



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

12500

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II MEF POLICY LETTER 01-11

From: Commanding General

To: Distribution List

Subj: CIVIL SERVANT PAY, ALLOWANCES AND INTERNAL MANAGEMENT
CONTROLS WHILE DEPLOYED WITH II MARINE EXPEDITIONARY
FORCE ELEMENTS

Ref: (a) DoD 7000.14-R DoD "Financial Management Regulations"
(b) DoD 1400.25-M DoD "Civilian Personnel Manual"
(c) JTR Volume 2 "Joint Travel Regulations DoD Civilians"
(d) Department of State Standardized Regulations (DSSR)
075 "Reporting Data for Post Differential and Danger
Pay"
(e) CG II MEF msg 261608ZOct09, CG II MEF GUIDANCE FOR
OVERTIME (OT) PAY OF DEPLOYED CIVILIAN PERSONNEL

Encl: (1) PAY AND ALLOWANCE DEFINITIONS AND PROCEDURES/SAMPLE
SCENARIO

1. Purpose. To provide II Marine Expeditionary Force (II MEF)
policy for the administration of civil servants who are deployed
outside the continental United States (OCONUS) in support of
II MEF forces.

2. Information

a. Pay and Allowances. Pay and allowances for civil
servants deployed OCONUS in support of II MEF Forces will be
governed by this policy letter, references (a) through (e), and
the enclosure.

b. Command Relationship. The Operational Commander
(supported) will have Operational Control and Tactical Control
of assigned civil servants. Administrative Control (ADCON)
remains with the supporting command, Marine Corps Installations
East or II MEF. Regardless of who retains ADCON, the II MEF

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and II MEF Forward Assistant Chiefs of Staff, G1 are tasked to ensure supported commands with deployed civil servants take appropriate administrative action to ensure the timely submission of all necessary documentation required for the accurate receipt of all civil servant pay and entitlements.

3. Scope

a. The Chief of Staff (CoS), II MEF will be the approving authority for command requests for civil servants scheduled overtime in excess of 32 hours per pay period authorized in accordance with reference (e).

b. The CoS, II MEF (Forward) will be the approving authority for command requests for civil servants scheduled overtime, for those deployed ashore in support of Operation Enduring Freedom, in excess of 32 hours per pay period authorized in accordance with reference (e).

c. Commanders who have civil servants supporting them will ensure that their immediate supervisor is efficiently managing their time and the time submitted on the time sheet is certified as time actually worked.



C. S. OWENS

Deputy Commanding General

DISTRIBUTION: A AND B

PAY AND ALLOWANCE DEFINITIONS AND PROCEDURES/SAMPLE SCENARIO

1. Background. Full time civil servants are guaranteed 80 hours per pay period. Work hours performed in addition to an employee's approved work schedule may be considered as overtime or compensatory time hours earned. Additional work hours outside of the employee's approved 80 hour work schedule must be requested in advance and approved in writing.

2. Definitions

a. Work Day. In accordance with references (a) and (b), a workday is defined as the period between the commencement and cessation of principal activities (work to be performed) an employee is engaged to perform on a given day. All time spent by an employee performing an activity for the benefit of the command and under the control or direction of command is "hours of work."

b. Work Schedule. A current work schedule is required to be established and maintained for all employees reflecting regular workdays and hours of work. A distinction must be made to determine what is considered regular working hours for each employee. Regular working hours are defined as the days and hours of an employee's regularly scheduled administrative workweek. Work schedule changes are to be submitted to the ADCON organization for processing seven days prior to the commencement of a given pay period. An administrative work schedule may not exceed 80 per pay period. Any hours performed in excess of the administrative work week while deployed aboard amphibious shipping or ashore in support of OEF is to be considered as overtime hours, entitling the civil servant to premium pay. If the needs of the command change, the employee's working hours and work schedule may be changed to best meet the command's requirements, but the work schedule may not exceed 80 hours per pay period.

c. Meal Periods. The standard meal period is 30 minutes for a scheduled eight-hour workday. Meal periods are not considered hours of work. For example, an employee workday schedule of 0730 to 1600 (8.5 hours) includes a 30-minute lunch break. If the employee is granted a one-hour lunch break, then the workday schedule would be 0730 to 1630 to account for the lunch period. An employee may not be paid for the meal period. Commands may authorize up to two breaks of less than 20 minutes during the work day. Breaks authorized may not be used in

Enclosure (1)

conjunction with the meal period, the beginning or ending of a work schedule. For example, if the work day begins at 0730, the employee's authorized break may not commence at 0730.

3. Procedures

a. Time Sheets. Time and attendance sheets will be submitted to the ADCON organization for processing the last Friday before the end of the pay period. These sheets shall include hours performed by the employee and appropriate source documents (e.g. OT approval form, leave authorization etc.) as applicable.

b. Controls. The certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report shall be certified correct by the employee's supervisor, acting supervisor or other designated representative authorized to act as an alternate certifier at the end of the pay period. Certification ordinarily shall not be made earlier than the last workday of a pay period. In some circumstances, such as when a legal holiday falls on a Friday or Monday, it is not practical to operate without an early cutoff. In such cases, additional controls, which will be demonstrated in the system design, shall be in place and operating. These controls will ensure that any change in attendance or absence certified by a supervisor that occurs after the cutoff date either is identified and reported before pay computation or is reported for the next pay computation.

c. Electronic Certification. Reach-back administrative support via the ADCON organization is provided in support of the electronic certification of time and attendance. The deployed command's G-1/S-1 shall validate the accuracy and completeness of timesheets prior to forwarding for electronic certification.

d. Pay and Allowances. Upon receipt of deployment orders and 10 days prior to the date of departure, the CMO shall prepare bi-weekly pay cap waivers (as applicable for deployed personnel). All pay and entitlement issues will be resolved via the deployed G-1/S-1 to the II MEF G-1 CMO for appropriate action.

(1) OT Premium Pay. Civilian personnel will be paid for the approved hours performed in excess of the designated work day/week schedule. There are two types of overtime, scheduled and emergency that warrants premium pay.

Enclosure (1)

(a) Scheduled Overtime

1 Scheduled overtime is programmed by the commander, requested and approved in advance of the individual actually working the time. It is scheduled to meet the safety priorities of the command that the civil servant cannot accomplish during normal working hours. It should not be used to have the individual stand duty or as a watch stander, or because the individual is deployed and is unable to return home at the end of the day.

2 The NAVMC 2282 is used to request overtime. The justification will provide what command priorities the civil servant will accomplish during the overtime work, and why they cannot be accomplished during normal work hours.

(b) Emergency Overtime

1 Emergency overtime is an unanticipated requirement for a civil servant to work in support of Command priority issues. An example would be the requirement for a civil servant to assist with a mishap investigation.

2 When the commander requires the civil servant to work emergency overtime he will, as soon as practicable, notify the CoS, II MEF (afloat forces) or the CoS, II MEF (Forward) (ashore forces) stating the circumstances surrounding the requirement for emergency overtime and the number of hours the civil servant worked.

3 The NAVMC 2282 is used to document approved emergency overtime. It will be signed by the commander requiring the emergency overtime and submitted to the AC/S G1, II MEF for forces afloat or the AC/S G1, II MEF (Forward) for forces ashore.

(2) Overtime Approval. Reference (e) authorizes Major Subordinate Commands/Major Subordinate Elements (MSC/MSE) commanders to approve all emergency overtime and up to 16 scheduled overtime hours per week for deployed civil servants in direct support of combat operations. This is not an authorization for a blanket 16 hours overtime per week. Overtime must still be required by the commander and worked by the civil servant. Approval of overtime in excess of 16 hours per week will be granted by the CoS, II MEF for forces afloat and by the CoS, II MEF (Forward) for forces ashore.

Enclosure (1)

(a) Overtime must be clearly justified using troop to task analysis, and a clear demonstration of the requirement for the employee's unique skill sets to mitigate risks not achievable in a normal work day and after attempts to alter the work schedule have been examined and/or exhausted.

(b) Overtime is not a programmed/budget expense and commanders are responsible for ensuring the judicious use of fiscal resources in support of their command's mission.

(3) Holiday Premium Pay. Normal procedures apply for work during official holidays.

(4) Deployed Pay and Allowance. Per reference (d), deployed civil servants in designated locations are entitled to Post Hardship Duty Pay (PHD) and Danger Pay Allowance (DPA). PHD is payable after the 43rd day of deployment in Afghanistan. DPA is payable effective the first day of arrival in Afghanistan. An employee may not draw imminent danger Pay (IDP) when in receipt of PHD and/or DPA. Civilians embarked aboard ship are not entitled to PHD and/or DPA, but may be entitled to IDP. Entitlement of IDP is based upon military entitlement to IDP and is a flat monthly rate that is prorated based upon the number of days an employee is in an authorized IDP area.

e. Temporary Duty (TDY) orders. Commanders will issue funded TDY orders to deploying civil servants. These orders should include, at a minimum:

(1) Authorization to draw from the supported unit and to carry government issued military equipment and 782 gear.

(2) Authorization to fly on any military aircraft in support of missions.

(3) Authorization to obtain a Geneva Convention identification card authorizing medical & dental privileges while deployed.

(4) When required, and after completion of required training and as approved the Combatant Commander, authorization to carry a government issued weapon.

(5) Per diem and mileage authorization as applicable.

Enclosure (1)

f. Per Diem

(1) Per diem is not payable to a civilian employee under a civilian order who, as part of assigned duties, accompanies a military unit on field duty, or provides noncombatant support to a military unit. The per diem payment prohibition applies when both government dining facility/mess, including field rations (even though the employee is assessed a charge for that meal(s)) and government provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a government dining facility/mess (including field rations). Reimbursement is authorized for any charges incurred for meals or lodging cost necessarily procured during the TDY assignment.

(2) Per diem is not payable when TDY aboard a government ship when quarters and meals are provided without charge. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2359 on the day before the departure day from the ship. When a traveler is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) government meal rate is paid unless otherwise indicated in paragraph C4558 of reference (c). In the event a traveler maintains commercial lodging ashore for use following the completion of short trip(s) at sea, the employee is paid the actual daily lodging cost, not to exceed the locality per diem lodging ceiling for the TDY location ashore. Reimbursement for the total cost of quarters on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned. When a traveler is authorized to procure meals ashore at personal expense, reimbursement is authorized in accordance with paragraph C4554 of reference (c), as applicable. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned

(3) Embarked personnel required to pay for their meals are entitled to per diem. An interim travel claim is to be submitted via Defense Travel System (DTS) or manually using DD Form 1351-2 to the ADCON supporting command every 30 days to ensure unnecessary out of pocket expenses for meals does not occur.

(4) In accordance with reference (c), civil servants deployed ashore in support of OEF are entitled to a per diem daily rate of \$3.50.

Enclosure (1)

g. Pay Cap Limitations. The biweekly maximum earnings limitation will be waived for all civil servants deployed to combat zones designated as such by Executive Order, due to performance of work critical to the mission of the agency and in accordance with applicable regulations. Employees will remain subject to the annual earnings limitation. This waiver is retroactive to 1 October 2004. This waiver does not negate the requirement that all scheduled overtime is to be approved in advance. Waiver of the bi-weekly pay limitations does not constitute approval of overtime and compensation is provided only for time during which work was performed.

h. Post Differential Hardship (PHD) Pay

(1) PHD is established for a location with extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of the employees stationed, detailed or assigned under temporary additional duty (TAD) at that location. PHD is additional compensation based on an established percentage over basic compensation ranging from 5 to 35 percent, and is paid on a biweekly basis with regular salary and only for hours which basic compensation is paid.

(2) PHD is granted to civil servants who:

- Are a permanent or temporary employee serving in a full time position;
- Are temporarily assigned to a PHD designated area;
- Has spent 42 cumulative days at one or more differential locations without returning to a non-differential permanent post of assignment;
- Not in receipt of Imminent Danger Pay (IDP).

(3) PHD Locations. Chart "A" reflects locations II MEF (Forward) civil servants could travel to or through in support of OEF. Rates are effective as of Dec 2010 and are subject to change. Refer to <http://aoprals.state.gov/Web920/hardship.asp> for the most current rates.

CHART A	
Location	Percentage
Afghanistan	35%
Djibouti	30%
Iraq	35%
Kazakhstan	25%
Kuwait	10%
Kyrgyzstan	25%
Oman, Other	25%
Oman, Salalah	15%
Saudi Arabia	20%
Uzbekistan	30%
Tajikistan	35%

Enclosure (1)

(4) PHD Termination. PHD shall terminate as of the close of business on the earliest of the following dates:

- The date the employee commences travel under orders for travel to the U.S.;
- The date the employee leaves the post due to emergency evacuation;
- The date of separation, if the employee separates in the foreign area;
- The date the employee departs the post for leave in the U.S. However, if leave is taken in a foreign area en route to the U.S., PHD ends when the employee arrives in the U.S.

i. Danger Pay. While deployed, there are two forms of danger pay a civilian servant may be entitled to:

(1) Danger Pay Allowance (DPA) is paid to a civil servant serving in a foreign area or post where there exist conditions, as established by the Secretary of State, of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee.

(2) Imminent Danger Pay (IDP) is paid to a civilian servant who accompanies U.S. Military forces in areas designated by the Secretary of Defense as being subject to hostile fire or imminent danger.

(3) A civil servant may receive only one form of danger pay for a given period.

(4) Eligibility. Chart "B" is a decision matrix used to determine when DPA or IDP is authorized.

CHART B		
If the employee is...	and..	then...
embarked aboard a military ship	military personnel assigned to ship is authorized IDP	IDP is authorized effective the date the employee and ship enters the IDP area of water. (see notes 1 & 2)
	military personnel assigned to ship is not entitled to IDP	IDP is not authorized
in receipt of DPA or PHD		
If the employee is...	and..	then...
assigned to a post or area entitled to DPA	employee is not in receipt of IDP	DPA is authorized effective the date and time the employee entered the DPA area. (see notes 3 & 4)
assigned an area where military personnel are entitled to IDP	employee is not in receipt of DPA	IDP is authorized effective the date the employee enters the IDP area.

Enclosure (1)

- Note 1: The command must submit a letter to the CG, II MEF (attn: G-1 Civ Manpower) certifying the effective date the employee is entitled to IDP.
- Note 2: IDP is the same monthly flat-rate amount paid to uniformed military personnel. For periods less than a month, an employee is entitled to the daily rate times the number of days in the month the employee is in an eligible area.
- Note 3: The command must submit a completed SF1190 to the CG, II MEF (attn: G-1 Civ Manpower) certifying the time, date and location the employee entered the DPA area.
- Note 4: Employee must be assigned for a minimum of 4 cumulative hours in 1 day to receive DPA. When the employee is detailed to a DPA area for 4 hours or more, he/she may receive DPA for the full day.

(5) DPA Locations. Civil servants assigned in Afghanistan are entitled to DPA. The present rate is 35% times the civil servant's basic rate of pay. Refer to [http://aoprals.state.gov/Web920/danger pay all.asp](http://aoprals.state.gov/Web920/danger%20pay%20all.asp) for the most current rate.

(6) DPA Termination. DPA shall terminate on the day the designation is removed by the Secretary of State or the date of departure from a post for any reason.

(7) IDP Termination. IDP shall terminate on the day the designation is removed by the Secretary of Defense or the date of departure from the designated area.

4. Sample Post Hardship Differential/Danger Pay Scenarios

a. Scenario #1. Mr. I. M. Right, GS-0301-13 is an Operations Officer who deployed with II MEF Forward to Afghanistan from 1 March 2009 to 27 February 2010.

(1) Travel Itinerary. The following is Mr. Right's completed travel itinerary:

SCENARIO #1 TRAVEL ITENERARY				
DATE	TIME	ARR/ DEP	TVL	LOCATION
1 Mar 09	0730	DEP	PA	111 PICK PL, JAX, NC
	0800	ARR	AT	BLDG H22 - MCB CAMLEJ
	0930	DEP	GB	
	1030	ARR	AT	CHERRY PT
2 Mar 09	2030	DEP	GP	
	1635	ARR	AT	SHANNON, IRELAND
	1710	DEP	GP	
3 Mar 09	0905	ARR	AT	KUWAIT
	1400	DEP	GP	
	1630	ARR	TD	AFGANISTAN
26 Feb 10	1400	DEP	GP	
	1630	ARR	AT	KUWAIT
	2100	DEP	GP	
27 Feb 10	0200	ARR	AT	AFB GERMANY
	0800	DEP	GP	
	1630	ARR	AT	AFB DOVER, DE
	1900	DEP	GP	

Enclosure (1)

	2015	ARR	AT	MCAS CHERRY PT, NC
	2200	DEP	GB	
	2310	ARR	AT	BLDG H22 - MCB CAMLEJ
	2325	DEP	PA	
27 Feb 10	2355	ARR	TC	111 PICK PL, JAX, NC

(2) Entitlements. Mr. Right's DPA and PHD would commence 3 March 2009 (effective date of his arrival). Both entitlements terminates 26 April 2010.

(3) Required Documentation/Action. The following documents are required to be submitted:

SCENARIO #1 REQUIRED DOCUMENTATION/ACTION				
NLT Due Date	Document(s)	Preparer/Submitter	Recipient(s)	Action/Purpose
10 days before departure	-Funded TAD/deployment orders -Work schedule change request	II MEF Fwd G1 Rep	II MEF G1 CMO	-Initiate reassignment RPA to Afghan -Change work schedule (if applicable)
3 Mar 09	-Pay cap waiver letter; -Work schedule change -SF52 (RPA) NOA 921	II MEF G1 CMO	DFAS via payroll; HRSC East via CHRO	-Lift bi-weekly pay cap -Change employee status
13 Mar 09	-Addendum SF1190; -Travel Claim 1351-2 or DTS submission	Mr. Right	II MEF Fwd G1 via Manager; DTS system (if applicable)	-Claim DPA and settle travel (mileage, Per Diem etc...)
15 Mar 09	-SF1190 Form -SF1190 Addendum	II MEF Fwd G1 Rep	II MEF G1 Civ Mnpwr	-Approve DPA claim
17 Mar 09	-SF52 (RPA) "Other Pay" (attach SF1190; Addendum; Deployment Orders)	II MEF G1 CMO	HRSC East via CHRO	-Start DPA NOA "Other Pay"
14 Apr 09	-SF1190 Form	II MEF Fwd G1 Rep	II MEF G1 Civ Mnpwr	-Approve PHD claim
17 Apr 09	-SF52 (RPA) (attach SF1190; Addendum; Deployment Orders)	II MEF G1 CMO	HRSC East via CHRO	-Start PHD NOA "Other Pay"
9 Mar 10	-Addendum SF1190; -Travel Claim 1351-2 or DTS submission	Mr. Right	II MEF Fwd G1 via Manager; DTS system (if applicable)	-Settle travel (mileage, Per Diem etc...) -Validate DPA/PHD locations

Enclosure (1)

13 Mar 10	-SF1190 Addendum -Copy of tvl claim -Orders endorsement reflecting date of return -Work scheduled change request	II MEF Fwd G1 Rep	II MEF G1 CMO	-Terminate DPA, PHD - Initiate reassignment RPA return from Afgan
15 Mar 10	-Pay cap waiver termination ltr -SF52 (RPA) NOA 923 -SF52 (RPA) "Other Pay" -Work schedule change	II MEF G1 CMO	DFAS via payroll; HRSC East via CHRO	-Re-start bi-weekly pay cap -Terminate assignment to Afghan -Terminate DPA, PHD

b. Scenario #2. Mr. I.M. Wrong, GS-0018-13 is a Tactical Safety Specialist who deployed with 22 MEU aboard the USS Bataan from 1 May 2010 through 30 Nov 2010.

(1) Travel Itinerary. The following is Mr. Wrong's travel itinerary:

DATE	TIME	ARR/ DEP	TVL	LOCATION
1 May 10	0730	DEP	PA	222 STUCK ST., JAX, NC
	0800	ARR	AT	BLDG H24 - MCB CAMLEJ
	1230	DEP	GB	
	1300	ARR	N/A	Embarked aboard USS Bataan, Onslow Beach, NC
	N/A	DEP	N/A	
6 Jun 10	1030	ARR	N/A	Disembarked ship - Haiti
10 Jun 10	0945	DEP	N/A	
10 Jun 10	1000	ARR	N/A	Embarked aboard USS Bataan
	N/A	DEP	N/A	
5 Aug 10	1215	ARR	N/A	Disembarked ship - Kuwait
10 Sep 10	1530	DEP	N/A	
10 Sep 10	1345	ARR	N/A	Embarked aboard USS Bataan
	N/A	DEP	N/A	
15 Sep 10	N/A	ARR	N/A	Ship entered the Red Sea (IDP Authorized area)
18 Oct 10	N/A	DEP	N/A	
30 Nov 10	1145	ARR	AT	Disembarked ship - Onslow Beach, NC
	1210	DEP	GB	
	1240	ARR	AT	BLDG H24 - MCB CAMLEJ
	1330	DEP	PA	
	1400	ARR	MC	222 STUCK ST., JAX, NC

(2) Entitlements. Mr. Wrong would be credited DPA 6 through 10 June 2010. His IDP would commence 15 September 2010 and terminate on 17 October 2010. Since Mr. Wrong is required to pay for his meals while serving aboard ship, he would be entitled to per diem (meal rate). He is not entitled to PHD since he did not spend more than 42 consecutive days in Haiti and/or Kuwait.

Enclosure (1)

(3) Required Documentation/Action. The following documents are required to be submitted:

SCENARIO #2 REQUIRED DOCUMENTATION/ACTION				
NLT Due Date	Document(s)	Preparer/S submitter	Recipient(s)	Action/Purpose
10 days before departure	-Funded TAD/deployment orders -Work schedule change request	MEU S-1	II MEF G1 CMO	-Lift bi-weekly pay cap -Change employee status
1 May 10	-Pay cap waiver letter; -Work schedule change	II MEF G1 CMO	DFAS via payroll; HRSC East via CHRO	
11 Jun 10	-SF1190 & addendum; -Travel Claim 1351-2 or DTS submission	Mr. Wrong	MEU S-1 via Manager; DTS system (if applicable)	-Claim DPA and settle travel (mileage, Per Diem etc...)
12 Jun 10	-SF1190 Form -SF1190 Addendum	MEU S-1	II MEF G1 CMO	-Approve DPA claim - Credit DPA
13 Jun 10	-SF52 (RPA) "Other Pay" (attach SF1190; Addendum; Deployment Orders)	II MEF G1 CMO	HRSC East via CHRO	-Credit DPA NOA "Other Pay"
17 Sep 10	-Validation letter ship entering IDP area reflecting effective date	MEU S-1	II MEF G1 CMO	-Request to start IDP. Effective date is same day military personnel authorized IDP.
19 Sep 10	-SF52 (RPA) "Other Pay" (attach letter of authorization)	II MEF G-1 CMO	HRSC East via CHRO	- Start IDP
20 Oct 10	-Ltr requesting termination of IDP (reflect last day in IDP waters)	MEU S-1	II MEF G1 CMO	-Request to stop IDP.
21 Oct 10	-SF52 (RPA) "Other Pay" (attach termination letter)	II MEF G-1 CMO	HRSC East via CHRO	-Terminate IDP
1 Dec 10	-Pay cap waiver termination ltr -Work schedule change	II MEF G1 CMO	DFAS via payroll; HRSC East via CHRO	-Re-start bi-weekly pay cap
10 Dec 10	-Settle travel	Mr. Wrong	DTS system (if applicable) or DD 1351-2	-Receive travel settlement

Enclosure (1)