



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 12600.3 CH-1  
BUPERS-05  
20 Apr 2021

BUPERS INSTRUCTION 12600.3 CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: CIVILIAN TRAVEL AND COMPENSATORY TIME FOR TRAVEL FOR THE  
BUREAU OF NAVAL PERSONNEL

Encl: (1) Revised page 4

1. Purpose. To transmit revised page 4 of the basic instruction. This change adds an additional requirement for employees to submit a travel compensatory time calculation sheet once travel has been completed.

2. Action. Remove page 4 of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) 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 change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

A. HOLSEY  
Deputy Chief of Naval Personnel

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via BUPERS Web site: [www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/](http://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/).



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BUPERSINST 12600.3  
BUPERS-05  
3 Jan 2018

BUPERS INSTRUCTION 12600.3

From: Chief of Naval Personnel

Subj: CIVILIAN TRAVEL AND COMPENSATORY TIME FOR TRAVEL FOR THE  
BUREAU OF NAVAL PERSONNEL

Ref: (a) 5 CFR  
(b) 5 U.S.C.

1. Purpose. To document the Bureau of Naval Personnel (BUPERS) civilian travel policies and procedures.

2. Cancellation. ADMINMAN articles 12600-030 and 12600-050 of NAVPERSCOM M-5000.1

3. Scope and Applicability. This instruction is applicable to all BUPERS commands and subordinate activities.

4. Travel as Hours of Work. Employee travel time is paid for the hours spent in a travel status and determined to be hours of work under reference (a) part 550, the Fair Labor Standards Act (FLSA) for exempt employees and under reference (a) part 551, for nonexempt employees. Conversely, employees are not entitled to payment for hours spent in a travel status that are not determined to be hours of work. Employees should not schedule meetings, conferences, or inspections to begin or end at times that would require travel during non-duty hours.

a. Per reference (a) part 550 and reference (b) section 5542, official travel is hours of work if the travel is:

(1) Outside the employee's official duty station, and

(2) Within the hours of the employee's regularly scheduled administrative workweek, including regularly scheduled overtime hours (note that overtime hours should not be scheduled specifically to accommodate travel), or

(3) Outside the hours of the employee's regularly scheduled administrative workweek, is ordered or approved, and meets one of the following four conditions. The travel

(a) Involves the performance of work while traveling (such as driving a truck);

(b) Is incident to travel that involves the performance of work while traveling (such as deadhead travel in order to drive an empty truck back to the point of origin);

(c) Is carried out under arduous and unusual conditions (e.g., on unpaved roads or under extremely severe weather conditions.); or

(d) Results from an event that could not be scheduled or controlled administratively by any individual or agency in the executive branch of government (such as training scheduled solely by a private firm or a job-related court appearance required by a court subpoena).

b. Under FLSA, reference (a) part 551, time spent traveling is hours of work if an employee is required to:

- (1) Travel during regular working hours;
- (2) Work during travel (e.g., driving a government vehicle as part of a work assignment);
- (3) Travel as a passenger on a 1-day assignment away from the official duty station; or
- (4) Travel as a passenger on an overnight assignment away from the official duty station on a non-work day during hours that correspond to the employee's regular working hours.

c. Compensation for time spent in travel that meets any of the conditions listed above is either regular work hours or overtime, as appropriate. Employees who travel at night or on Sunday do not receive night differential or Sunday premium pay unless the employee's regular schedule is to work at night or on Sunday.

5. Compensatory Time for Travel. An employee may earn compensatory time for travel for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. To be creditable under this provision, an authorized agency official must officially approve the travel. The compensatory time provision is applicable to an "employee" without regard to whether the employee is exempt from or covered by the overtime pay provisions of FLSA.

a. For the purpose of compensatory time for travel, creditable time in a travel status includes:

- (1) Time outside of regular working hours actually spent traveling between the official duty station and a temporary duty station;
- (2) Time outside of regular working hours actually spent traveling between two temporary duty stations;
- (3) The usual waiting time (2 hours or less) preceding or interrupting travel (waiting at airport or train station, etc.) outside of regular working hours;

(4) Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of their official duty station, minus the employee's normal commuting time is creditable towards compensatory travel time (normal commuting time is not creditable time in a travel status); or

(5) Travel outside of regular working hours between a worksite and a transportation terminal is creditable towards compensatory travel time, and no commuting time offset applies. Travel time from the airport to hotels and vice versa is limited to 1 hour of travel time unless justified by mileage.

b. Compensatory time for travel does not include:

(1) Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station considered equivalent to commuting time.

(2) Meal periods during actual travel time or waiting time are not included in the normal work day. Meal period for a travel period of 8 hours or less is 30 minutes. Meal period for a travel period greater than 8 hours is 1 hour; or

(3) Extended waiting periods (beyond 2 hours).

c. Travel during normal working hours is compensated as hours of work as discussed above. Travel during the employee's normal tour of duty hours on paid holidays is also compensated hours and no entitlement to travel compensatory time applies.

d. Employees who do not report for work during their normal tour of duty must submit a leave request. If no leave request is submitted, this time will be deducted from any compensatory time.

e. When an employee travels at a time other than the time selected by the agency, the agency must credit the employee with the lesser of either:

(1) The estimated time in a travel status the employee would have had if the employee had traveled at the time selected by the agency; or

(2) The actual amount of time the employee was in a travel status (which will be documented on NAVPERS 7421/1 Overtime/Compensation Time Authorization Request).

f. Compensatory time for travel is credited and used in 15-minute (quarter-hour) increments. It is not considered in the bi-weekly or annual premium pay caps or the aggregate limitation on pay. Therefore, there is no limitation on the amount of compensatory time for travel employees may earn or have to their credit at any one time.



g. Employees must schedule and request to use earned compensatory time for travel the same as any other type of leave. Earned compensatory time for travel that is not taken before it is 52-weeks old is automatically forfeited.

h. There is no legal authority to restore an employee's forfeited annual leave because the employee elected to use earned compensatory time for travel instead of using his or her excess annual leave.

i. Under no circumstances may an employee receive payment for unused compensatory time for travel. Travel compensatory time does not transfer to another agency and is forfeited upon transfer or separation.

j. Travel involving two or more time zones is determined by the time zone where the travel initiated for each trip. The point of first departure must be used to determine when and how many hours the employee actually spent in a travel status to calculate compensatory time for travel.

k. Examples for calculation of compensatory time for travel can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>. Additionally, the employee should request a sample Employee Travel Compensatory Time (CT) Calculation Sheet from the civilian pay CSR. The calculation sheet should be used to do travel compensatory time calculations and must be submitted to the civilian pay CSR along with the travel compensatory time request, travel orders and travel itinerary after travel has been completed.

#### 6. Procedures for Requesting Compensatory Time for Travel

a. For BUPERS, Navy Personnel Command (NAVPERSCOM), and Navy Pay and Personnel Support Center (NPPSC), compensatory time for travel must be requested on NAVPERS 7421/1. The completed form must be submitted to Total Force Human Resources and Manpower (BUPERS-05) for review and forwarded to Assistant Commander, NAVPERSCOM, Business Operations Department (PERS-5) for approval in advance of the scheduled travel. All other commands must follow local command policy or contact their civilian pay customer service representative (CSR) for more information.

b. Travel compensatory time may be submitted after travel has been completed when no additional overtime or compensatory time is required during the same trip. The employee travel itinerary, travel orders, and Employee Travel Compensatory Time (CT) Calculation Sheet, must be submitted with the NAVPERS 7421/1.

(1) The period the travel will actually occur must be typed or written on the request.

(2) The request is submitted for an entire pay period. When travel expands beyond a pay period ending date, one or more requests may be necessary per trip.

(3) One request may be submitted for more than one person and for more than one type hour code.

(4) All requests must be signed by the employee's supervisor and the applicable head of the organizational unit, department head (DH), officer in charge (OIC), commanding officer (CO), or designee.

(5) The name, grade, and step of each employee who will travel must be typed or written on the request.

(6) The requested hours must be submitted in Standard Labor Data Collection and Distribution Application (SLDCADA) at the same time the hard copy is submitted to the civilian pay CSR. The civilian pay CSR will input the designee's decision regarding the SLDCADA request.

c. Normally, the request for compensatory time for travel must be submitted to the civilian pay CSR for review 2-pay periods in advance of travel involving additional work hours but not less than 2 days in advance. Requests involving only travel compensatory time should be submitted no later than 30 days from trip completion. The civilian pay CSR will forward for final disposition to the proper designee. Employees should not record hours without receiving SLDCADA approval. The civilian pay CSR must maintain the request for audit purposes.

d. Supervisors must ensure accurate entries on the timesheet concerning the travel hours and must further ensure only necessary travel is performed. Employees may not record travel compensatory time on the timesheet without prior written approval from the head of the organizational unit, DH, OIC, CO or designee and or receipt of SLDCADA approval notification. Only the hours actually traveled are to be recorded on the timesheet. Documenting hours to be traveled (projection of hours) on the timesheet is strictly prohibited.

## 7. Definitions

a. Usual Waiting Time. Travelers generally are required to arrive at the airport at a designated pre-departure time (e.g., 1 or 2 hours before the scheduled departure). Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status. In addition, time spent at an intervening airport waiting for a connecting flight (e.g., 1 or 2 hour layover) is also creditable for compensatory time in a travel status. The maximum allowance for usual waiting time is 1 hour for travel in the U.S. (including Hawaii) and 2 hours for international travel.

b. Extended Waiting Period. An unusually long wait (beyond 2 hours) during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes. The extended waiting time outside the employee's regular working hours is not creditable towards compensatory time for travel. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.

c. Meal Period. Time the employee is allotted to eat meals while on travel. Thirty minutes for travel that is 8 hours or less and 1 hour for travel exceeding 8 hours. This time is deducted from total compensatory time.

d. Commuting Time. The employee's normal home-to-work or work-to-home travel time. Normal commuting time is not creditable towards compensatory time for travel.

e. Time in a Travel Status. The time actually spent traveling by any mode of transportation.

8. Questions. May be directed to the BUPERS frequently asked questions (FAQ) e-mail box at [MILL\\_BUPERS-05\\_FAQ@navy.mil](mailto:MILL_BUPERS-05_FAQ@navy.mil).

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual (SECNAV) 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Form. NAVPERS 7421/1 Overtime and Compensation Time Authorization Request may be accessed at <https://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>



R. A. BROWN  
Deputy Chief of Naval Personnel

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>