

**STANDARD OPERATING PROCEDURE  
PROCEDURES FOR PROCESSING COMPENSATORY TIME OFF FOR TRAVEL  
REQUESTS FOR GS EMPLOYEES**

**Purpose:** To establish procedures and controls for requesting and approving requests for compensatory time off for travel requests for Government Schedule (GS) employees.

**Applicability:** This guidance applies to all Kaiserslautern District GS employees and supervisors of District GS employees.

**Reference:** Department of Defense Dependents Schools (DoDDS) Memorandum, Subject: Compensatory Time Off for Travel (CTOT) Processing Procedures for GS Employees, 16 June 2005; and OPM Interim Regulations, Part 550, Title 5, Code of Federal Regulations, subpart N, Compensatory Time off for Travel.

**Procedures:**

1. To qualify for compensatory time, the time must be spent traveling between the official duty station and a temporary duty station; must be designated in advance as officially authorized travel; and employees must not be compensated in any other manner.
2. All compensatory time off for travel must be requested and approved in advance, so employees must submit requests to their supervisor prior to actual travel, basing the time requested on the approved travel itinerary. Should the employee encounter delays once travel begins, the compensatory time may be adjusted to include the additional time.
3. Compensatory time will be requested, accrued, tracked, and used in 15-minute increments and this time must be used within 26 pay periods. Unlike regular compensatory time, compensatory time for travel does not convert to paid time. Any compensatory time for travel not used within 26 pay periods of being earned will be forfeited.
4. Employees must complete the Request for Compensatory Time for Travel (CTOT) form (March 2005) (Atch 1), documenting time spent in a travel status, and an amended timesheet. The employee then submits the form to the supervisor for approval. Supervisors must review, verify and sign the form.
5. The supervisor submits the form, with the amended timesheet (for the pay period in which the compensatory hours were earned), to the time and attendance clerk for processing. The time and attendance clerk will log the hours on the worksheet created in the CTOT workbook. The clerk will maintain a worksheet for each employee who submits a CTOT to include the number of hours approved and CTOT hours used.

6. The time and attendance clerk will provide the approved form via e-mail to the Lead Customer Support Representative at [CTOT-AAOT-CSR@eu.dodea.edu](mailto:CTOT-AAOT-CSR@eu.dodea.edu) and must also notify the Lead CSR via e-mail when an employee uses the accumulated CTOT.

**Controls:**

1. Timely submission of approved CTOT requests.
2. Accurate tracking of CTOT requested and used.

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Superintendent

Attachment  
CTT Form-March 2005, Rqst for CompTime for Travel