



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 12550.1
N00
15 MAR 2021

NAVSUPPACT NAPLES INSTRUCTION 12550.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: GOVERNANCE OF OVERTIME, COMPENSATORY TIME, TRAVEL
COMPENSATORY TIME, AND CREDIT HOURS

Ref: (a) CNICINST 12550.1A
(b) DoD 7000.14R VOL 8
(c) CNIC FY21 AF Business Rules

Encl: (1) Overtime/Compensatory Time Request and Authorization
(2) EURAFCENT OT/CT Process Flowchart

1. Purpose. To prescribe policy and procedures for governance of Overtime (OT), Compensatory Time Earned (CE), Credit Hours earned (CD), and Travel Compensatory Time earned (CB) for Appropriated Fund (AF) employees assigned to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Background. Strict governance of OT, CE, CD, and CB is an Installation responsibility that promotes prudent execution of labor funds and ensures audit readiness. Auditable and accurate employee schedules, and related timekeeping procedures, which document and compensate employees for work performed, directly support the Commander, Navy Installations Command (CNIC), and NAVSUPPACT Naples missions and are a joint responsibility of the employee and supervisor.
3. Applicability. This guidance applies to U.S. AF civilian and Local National (LN) employees. The Standard Labor Data Collection and Distribution Application (SLDCADA) is the only approved automated system for NAVSUPPACT Naples U.S. AF civilian timekeeping. The system interfaces with the Defense Civilian Pay System (DCPS) and the Standard Accounting, Budgeting, and Reporting System (SABRS). The GERIP Electronic Time and Attendance Management System is the only approved automated civilian timekeeping system for LN employees. GERIP interfaces with GEPE, the Italian automated payroll system that is equivalent to SLDCADA.
4. Policy. It is NAVSUPPACT Naples policy to use all available compensation tools and available funding to the maximum extent possible, keeping in mind the mission of the command and proper budget administration, to include proper use of OT, CE, CD, and CB. To achieve these goals, employees and supervisors should familiarized themselves on the following terminologies and process:
 - a. OVERTIME. OT is work officially ordered and approved which exceeds 40 hours a week or eight hours day. For employees on a compressed work schedule, OT is for hours in excess of their regular tour of duty. Supervisors must limit OT to emergent work requirements,

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e.g. urgent readiness situations, emergencies, safeguarding life and property, incidences where savings can be clearly demonstrated, or where there is a need to perform OT or CT that cannot be performed during regular working hours. Following are the two types of OT:

(1) Scheduled Overtime (OS) work is a pre-approved part of an employee's regularly scheduled administrative workweek/schedule. It should be scheduled prior to the beginning of an employee's regularly scheduled administrative workweek. Employee needing to work additional 8 hours shift to cover for another employee who is on emergency leave is an example of OS. Department Heads/Supervisors initiates the request and forwards to Commanding Officer via Comptroller for approval. See enclosure (2) for submission procedure.

(2) Unscheduled Overtime (OU) work is not part of an employee's regularly scheduled administrative workweek/schedule and is used for irregular or occasional work requirements. Employee needing to work additional 8 hours shift to cover for a sudden absence of another employee is an example of OU. OU is an unplanned extra work requirement needed within 24 hours. Department Head/Supervisors initiates the request and forwards to the Commanding Officer via Comptroller for approval. Refer to enclosure (2) for submission procedure.

b. COMPENSATORY TIME EARNED (CE). CE is merely an alternative form of payment of OT work. Usually, CE will be used before annual leave is approved, unless annual leave would otherwise be forfeited. Employee must use CE (Coded CT when inputting hours in SLDCADA) within 26 pay periods after it is earned. Unused CE is paid out at the employees OT rate at the time it was earned. To avoid this payouts, supervisors are responsible for monitoring and managing employee leave balance to include encouraging employees to use CE as the primary source of leave until it is exhausted. CE not used prior to an employee's transfer to a non-Navy command/activity is paid out as OS/OU. Procedure for submission and approval is the same as OS/OU. CE is not applicable to LN employees.

c. CREDIT HOURS. Only full-time and part time employees under flexible work schedules may earn credit hours. Credit hours are in excess of the employee's basic work requirement (8 hours per day, 40 hours per week, or 80 hours per pay period). Credit hours are not applicable to LN employees.

(1) Employees may only earn CD in exchange for time off. Employees moving from an Federal Wage System (FWS) to a regular or Compressed Work Schedule (CWS) must first deplete any CD balance, unless the schedule change is management-directed or the employee leaves NAVSUPPACT Naples. In those circumstances, accumulated CD is paid at the employee's hourly rate.

(2) Employees may not earn CD for training or in conjunction with excused absences.

(3) An employee may earn a combination of CD, CE, and OS/OU in a pay period per compensatory and overtime rules.

(4) A supervisor cannot direct CD; instead, an employee elects to earn CD with approval from their supervisor. The employee must enter a request in SLDCADA to record the earned hours.

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(5) CD hours must be earned before used. The employee must have a CD balance in SLDCADA in order to use the code CN “credit hours taken.”

(6) Employees may only carry a maximum CD balance of 24 hours into the succeeding pay period. CD earned above the 24-hour maximum carryover must be used during the pay period earned, or forfeited.

d. COMPENSATORY TIME OFF FOR TRAVEL. Employees who are required to travel away from their official worksite with travel occurring outside their regular tour of duty are eligible for compensatory time off for travel. Compensatory time off for travel applies to employees who are not otherwise compensated for their time (e.g. employees who receive overtime pay for travel). The following conditions apply:

(1) Supervisors and managers who can direct travel and approve leave may credit and approve compensatory time off for travel.

(2) Travel time is credited in 15 minute increments, to include the time employees who actually spend travelling and the usual waiting time that precedes or interrupts travel. For these purposes, usual waiting time for the check-in and pre-flight departure is 2 hours and train travel 1 hour.

(a) Travel time in conjunction with a permanent change of station or a temporary change of station is not creditable.

(b) The time that employees spend at a temporary worksite between arrival and departure (i.e. the period of temporary duty) is not creditable.

(c) If an employee is in a status of earning travel compensatory time, the time required traveling between home and the airport terminal, train station, etc., is considered commuting time and is not creditable. Compensatory time for travel is allowed for travel between a workplace and the airport terminal.

(d) Should an employee choose a different route or mode of transportation for personal reasons, leave on different day that is different from the government requirement, the lesser amount of creditable time that the government would have used based on the most direct route taking into consideration the normal work day is utilized.

(e) In computing travel times, the time zone from the point of departure and returning must be used to determine how many hours the employee actually spent in a travel status, i.e., when the employee departs to go Temporary Duty Assignment (TDY), they must use departure time in that time zone. When the employee is returning from their TDY, they must use the time zone that they are returning to.

(f) An extended waiting period, i.e., unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes is not considered time in a travel status.

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(3) Employees requesting travel compensatory time will use enclosure (1) to submit their request to their supervisor within 5 working days after returning to their official duty station from travel or approved leave which immediately follows travel during which the compensatory time off for travel was earned, along with all key supporting documents (KSD) to include airline itinerary, travel voucher, and travel orders to support request. All KSDs to include enclosure (1) will be submitted to N8 Customer Service Representative (CSR) to verify and validate the request before a supervisor approves.

(4) After enclosure (1) is reviewed by N8 CSR and approved by the supervisor, the employee will enter travel compensatory type earned (code CB) in SLDCADA. Travel compensatory time is entered in the pay period earned.

(5) Employees request travel compensatory time off in the same manner as they request annual leave. Type Hour Code for travel comp time taken is "FC".

(6) Compensatory time off for travel must be used within 26 pay periods after the pay period in which it was earned, or it will be forfeited. If the forfeit occurred because of operational tempo of the command or other competing requirements, the Commanding Officer may extend the deadline by another 26 pay period. When an employee separates from Department of Defense (DoD), the employee will forfeit any unused balance.

(7) An individual may not receive payment for unused compensatory time off for travel under any circumstances.

(8) When traveling on a holiday, those hours that an employee would normally work are not compensable as the employee is already receiving payment for that time.

5. Responsibilities.

a. Commanding Officer

(1) Establish a culture of audit readiness and ensure employees and supervisors adhere to this instruction.

(2) Control the use of OT in compliance with Department of Navy (DON) and CNIC policies.

(3) Verify that OT budget estimates are developed on a realistic basis, and those amounts approved as part of the budget will be considered a firm target. However, it is recognized that unforeseen events can result in unplanned OT expenses affecting the approved budget.

(4) Develop internal policies to ensure, to the extent possible, that employees use their CT earned subject to the 26th pay period limitation.

(5) Conduct periodic self-assessments in order to analyze and justify the need for the OT and CT incurred. This can be delegated to the Executive Officer or Installation Comptroller.

(6) Approve or disapprove all types of OT/CT.

b. Department Heads

(1) Implement and execute OT/CE/CD/CB administration policy at the command level.

(2) Minimize the cost impact as it pertains to changes in existing work schedules and reassignment of priorities.

(3) Analyze the need for OT work, the accomplishment of the missions, and any manning requirements if applicable, before incurring excessive OT cost. This can be delegated to supervisors.

(4) Ensure workloads are distributed in a way that can be accomplished within the normal working hours and establish work priorities. This can be delegated to supervisors.

(5) Conduct periodic self-assessment regarding the OT and CE usage and need.

(6) Create Labor Phasing Plan. Spend labor funds wisely and taking into consideration budget expense projections for each fiscal year.

(7) Ensure employees do not engage in OT/CE work without proper approval with the exception of unscheduled OT/CE.

(8) Review employee's workload on a regular basis to ensure it can be accomplished within the normal working hours to avoid unnecessary OT/CE. This can be delegated to supervisors.

(9) Initiates OT/CE request for mission critical/unscheduled overtime using enclosure (1). This can be delegated to supervisors.

c. Installation Comptroller

(1) Principal advisor to the Commanding Officer on all financial matters.

(2) Provides guidance and assistance to department heads on managing labor funds.

(3) Conducts periodic review of labor budget ensuring all departments properly executes the plan and not exceed controls/cash allocated.

(4) Conducts impartial review of all OT/CE request prior to submission to the Commanding Officer for review/approval.

(5) Approves U.S. employees OT/CE requests in SLDCADA after review/approval of the Commanding Officer. Forwards approved LN OT requests to Payroll for processing.

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(6) Serves as SLDCADA Installation CSR.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. All applicable forms can be found at:
https://www.secnav.navy.mil/doni/NFOL/SECNAV/NAVCOMPT%20Forms/_NAVCOMPT_282__323.pdf



J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cnrc.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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EURAFCENT CT/OT PROCESS FLOWS

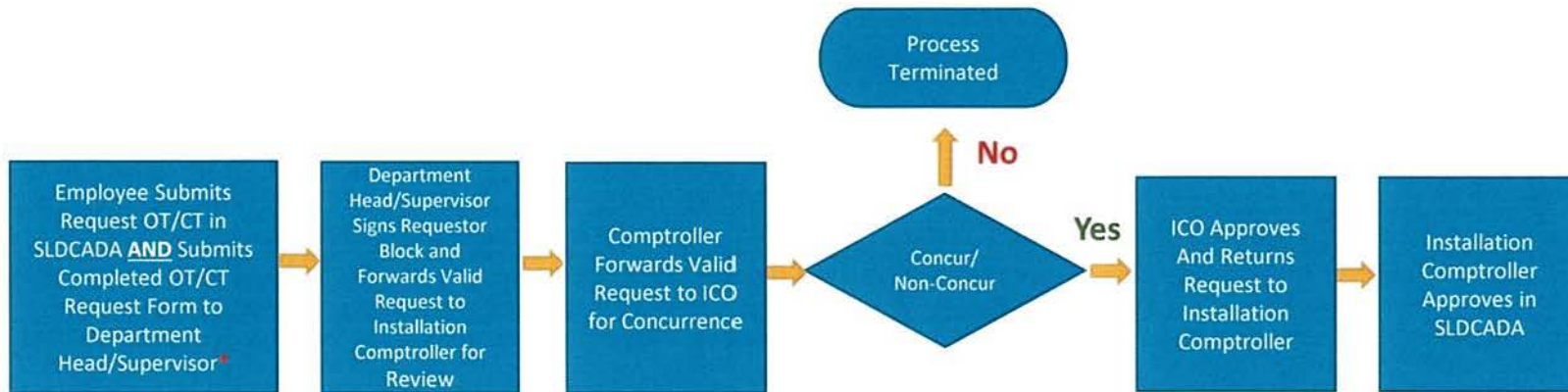
As of 14 OCT 20 – 09:00

1
Enclosure (2)

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Scheduled OT/CT Request Process

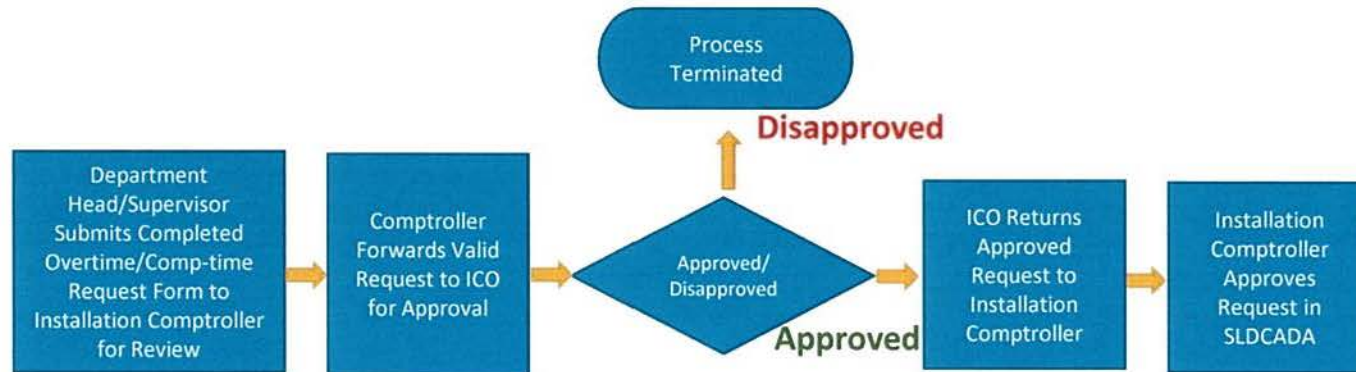
GS – ALL Installations



***Employee does not sign OT/CT Request form.**

- Request should be completed on the NAVCOMPT FORM 2282. Justification should be concise and demonstrate why OT/CT cannot be accomplished during normal working hours or other scheduling flexibilities. Supervisors should work diligently to ensure OT & CT are last options.
- Installation Comptroller should provide an impartial review to request(s) being made so that Installation Commanding Officer (ICO) can make an informed decision. Ensure that form is correctly completed and reason for request is justifiable and credible

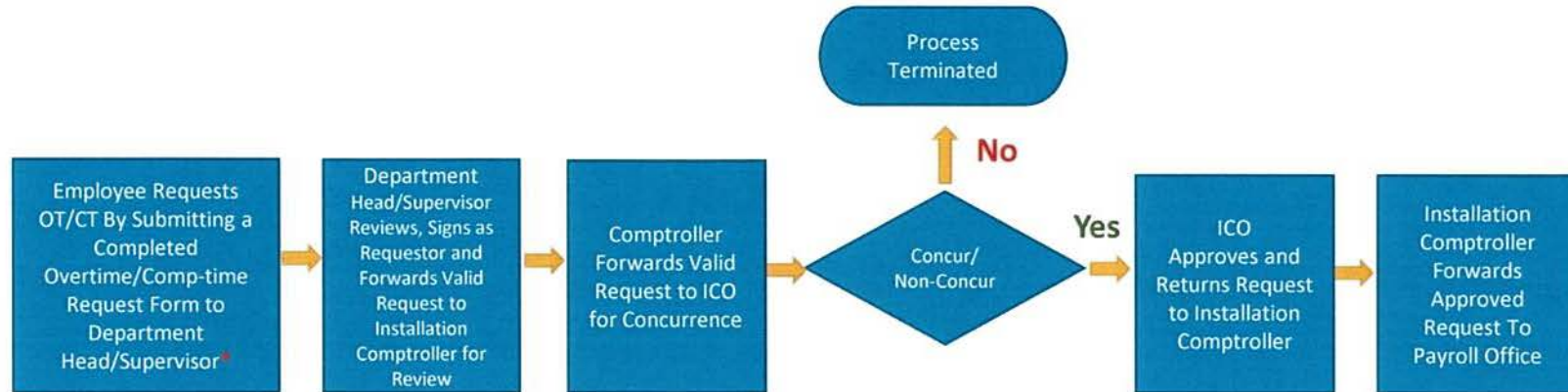
Mission Critical and Unscheduled OT/CT Request GS ALL Installations



- Request should be completed on the NAVCOMPT FORM 2282. Justification should be concise and demonstrate why OT/CT cannot be accomplished during normal working hours or other scheduling flexibilities. Supervisors should work diligently to ensure OT & CT are last options.
- Installation Comptroller should provide an impartial review to request(s) being made so that Installation Commanding Officer (ICO) can make an informed decision. Ensure that form is correctly completed and reason for request is justifiable and credible.

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Scheduled OT/CT Request Process LN/TCN – Italy, Spain, & Bahrain

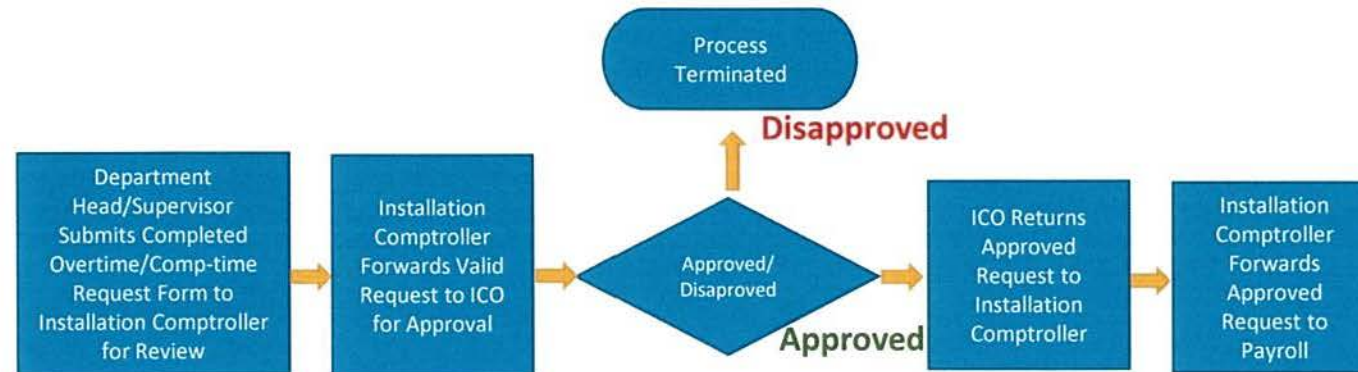


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Mission Critical and Unscheduled OT/CT Request LN/TCN – Italy, Spain, & Bahrain



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- Installation Comptroller should provide an impartial review to request(s) being made so that Installation Commanding Officer (ICO) can make an informed decision. Ensure that form is correctly completed and reason for request is justifiable and credible.

Definitions

- **Credit Hours:** Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employees basic work requirement under a flexible work schedule. The basic work requirement for full-time employees is 80 non-overtime hours in a 2-week pay period. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may use credit hours during a subsequent day, week, or pay period, with supervisory approval, to allow the employee to be absent from an equal number of hours of the employees basic work requirement with no loss of basic pay.
 - OPM Factsheet: <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/>
- **Compensatory Time:** Compensatory time off is: **1)**Time off with pay in lieu of overtime pay for irregular or occasional overtime work, **or 2)**When permitted under agency flexible work schedule programs, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.
 - OPM Factsheet: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off/#:~:text=If%20accrued%20compensatory%20time%20off,compensatory%20time%20off%20at%20the>
- **Overtime:** Overtime pay provided under title 5, United States Code, is pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative workweek.
 - OPM Factsheet: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/>

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Questions to Ask

- Why can't the over OT or CT work be accomplished during normal working hours?
- Why is comp time being requested in lieu of credit hours?
- Are either of these requirements an after-hours event (e.g. evening phone call back to CONUS)?
- Who directed the work that requires comp time?
- Was it a short-fused task? (In other words, why couldn't it be completed during normal working hours).
- What is the root cause?

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Other Considerations

- Determine ways that work schedules can be “flexed” to accomplish requirements without incurring OT/CT costs. Try flexible work schedules to reduce OT/CT.
- Treat OT/CT as the exception, not the rule
- Does your team have the right equipment and resources?
- Track and identify overtime patterns
- Cross-train your employees
- What is the root cause?

Tips for Completing the Form

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OVERTIME / COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)

FROM: Commanding Officer, Installation XXXX		DATE:				
TO: Executive Director, EURAFCENT		VIA: Comptroller, EURAFCENT				
<small>It is requested that authorization be given for the following employees to perform work as indicated and justified by See SECNAVINST 7000.11 for additional information.</small> <input type="checkbox"/> OVERTIME <input type="checkbox"/> COMPENSATORY TIME <input type="checkbox"/> CREDIT HOUR RELIGIOUS COMPENSATORY <input type="checkbox"/> ADVANCE RELIGIOUS COMPENSATORY TIME						
PAY NUMBER	FSLA STATUS <small>*SEE LEGEND BELOW</small>	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE(S) (From)	(To)
JOB ORDER NO. 4	WORK ORDER NO. 5	LOCATION				
<small>JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS: Not required for Religious Compensatory Time.</small>						
SIGNATURE: (Requestor) 7						
TITLE						
AUTHORIZATION:		SIGNATURE: (Approving authority) 8				
REQUEST IS <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		DATE				
<small>NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.</small>						
*LEGEND	<small>FSLA STATUS</small> N = NONEXEMPT E = EXEMPT	<small>TYPE OF OVERTIME</small> = REGULARLY SCHEDULED OVERTIME > = IRREGULAR OVERTIME	<small>NOTE</small> > THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.			

- 1) Select only one type of request.
- 2) Identify pay code (GS, EA, BG, UA, etc.) **USE SEPARATE REQUESTS FOR LOCAL NATIONAL AND GS**
- 3) Only complete when OT is requested. **Unscheduled or Scheduled** should be first word of justification.
- 4) Not required.
- 5) Not required.
- 6) All request should start with **Scheduled or Unscheduled**. A succinct and valid justification should be provided to support request(s).
- 7) Dept HD or Supervisor
- 8) CO (XO in case of CO's extended absence)