



REFERENCE GUIDE

JOINT BASING – IMPACT ON COMPENSATORY TIME, COMPENSATORY TIME OFF FOR TRAVEL, CREDIT HOURS, AND TIME-OFF AWARDS

PURPOSE

The objective of this guide is to provide a reference for the potential impact of Joint Basing on compensatory (comp) time, travel compensatory (travel comp) time off, credit hours, and time-off awards when an employee transfers to another DoD Component.

BACKGROUND

The Defense Base Closure and Realignment Act of 1990 (Part A of Title XXIX of Public Law 101-510; 10 U.S.C. 2687 Note) requires DoD to close and realign all installations so recommended by the Commission. This realignment includes the relocation of installation management functions and the establishment of Joint Bases as specified in the 2005 Defense Base Realignment and Closure (BRAC) Commission Report to the President. With the implementation of the Joint Basing initiative, questions have been raised regarding the impact of the transfer on employees with comp time, travel comp time, credit hours and time off awards on the books. The following identifies the impact of the transfer on the items in question.

DISCUSSION

Compensatory Time

When a DoD employee separates or transfers to another Department or Defense Agency (e.g., from Army to Navy, from Navy to Defense Logistics Agency) any unused compensatory time off balance shall be paid at the overtime rate at which it was earned. Note that if the separation or transfer occurs before May 23, 2010, then any comp time off to an employee's credit as of May 14, 2007, normally referred to as "old compensatory time", will also be paid at the overtime rate at which it was earned. (Department of Defense Instruction (DoDI) 1400.25-V550.3.a.(3)(c); 5 CFR § 550.114(f)(1))





Compensatory Time Off for Travel

If a DoD employee transfers within DoD (e.g., Army to Navy), travel comp time transfers with them. If a DoD employee separates or moves to another Department outside of DoD (e.g., Army to DHS), travel comp time is forfeited. (DoD Policy on Travel Comp Time; 5 CFR § 550.1407)

Credit Hours

If a DoD employee transfers within DoD (e.g., Army to Navy) or from DoD to another agency (e.g., Army to DHS), then the credit hours are paid out (up to 24 hours maximum). Credit hours shall be paid at the employee's current hourly salary (non-overtime rate) when an employee is no longer subject to a flexible work schedule program, transfers to another employing activity, *provided the Agency and Major Claimant/Command changes*, or upon separation. (DoDI 1400.25-V610, Enclosure, 3.b.(2); DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, Chapter 5, Para. 0514055; USC § 6121(1); 5 USC § 6126(b))

Time-Off Awards

Time off granted as an award should be scheduled and used within one year after the effective date of the award. Under 5 CFR § 451.104, a time-off award cannot be converted to a cash payment under any circumstances. A time-off award cannot be transferred between DoD Components. (DoD 1400.25-M, SC451.14.5; 5 CFR § 451.104)

CONCLUSION

Joint Basing will have an impact on compensatory time, compensatory time off for travel, credit hours, and time-off awards that are on the books at the time of transfer. In some instances the time will be paid out, in some cases the time will transfer with the employee, and in some instances the time will be forfeited. Employees must be aware of the status of their hours and the effect of joint basing on these hours. It is imperative that managers and supervisors understand and communicate the potential impact of Joint Basing to their employees. In particular, it is recommended that managers and supervisors make efforts to allow employees to use their time-off awards before they leave the granting Component.





REFERENCES

- DoD Policy on Travel Comp Time
- DoD 1400.25-M, Civilian Personnel Manual, SC451.14.5
- DoDI 1400.25-V550.3.a.(3)(c)
- DoDI 1400.25-V610, Enclosure, 3.b.(2)
- DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, Chapter 5, Para. 051405
- 5 CFR § 451.104
- 5 CFR § 550.114(f)(1)
- 5 CFR § 550.1407
- 5 USC § 6121(1);
- 5 USC § 6126(b);