



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U.S. MARINE CORPS FORCES, PACIFIC
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I MEFO 12610.1

G-1

MAY 07 2021

I MARINE EXPEDITIONARY FORCE ORDER 12610.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: ADMINISTRATION OF ATTENDANCE AND TIMEKEEPING FOR CIVIL SERVICE
EMPLOYEES

Ref: (a) U.S. Code Title 5, 6101
(b) CFR Title 5 Part 610
(c) 5 CFR 550.114(d)

Encl: (1) Overtime/Compensatory Time Request and Authorization, NAVCOMPT
Form 2282
(2) I MEF Compensatory/Overtime Policy

1. Situation. Civil Service Employees have an important daily role in our mission success; however, their working hours and schedules are governed by rules that differ from those of active duty service members. Clear guidance ensures fair treatment and uniform application of established policies and applicable laws throughout the various sections that employ civilian personnel.

2. Mission. To publish policies, procedures, and guidance for the administration of civilian personnel attendance and timekeeping within I Marine Expeditionary Force (I MEF).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish the internal processes and delegation of authority pertinent to attendance and timekeeping in order to promote consistent civilian personnel administration.

(2) Concept of Operations. To establish regulatory requirements for the implementation of provisions contained in references (a) through (c), and to comply with other appropriate laws and regulations applicable to attendance and timekeeping for civilian personnel.

(3) Only the following situations warrant the approval of overtime or compensatory time:

(a) Emergent critical operations.

(b) Safeguarding of health and property, or safety-related situations.

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(c) A substantial savings is realized by its use. It must be documented and justified with cost savings indicated.

b. Coordinating Instructions

(1) Work Schedule

(a) The normal work schedule for I MEF Command Element and Major Subordinate Command civilian personnel is 0730 to 1630 Monday through Friday, exclusive of lunch periods.

(b) Supervisors may authorize alternate work hours within the time frame of 0630 to 1730 in order to allow for a reduced or extended lunch, or to permit earlier/later arrival and departure times. However, the following criteria shall be adhered to:

1. There are eight hours of work in each day with a minimum 30 minute lunch break.

2. The work schedule is consistent and the mission is accomplished.

3. Supervisors are not permitted to extend a work week beyond 40 hours as a normal schedule, e.g. 10 hour workdays.

4. Alternate Work Schedules (AWS) are not usually permitted due to the operational nature and mission of I MEF. All AWS requests will be submitted to the supervisor for approval and forwarded to the I MEF Assistant Chief of Staff (AC/S), G-1, for processing with the Marine Corps Base (MCB), Camp Pendleton Payroll Office.

(2) Overtime/Compensatory Time. Overtime is pay for hours of work officially directed or approved in excess of eight hours in a day or 40 hours per work week. Compensatory time is time off with pay in lieu of overtime pay for overtime work. Overtime and compensatory time shall be limited to an absolute minimum based on emergent critical operations, safeguarding of health and property, or safety-related situations, substantial savings is realized by its use and no military personnel available to perform the task. Overtime/compensatory time will not be used to accomplish routine or recurring commitments or to perform backlogged nonessential work. Authorization of overtime and compensatory time shall be documented with full justification using enclosure (1). Overtime will be documented in six minute increments. The immediate supervisor will sign the Navy Comptroller Form 2282 (NAVCOMPT FORM 2282) as requestor and forward to their respective Deputy or Principal Staff Officer (O5/O6 level), and to the I MEF AC/S G-1 and AC/S G-8 for approval. Enclosure (2) provides I MEF Overtime Compensatory Time, and Travel Compensatory Time policy in detail.

(a) Compensatory time earned will be used before annual leave except when annual leave accumulation over 240 hours would result in loss of annual leave. Earned compensatory time shall be used within the 26 pay periods after being earned or it will be forfeited at the end of the 26th pay period.

(b) Exempt employees, at their own discretion, may choose to work outside of their normal workday without being compensated with paid overtime or compensatory time. This time will not be recorded.

(c) Enclosure (2) provides further explanation regarding the Fair Labor Standards Act (FLSA), how it is applied to I MEF policy, and defines FLSA exemption status. Upon check-in, all new civilian personnel will complete enclosure (2) along with their supervisors. The FLSA criteria will be applied to each I MEF civilian employee. Depending upon an employee's grade and the nature of work, the employee will be identified as "exempt" or "non-exempt". The determination of "exempt" or "nonexempt" is recorded on each employee's position description cover sheet and Standard Form 52, Request for Personnel Action.

(3) Travel Compensatory Time. When an employee is in a travel status away from the employee's official duty station and the travel time is not otherwise compensated, the following applies:

(a) The travel must be authorized for official work purposes and approved by an authorized official. Qualifying travel compensatory time is earned in increments of 15 minutes. Travel compensatory time expires 26 pay periods after the pay period in which it was earned.

(b) When an employee is offered one mode of transportation and is permitted to use an alternate mode of transportation, or travels at a time or route other than what is initially approved, creditable time for travel must be based on the authorized travel dates, the traveler's destination, and itinerary.

(c) When travel involves two or more time zones, the time zone from the point of departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing travel compensatory time (i.e., employee departs California to Hawaii, California time is used to compute travel compensatory time. When the employee returns from Hawaii to California, Hawaii time is used to compute travel compensatory time).

(d) Travelers earn travel compensatory time for the following:

1. The travel time spent between the official duty station and a temporary duty station, and the travel time spent between two temporary duty stations.

2. Usual waiting time, which includes the time required by air carriers or transportation terminals for travelers to arrive at the airport/terminal prior to departure, and the time spent waiting for a connecting plane, train, or bus, to include weather delays and mechanical problems. Creditable travel compensatory time for usual waiting time will be two hours for domestic travel and up to four hours for international travel (i.e., if time spent waiting for a connecting plane is more than two hours only two hours will be earned for travel compensatory time). Exceptions must be approved by the supervisor and forwarded to the I MEF AC/S G-1.

(e) Time spent traveling during basic (non-overtime) holiday hours is not compensated because employees are entitled to their basic rate of pay for those hours.

(f) Enclosure (1) will be used to request and document approval for travel compensatory time. The traveler's itinerary and the completed NAVCOMPT Form 2282 will be submitted to their supervisor prior to travel compensation request submission. Submissions will be submitted through Standard Labor Data Collection and Distribution Application (SLDCADA) to the Marine Corps Base Camp Pendleton Payroll office. Employee's supervisors are required to maintain a copy of the completed NAVCOMPT Form 2282 for a period not less than six years.

(4) Changes in Tours of Duty

(a) Employees will be notified of changes in the days and/or shift hours of their basic workweek before the start of the administrative workweek in which the change takes place. Any such notification will be given with sufficient time to reasonably allow employees to make plans for the use of their non-work time.

(b) Work schedule changes will be requirement or mission driven.

(c) Work schedule changes will be in effect for at least one pay period.

(5) Time and Attendance Procedures. Employees will use the SLDCADA to record and report attendance and hours worked by all civilian employees. First level supervisors must be the primary certifier for their employee(s). Certifiers for each employee will enter their exceptions in SLDCADA by the second Thursday of the pay period unless earlier submission is required due to a holiday, Temporary Additional Duty, leave, etc. The employee's supervisor or an alternate (this must be someone senior to the employee) certifies the time, which authorizes the payment of salaries or wages for the time entered. All supervisors of civilian employees shall:

(a) Ensure the work hours performed by employees are entered in the SLDCADA bi-weekly. Ensure all approvals for overtime/compensatory time, travel compensatory time, and leave records are entered into SLDCADA as appropriate.

(b) Receive approval in advance from I MEF AC/S G-1, and AC/S G-8, to ensure funding is available for any overtime or compensatory time requests.

(c) Certify their employees' time and attendance as recorded by their entries in SLDCADA. When the supervisor is absent, the certification will be accomplished by an alternate certifier, operating in a supervisory capacity that possesses knowledge of the employee's attendance.

(d) Review time and attendance records for accuracy and ensure overtime has been approved. Entries will reflect normal daily work hours.

Uncompensated early arrival and late departure times will not be reflected. Supervisors must ensure civilian employees are not permitted to work unapproved overtime. All prior approved overtime for non-exempt employees must be compensated with either paid overtime, or if requested or agreed to by the employee, compensatory time.

(6) Certifiers will:

(a) Certify each employee's time and attendance in SLDCADA by the second Thursday of each pay period unless earlier submission is required because of a holiday, TAD, leave, etc. In the absence of the official certifier, the certification will be accomplished by an alternate certifier operating in a supervisory capacity that possesses knowledge of the employee's attendance.

(b) Ensure all schedule changes and schedules for new employees are entered on the Work Schedule Change (WSC) form (which can be obtained from the I MEF G-1 Total Force Manpower Program Manager). The form must have the supervisor's and employee's signatures prior to forwarding it to the I MEF G-1 Total Force Manpower Program Manager. The WSC Form will then be forwarded to the MCB Camp Pendleton Payroll Office where work schedule information will be entered into SLDCADA to generate the employee's new timesheets for their supervisors/certifiers. On Thursdays at the end of each pay period, civilian employees must provide supervisors NAVCOMPT Form 2282 for all compensatory time, travel compensatory time, and overtime with hours recorded accurately for signature.

(7) AC/S G-8, I MEF

(a) In conjunction with I MEF AC/S G-1, monitor overtime and compensatory time activity.

(b) Conduct a comprehensive overtime/compensatory time review on an annual basis at the midyear budget cycle to ensure adequate internal controls are in place for compliance.

4. Administration and Logistics. Point of Contact for this order is the I MEF G-1 Division, Civilian Personnel Branch. The G-1 Total Force Manpower Program Manager will ensure all new employees are informed of this order during the check-in process.

5. Command and Signal

a. Command. This order is applicable to all I MEF Command Element and MSC Civil Service Employees.

b. Signal. This order is effective on the date signed.


G. C. SCHREFFLER III
Chief of Staff

DISTRIBUTION: I, II

**OVERTIME / COMPENSATORY TIME
REQUEST AND AUTHORIZATION (7410)**

[illegible]

I MEF COMPENSATORY/OVERTIME POLICY

1. General

a. "Nonexempt" Employees are subject to the Fair Labor Standards Act (FLSA) and may not work beyond their eight hour workday without being compensated for their time. Generally, all general schedule non-management positions at I MEF Command Element and MSCs are nonexempt. Supervisors must not "suffer or permit" nonexempt employees to work beyond an eight hour workday or take work home without being compensated.

b. "Exempt" Employees are not subject to the FLSA. Therefore, the "suffer or permit" concept does not apply. Exempt employees may choose to work outside of their normal workday without being compensated with paid overtime or compensatory time. However, they may not be required to do so without being compensated. It is I MEF policy that an employee will accumulate 80 hours of compensatory time before they are granted any overtime.

c. Overtime/Compensatory Time. All hours of work officially ordered or approved in excess of the employee's basic work week constitute overtime work; generally this is work in excess of eight hours per day or 40 hours per week. Compensatory time off is granted in an amount equal to the amount of overtime hours worked.

d. Call-back Overtime. If an employee is called back to work, any unscheduled overtime work the employee performs will be considered to be at least two hours in duration for overtime hours.

2. Policy

a. Overtime/compensatory work will be restricted to cases of necessity such as emergencies, support of emergent critical operations, safeguarding life and property and instances where significant savings can be clearly demonstrated. Compensatory time earned may be granted for irregular and occasional overtime work only. It is not authorized for regularly scheduled overtime work.

b. Authorization of overtime/compensatory time work will be in writing in advance for the performance of the work. When the exigency of the situation prevents prior approval, written approval will be accomplished not later than the first regular working day following the performance of the overtime/compensatory time work.

c. NAVCOMPT Form 2282, Overtime/Compensatory Time Request and Authorization, is used for overtime and compensatory time requests. A statement certifying overtime/compensatory work was performed will be annotated and signed by the employee under "Note" on the Overtime Request. Overtime and compensatory time worked will be recorded on the standard time card or time sheet. Compensatory time taken will be requested by the employee in the SLDCADA system and approved by the supervisor/certifier.

d. Overtime shall be approved by the AC/S G-1, I MEF. In the AC/S G-1 I MEF's absence, the Deputy AC/S G-1, I MEF shall approve overtime. This cannot be delegated. Authorization to approve compensatory time is delegated to the Principals/Special Staff Officers or Deputies as the approving authority (if no Principal/Deputy is available, Approving Authority is the AC/S G-1 or Deputy AC/S G-1). Once an employee accumulates 40 hours of compensatory time, the employee's Principal/Special Staff Officer will submit a compensatory time utilization plan to the I MEF G-1 Total Force Manpower Program Manager with the intent that earned compensatory time is depleted within 26 pay periods (i.e. one year) after being earned, in order to preclude the forfeiture of compensatory time.

EMPLOYEE (Print Name and Sign)

Date

SUPERVISOR (Print Name and Sign)

Date

I have read and understood policy regarding the overtime and comp-time policy as stated above.

I MEF COMPENSATORY/OVERTIME POLICY TRAVEL COMPENSATORY TIME

1. General

a. Compensatory time off for travel is earned by an employee for time spent in an officially authorized travel status away from the employee's official duty station when such time is not otherwise compensable.

b. Official travel status is the time actually spent traveling between the official duty station and a temporary duty station or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel (e.g., waiting times at an airport or train station prior to departure).

2. Policy

a. Compensatory time off for travel will be earned for qualifying time in a travel status in increments of 15 minutes. By the end of the 26th pay period after the pay period in which the compensatory time was earned, the employee must forfeit unused compensatory time off for travel except in certain circumstances as outlined in the following paragraph.

b. All unused compensatory time off for travel shall be forfeited when an employee separates from Federal service or when an employee transfers to another agency.

c. Employees shall not earn compensatory time off for travel during basic (non-overtime) holiday hours because they are entitled to their rate of basic pay for those hours.

d. Usual pre-departure waiting time and time spent waiting for a connecting flight (e.g. one or two hours) are also creditable time in a travel status.

e. If an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes is not considered creditable travel time.

f. Once an employee arrives at the temporary duty station, he or she is no longer considered to be in a travel status. Any time spent at a temporary duty station between arrival and departure is not creditable travel time for the purpose of earning travel compensatory time off.

g. An employee's normal commuting time will be added to the creditable travel time between home and the airport if travel is required outside the employee's regular working hours and outside the limits of the employee's official duty station.

3. NAVCOMPT form 2282, along with the itinerary, must be submitted to the supervisor as the requestor. Approving Authority is the Principal or Deputy in their absence. If no Principal/Deputy is available, Approving Authority is the AC/S G-1, I MEF for the Command Element and the MSC AC/S G-1 for each MSC.