

**OFFSET WORKSHEET FOR CONTINGENCY OPERATIONS/
LAW ENFORCEMENT MILITARY LEAVE**

EMPLOYEE NAME: _____ SSN: _____

PAY PERIOD # _____ PAY PERIOD DATES _____

MILITARY ORDER/S Number (See note #1) _____

1. MILITARY BASE PAY \$ _____

2. BASIC ALLOWANCE FOR HOUSING (BAH)..... \$ _____

3. BASIC ALLOWANCE FOR SUBSISTENCE (BAS) \$ _____

4. OTHER MONTHLY MILITARY PAY ENTITLEMENTS \$ _____

5. TOTAL MILITARY PAY ******(lines 1 through 4)..... \$ _____

(**INCLUDE ALL MONTHLY MILITARY ALLOWANCES - DO NOT INCLUDE TRAVEL, TRANSPORTATION, OR PER DIEM)

**** FORMULAS ****

Determine the daily rate of military pay. TOTAL MILITARY PAY received (Line 5) *DIVIDED* by 30 equals DAILY MILITARY RATE (DMR)

MILITARY DAILY RATE (MDR) \$ _____

CIVILIAN HOURLY RATE (CHR) \$ _____ See Notes # 2 & 3

TOTAL NUMBER OF TYPE "LL" CODED HOURS ... _____

(A) CIVILIAN PAY equals number of LL coded hours *multiplied* by the CHR

	CHR _____ X LL HOURS _____	EQUALS \$ _____
AHR equals Additional Hourly rate for any premium pays, night differential, etc	AHR _____ X LL HOURS _____	EQUALS \$ _____
	GROSS CIVILIAN PAY	\$ _____ (A)

(B) MILITARY PAY MDR _____ X No. of days _____ X factor of _____ **EQUALS \$ _____**

Factor is based on work schedule and number of hours of LL used in a day.	MDR _____ X No. of days _____ X factor of _____	EQUALS \$ _____
	Total Military Pay	\$ _____ (B)

**** PAY COMPARISON ****

1. If Military Pay (B) is more than Civilian Pay (A), then the employee keeps (B). The Gross Civilian Pay amount computed in step (A) is collected from the employee's civilian pay account in DCPS.
2. If Civilian Pay (A) is more than Military Pay (B), then the employee is entitled to the difference between (A) and (B). The military pay amount (B) is collected from the employee's civilian pay account in DCPS.

Note #1: Active Duty IAW TITLES 10 UNITED STATES CODE (USC) SECTION 331, 332, 333, 12406, or as defined in Section 101(a)(13).

Note #2: GENERAL SCHEDULE (GS) CHR IS CALCULATED BY USING THE ADJUSTED BASIC PAY DIVIDED BY 2087.

Note #3: FEDERAL WAGE SYSTEM (FWS) CHR IS FIXED AS AN HOURLY BASIS.

INFORMATION THE CUSTOMER SERVICE REPRESENTATIVE
WILL REPORT TO THE PAYROLL OFFICE VIA REMEDY

LAW ENFORCEMENT LEAVE/CONTINGENCY OPERATIONS LEAVE

Military Order/s Number (see note below): _____

SSN of EMPLOYEE: _____

Military LES End Date(s): _____

a. Monthly Military Basic Pay Amount: _____

b. Monthly Subsistence Allowance: _____

c. Monthly Basic Allowance for Housing (BAH): _____

d. Monthly Other Pay* _____

- *Family Separation Allowance*
- *Imminent Danger Pay*
- *Hardship Duty Pay*
- *Sea Duty Pay*
- *Flight Pay*
- *Hazardous Duty Incentive Pay*
- *Monthly Medical Pay*

Total Monthly military pay (Sum of a through d)** _____

Military daily rate of pay (Total monthly pay/30 days) _____

Civilian Pay Period End Date for leave used*** _____

Regularly Scheduled biweekly work schedule: _____ (number of hours, 80, 96, 120 or 144)

Number of days Coded LL _____ X _____ hours per day = _____ hours****

Number of days Coded LL _____ X _____ hours per day = _____ hours

Total Number of Hours Coded LL: _____ hours

*The above list may not be all-inclusive. Other special pays or incentive pays may apply.

**Should be all inclusive, except for payments of per diem, transportation allowances, travel allowances or one time annual payments such as clothing allowances or reenlistment bonuses.

***A separate remedy ticket should be prepared when Contingency Operations/Law Enforcement Leave is not used continuously or an adjustment to a prior submission is necessary.

**** An example is coded LL 8 days at 9 hours per day for 72 hours and coded LL 1 day at 8 hours for 8 hours. Total number of hours Coded LL would be 80 hours.

Note #1: Active Duty IAW TITLE 10 UNITED STATES CODE (USC) SECTIONS 331, 332, 333, 12406, or as defined in Section 101(a)(13)