DEPARTMENT OF THE NAVY
COMMANDER FLEET AIR MEDITERRANEAN
AND COMMANDER NAVAL SURFACE GROUP MEDITERRANEAN
COMMANDER MARITIME SURVEILLANCE AND RECONNAISSANCE FORCES
U.S. SIXTH FLEET
AND COMMANDER MARITIME AIR MEDITERRANEAN

COMBINEDSTAFFINST 12990.1
N01
27 NOV 2000

COMBINED STAFF INSTRUCTION 12990.1

Subj: TEMPORARY DUTY TRAVEL (TDY) FOR LOCAL NATIONAL (LN) EMPLOYEES

Ref: (a) Conditions of Employment manual (COE) for LN employees of the U.S. Armed Forces in Italy
(b) DOD Joint Travel Regulations
(c) COMBINEDSTAFFINST 12630.2A

1. Purpose. To publish detailed guidance for the implementation of TDY provisions in accordance with article 17 of reference (a).

2. Scope. This instruction is applicable to all Exchange and non-Exchange LN employees of the U.S. Navy installations in Italy, including Department of Defense Dependents Schools (DoDDS), employees of the Defense Commissary Agency (DeCA) and the Morale, Welfare and Recreational (MWR) Services.

3. Action. Local national employees may be assigned to temporary duty travel (TDY) outside their permanent duty post, in order to perform additional duty related to their position. The TDY of LN employees shall be authorized only for those purposes that are absolutely necessary, using the mode of transportation most convenient to the employing activity. TDY will be authorized by issuance of appropriate travel orders with related instructions regarding the purpose of the TDY, its estimated duration, authorized means of transportation, authorized reimbursable expenses and amount of authorized advance payments. The travel orders will also include instructions for the submission of the TDY travel expenses reimbursement claims, with related time limitations. Reimbursable TDY expenses are listed in volume 2 of reference (b) in addition to those listed in paragraphs 3b and 3c below.

a. Employees required to travel for TDY on non-duty hours are entitled at one hour paid compensatory time-off for each hour of such travel. The compensatory time accrual begins upon departure from the employee's residence or duty post and ends upon arrival to the TDY destination (military or commercial lodging, office, or military installation) and viceversa, when travel is entirely performed outside the employee's regular hours of work. When travel is performed in combination with regular duty hours and non-duty hours, the amount of the compensatory time is the total travel time, less the amount of regular hours of duty falling within the travel time. Compensatory time-off will be requested in accordance with paragraph 6d of reference (c) and must be taken as soon as possible after return from TDY. Compensatory time shall be posted on the employee's time card, showing the time and number of hours accrued and taken. Professional drivers and employees directed to act as professional drivers who drive a government owned or rented vehicle are entitled to overtime pay in accordance with article 42 of reference (a) for each hour, or fraction of an hour, actually worked as a driver outside of the regular hours of work. Overtime is paid in lieu of compensatory time off. Compensatory time off under these circumstances may not be authorized.

b. Employees required to travel on TDY to countries providing medical assistance through bilateral agreements with Italy will be granted paid administrative leave for the time necessary to obtain the required documents from the Italian health authorities (ASL/USL) for medical assistance coverage. Eventual expenses borne by the employees to obtain the above documents will be reimbursed in accordance with paragraph 3 above.

c. Employees may buy insurance coverage for cost of hospitalization or medical treatment not paid by ASL/USL for illness or injury occurring during TDY in countries outside the European Community and/or in countries without bilateral agreements with Italy for medical assistance. The cost of the insurance will be reimbursed in accordance with paragraph 3 above.

d. Employees traveling on TDY are entitled to an advance of 80% of the estimated authorized travel and per diem expenses to be borne by them. The advance payment for employees traveling

to the continental United States or lodged in Government BEQ or BOQ may be made by U.S. dollar if requested by the employees.

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