



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

June 16, 2005

**MEMORANDUM FOR SUPERINTENDENTS, DODDS-E
DIVISION CHIEFS, DODDS-E
PRINCIPALS, DODDS-E
TIME AND ATTENDANCE CLERKS, DODDS-E**

**SUBJECT: Compensatory Time Off for Travel (CTOT) Processing Procedures for GS
Employees**


The following processing procedures must be adhered to when employees file a request for CTOT:

1. Employees will complete the request for CTOT form (attached), which documents the time spent in a travel status, and an amended timesheet.
2. The employee submits the form to the supervisor for approval. Supervisors are to carefully review the information submitted. Once compensatory time has been verified, supervisors sign the form.
3. The supervisor will submit the form, with an amended timesheet, (for the pay period in which the compensatory hours were earned) to the time and attendance (TA) clerk for processing.
4. Once the compensatory time has been added to the employee's pay, the TA clerk will log the compensatory hours on the worksheet that is created in the CTOT workbook. The workbook will be e-mailed separately.
5. The TA clerk will have a worksheet for each employee who files a CTOT request. This worksheet will include the number of hours approved for CTOT and the hours used.
6. The TA clerk will provide the approved form via email to the Lead Customer Support Representative (CSR) in DoDDS-Europe. All forms are to be emailed to CTOT-AAOT-CSR@eu.dodea.edu.

7. The TA clerk must notify the Lead CSR via e-mail (use same address as above) when an employee uses CTOT. The time used is to be logged on the employee's worksheet in the workbook.

To further assist you in the implementation of these procedures, the following documents are attached: Compensatory Time Off for Travel Memorandum from DFAS and the Compensatory Time Off for Travel Memorandum from OPM.

The POC for these procedures is Ms. Paula Britten. Please contact her at DSN 338-7937 or CIV +49 (0)611-380-7937 if you need further assistance.


Gloria J. Gladden
Chief, Human Resource Office

Attachments:
As stated