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COMNAVFORJAPAN/COMNAVREGJAPANINST 12000.1 CH-1
N1
15 May 19

COMNAVFORJAPAN/COMNAVREGJAPANINST 12000.1 CHANGE TRANSMITTAL 1

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: SINGAPORE NATIONAL EMPLOYMENT MANUAL

Encl: (1) Revised pages 5-4, 5-5, and 5-7

1. Purpose. To update the instruction regarding premium pay and compensatory time.

2. Action.

a. Remove Pages 5-4, 5-5, and 5-7 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

4. Review and Effective Date. Per OPNAVINST 5215.17A, (CNRJ/N1) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215-40 Review of Instruction. This instruction will automatically expire 10-years after effective date unless reissued or canceled prior to the 10-years anniversary, or an extension has been granted.


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Deputy and Chief of Staff

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service and will postpone the effective date of the subsequent WGL Absence on military leave will not impact service credit for the WGL A WGI will be withheld for performance ratings years when the final rating is "Needs Improvement" or "Unsatisfactory." WGI may be granted after a written document is provided to HRO by the immediate supervisor that certifies the employee's overall performance has improved to a "satisfactory" or "exceptional" level for a minimum of 60 days after the date of the "needs improvement" or "unsatisfactory" rating. If granted, a WGI will be effective on the first day of the first pay period after meeting the required waiting period and performance eligibility requirements.

f. Meritorious Step Increase (MSI). Senior military and U.S. civilian managers and supervisors may recommend that a SN employee receive a step increase based upon annual performance in lieu of a "lump-sum" cash award. MSI will be granted only if the employee has a continuous period of documented outstanding performance over the previous two years and the recommending official certifies that there is every indication that the superior performance will continue in the near future. Such documentation shall consist of written justification from the immediate supervisor and accompanying endorsement by the next level of supervision. The MSI becomes a permanent part of the employee's salary; it is not just a one-time cash payment. Therefore, these awards should be limited to those SN employees who have demonstrated a consistent pattern of outstanding performance. Employees will not be granted more than one MSI during any 52-week period. An MSI is effective on the first day of the next pay period after approval. It does not affect the waiting period for normal WGI's.

g. Premium Pay. This paragraph, unless specifically indicated, pertains to SN employees paid from appropriated funds. Overtime work is defined as all work performed in addition to an employee's regular basic working hours (basic workweek is 40 hours for all appropriated fund DoD activities in Singapore). All overtime must be authorized by the appropriate supervisory level within the employing DoD activity prior to its performance. An overtime authorization form request will be used for this situation, however, verbal approval is acceptable in circumstances where notification is short-fused provided such approval is immediately followed with an authorization form request. SN employees may be required to work overtime from time to time on short notice when the need arises, however, as much advance notice as possible will be provided to the employee. U.S. Forces activity management may grant premium pay or compensatory time off for overtime work or work on a holiday for employees in Grades SN-7 and above. Payment of premium pay for overtime worked is mandated for all employees in Grades SN-6 and below. The total workday for an SN employee including overtime may not exceed 12 hours. Additionally, SN employees may not work more than 72 hours of overtime in a month.

(1) Payment Charts for Overtime and Holiday Pay

Situation	When Worked During Basic Workweek of Monday-Friday	When Worked During Rest Day of Saturday	When Worked During Rest Day of Sunday
Overtime	OT1 OT3	OT1 OT3	OT2
Authorized Singapore Holiday Hook day Holiday	LH 1	N/A	N/A
American Holiday	AH 1	N/A	N/A

(2) Compensatory Time. When funds for overtime or holiday pay are not available, compensatory time off in lieu of premium pay may be granted for employees in Grades SN-7 and above. Compensatory time accrued by an employee must be utilized within 8 pay periods (16 calendar weeks) from the pay period the compensatory time was earned. If not used within this timeframe, the compensatory time will be forfeited without payment of the overtime the employee would have earned-in lieu of compensatory time. Every effort will be made by the SN employee's supervisory chain to allow the employee who receives compensatory time off in lieu of premium pay to take the compensatory time off during the next 16 calendar weeks. An SN employee with compensatory time to his/her credit will be required to use compensatory time prior to being granted annual leave.

(3) Compensatory Time Off for Official Travel. Compensatory time off for travel may only be earned for time in an official travel status when such time is not otherwise "compensable." Compensable refers to normal hours of work for the purpose of determining pay. For example, certain travel time may be creditable as hours of work under the overtime pay provisions of this chapter.

(a) For the purpose of compensatory time off for official travel, time in a travel status includes:

1. Time spent traveling between the official duty station and temporary duty station.
2. Time spent traveling between temporary duty stations; and
3. The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as "usual waiting time" or "an extended" waiting period, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes is not considered time in a travel status.

(b) Compensatory time off for official travel due an employee must be utilized within 6 pay periods (3 months) from the pay period compensatory time off for official travel was earned. If not used during this time period, compensatory time off for official travel will be forfeited without payment.