performance Labor Accounting System