

## **3 FAM 3720 REST AND RECUPERATION (R&R) TRAVEL**

*(CT:PER-506; 11-09-2004)  
(Office of Origin: HR/ER/EP)*

### **3 FAM 3721 INTRODUCTION**

#### **3 FAM 3721.1 Objective**

*(CT:PER-506; 11-09-2004)  
(Uniform State/USAID/Commerce/Agriculture/BBG)  
(Applies to Foreign Service Employees only)*

The objective is to provide you with guidance regarding the R&R travel program. Implementation of these regulations must be consistent with State Department Travel Regulations and with the guidelines and procedures published in 3 FAH-1 H-3720.

#### **3 FAM 3721.2 Scope and Applicability**

*(CT:PER-506; 11-09-2004)  
(Uniform State/USAID/Commerce/Agriculture/BBG)  
(Applies to Foreign Service Employees only)*

- a. This subchapter provides travel information to U.S. citizen employees of the Foreign Service and their eligible family members from their assigned post to the United States, or to other locations abroad which have different social, climatic, or environmental conditions than their assigned post.
- b. Applies to Foreign Service Employees Only.

#### **3 FAM 3721.3 Authorities**

*(CT:PER-506; 11-09-2004)  
(Uniform State/USAID/Commerce/Agriculture/BBG)  
(Applies to Foreign Service Employees only)*

Section 901(6) of the Foreign Service Act of 1980 (22 U.S.C. 4081(6)).

### **3 FAM 3721.4 Eligibility**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

You are eligible for R&R travel if the following conditions are met:

**a. U.S. Citizen Foreign Service Employee**

- (1) You are assigned to designated R&R posts abroad (including employees of participating agencies assigned to USAID missions), or an eligible family member (see 6 FAM 111.3) resident at post; or
- (2) You are assigned to one or more designated R&R posts and serve at such post or posts for a period of at least two years unbroken by home leave.

**b. Resident U.S. Citizen Employees**

You are not independently eligible for R&R travel. You may qualify as an eligible family member of an employee who is authorized for such travel. In such cases, the travel costs are charged to the agency that employs the eligible employee.

**c. Family Members**

- (1) You are eligible contingent upon the eligibility of the employee. Unless otherwise approved by post's management officer in exceptional circumstances, eligible family members **must** spend the entire tour at post to qualify for the travel benefit.

In exercising this discretion, post Management Officers must operate under the presumption that R&R will not be authorized if the beneficiaries apply for voluntary SMA immediately preceding or following R&R travel.

- (2) Eligible family members may travel separately from the employee and are not required to travel to the same destination.

**d. Children on Educational Travel or Education Allowance**

- (1) Children (under age 21) are eligible for R&R if they are:
  - (a) Away from post on authorized educational travel or education allowance; and
  - (b) Normally reside with the employee.

A child does not normally reside with the family if not resident at post during school vacation or holiday periods.

R&R travel should not normally be used in lieu of nor to supplement education allowance or educational travel specifically for the purpose of

transporting the child to or from educational facilities. However, post has the authority, to approve on a case-by-case basis such travel if it is determined to meet the intent of the regulations.

Although R&R generally should begin and end at the post of assignment (see 3 FAH-1 H-3720), the post Management Officer may approve of travel originating or ending at alternate points if R&R travel can be combined with educational travel or some other form of official travel. Also, the combined travel is financially advantageous to the U.S. Government (see 3 FAH-1 H-3720).

### **3 FAM 3722 REQUIRED TOUR OF DUTY**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

a. R&R is limited to:

- (1) One round trip during any continuous two-year period of service unbroken by home leave; and
- (2) Two round trips during any continuous three-year period of service unbroken by home leave.

b. Employees who fail to complete their full 24 or 36 month tour will be required to repay all R&R travel expenses incurred during their tour, including those incurred by their eligible family members. Repayment is not required, if one of the following circumstances are met:

- (1) The Department or other employing agency curtails the employee's tour at the option and benefit of the employing agency (including curtailments to accommodate training or adjustments in reporting dates between gaining and losing post); or
- (2) The Department or other employing agency transfers the employee for compassionate reasons, or separates the employee involuntarily; or
- (3) The employee's tour is shortened for the convenience of the employee and HR/CDA approves waiver of the repayment for compassionate reasons.

c. All requests for approval of a shortened tour must state the following:

- (1) Whether the employee has or has not taken R&R travel,
- (2) Dates of such travel; and
- (3) The basis for waiving the R&R travel costs, if appropriate.

## **3 FAM 3723 DUAL ENTITLEMENTS**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

- a. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse of an employee of a foreign affairs agency who is serving at post as a member of the uniformed services or as an employee of the same or another U.S. Government agency is eligible for R&R travel as the employee's eligible family member provided:
- (1) The other agency or uniformed service does not accord comparable benefits; and
  - (2) The spouse is included on the employee's Foreign Service Residence and Dependency Report (Form OF-126).

## **3 FAM 3724 CHARGE TO LEAVE**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

The employee's absence from post for R&R and necessary travel time is charged to annual leave, sick leave, earned compensatory time, or leave without pay, as appropriate. However, an employee is not entitled to any local holidays, which occur after departure from post on R&R travel orders.

## **3 FAM 3725 DESIGNATED POSTS AND RELIEF AREAS**

### **3 FAM 3725.1 Designation Procedures**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

The procedures for designating posts and relief areas are found in 3 FAH-1 H-3720.

## **3 FAM 3725.2 Designated Posts and Primary Relief Points**

*(CT:PER-506; 11-09-2004)*  
*(Uniform State/USAID/Commerce/Agriculture/BBG)*  
*(Applies to Foreign Service Employees only)*

The 3 FAH-1 H-3720 contains a list of the posts and the primary relief points for R&R travel. (See 3 FAH-1, Exhibit H 3722.) This list changes from time to time to reflect changing circumstances. (If a post is designated for both R&R travel and family visitation travel (see 3 FAM 3735.4.)

## **3 FAM 3725.3 Travel to Designated Rest and Recuperation Point**

### **3 FAM 3725.3-1 Travel to Relief Point Abroad**

*(CT:PER-506; 11-09-2004)*  
*(Uniform State/USAID/Commerce/Agriculture/BBG)*  
*(Applies to Foreign Service Employees only)*

- a. Employees and eligible family members are authorized to travel to the designated relief point for posts listed in 3 FAH-1 H-3720. Funding for travel to an alternate point or alternate points is limited to actual travel costs incurred and cannot exceed the round-trip travel costs from the post to the designated relief point. (See 3 FAM Appendix A, Cost-Constructive Travel.)
- b. Stopovers provided by an airline on a usually traveled route are permitted if there are no additional costs to the U.S. Government. Under no circumstances is an employee entitled to a cash payment in lieu of costs of travel to the designated relief point or to the alternate relief points.
- c. Except as provided in 3 FAM 3725.3-2, only the designated R&R relief point abroad can be indicated on the travel authorization and be used as the basis for cost constructive travel. An alternate R&R relief point abroad cannot be indicated on the travel authorization.
- d. If a traveler chooses an alternate R&R destination abroad, Government-funded round-trip transportation is determined on a cost-constructive basis using the contract airfare to post's designated R&R relief point abroad.
- e. Involuntary layovers resulting from circumstances beyond the traveler's control (e.g., local security reasons, cancelled flights or labor disputes), which involve additional expenditures for hotel accommodations and per diem may be approved at the discretion of post's Financial Management

Officer (FMO) or Travel Officer. Additional expenditures for hotel accommodations, including per diem, incurred en route to the designated or optional R&R designation must be made only when no other choice or alternative is available to the traveler and must not be incurred solely for the convenience or benefit to the traveler.

### **3 FAM 3725.3-2 Optional Travel to the United States**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

- a. Employees and eligible family members have the option of traveling anywhere within the United States (the 50 states and the District of Columbia) for R&R in lieu of traveling to the post's designated relief point abroad. If this option is selected, employees may travel directly to their selected United States city utilizing round-trip contract fares. The employee/traveler must do the following:
  - (1) Employees must select only one destination/U.S. city, which must be indicated on the travel authorization. Selected U.S. cities are for travel purposes only and cannot be used as the basis for cost-constructive travel elsewhere.
  - (2) If a traveler chooses an alternate R&R destination abroad, in the territories of the U.S. or to multiple cities in the U.S., the Government-funded round-trip transportation will be determined on a cost-constructive basis using the contract airfare to post's designated R&R relief point abroad.
- b. So that leave in the U.S. will not be incidental to leave spent elsewhere, the employee and eligible family members, as a general rule, are required to spend over half the total scheduled leave in the U.S. exclusive of leave time spent in travel status (based on the most direct route from post to the selected U.S. city). Employees and eligible family members who fail to fulfill this requirement may be liable for repayment of the difference in cost of travel between the primary designated point abroad and the selected U.S. city.
- c. If a traveler selects a restricted airfare, any penalties or limitations associated with the restricted airfare are the traveler's responsibility. Only the designated R&R relief point can be indicated on the travel authorization for cost constructive purposes (see 6 FAM 125.17 Travel Regulations).

### **3 FAM 3725.3-3 Change of Post's Rest and Recuperation Designation**

*(CT:PER-506; 11-09-2004)*  
*(Uniform State/USAID/Commerce/Agriculture/BBG)*  
*(Applies to Foreign Service Employees only)*

If a post's designation is changed from a R&R post to a non-R&R post, employees who began their tour of duty at that post prior to the change and who meet the basic eligibility requirements in 3 FAM 3724 will continue their eligibility for R&R travel for the first R&R trip for which they qualify after the change.

### **3 FAM 3725.3-4 Posts that Gain a Rest and Recuperation Trip**

*(CT:PER-506; 11-09-2004)*  
*(Uniform State/USAID/Commerce/Agriculture/BBG)*  
*(Applies to Foreign Service Employees only)*

The posts that gain a R & R Trip, the following rules apply:

- (1) Employees with more than six months remaining in their tours are eligible for R&R, provided their tour of duty is at least two years at post; and
- (2) Employees with more than 18 months remaining in their tour of duty are eligible for two R&Rs, provided their tour of duty is three years, unbroken by home leave.

### **3 FAM 3726 SCHEDULING REST AND RECUPERATION TRAVEL**

*(CT:PER-506; 11-09-2004)*  
*(Uniform State/USAID/Commerce/Agriculture/BBG)*  
*(Applies to Foreign Service Employees only)*

Posts generally should not grant travel within six months of the beginning or end of the employee's tour of duty, nor within six months of a previously authorized R&R or family visitation trip.

## **3 FAM 3727 SPECIAL REST AND RECUPERATION**

### **3 FAM 2727.1 Special Rest and Recuperation**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

- a. In extraordinary circumstances, the Director General for the Foreign Service and Director of Human Resources (DGHR), acting on behalf of the Secretary, may authorize additional R&R trips for posts already designated for R&R trips as specified in 3 FAM 3724.1. This discretionary R&R travel authorized by the DGHR is known as special R&R travel.
- b. Authorization requests for special R&R is initiated by the appropriate regional bureau executive director via memorandum to the Principal Deputy Assistant Secretary (M/DGHR) and cleared by HR/ER. The memorandum must include a clear justification for a special R&R including specific "unique conditions of hardship" which exist at post. Authorization for special R&Rs expires annually, and requests for continuation of special R&R travel must be resubmitted annually by a memorandum from the regional executive directors to the Director of HR/CDA for inclusion in the annual bidding tool.
- c. Clearances for a special R&R must be obtained from other foreign affairs agencies when such agencies have personnel at post.

### **3 FAM 3727.2 Eligibility and Tour of Duty**

*(CT:PER-506; 11-09-2004)*

*(Uniform State/USAID/Commerce/Agriculture/BBG)*

*(Applies to Foreign Service Employees only)*

- a. The Department's policy for time spent at post for special R&Rs differs from that of regular R&Rs as defined in 3 FAM 3724.1. For example, R&Rs for extraordinary circumstances may be authorized for posts with a tour of duty of less than two years. In addition, the employee is not required to complete the requirements for the regular R&R in order to be eligible for the special R&R. For:

<p>(1) Tour of duty of less than two years</p>	<p>An employee must be able to complete a minimum of 12 months at post to be eligible for the special R&amp;R. Generally, a post with a tour of duty of less than two years will not be authorized more than one special R&amp;R.</p>
<p>(2) Tour of duty of two years</p>	<p>Employees at posts with two-year tours of duty (including a split four-year tour of duty) must be able to complete a minimum of 12 months at post to be eligible for a special R&amp;R. Generally, no more than two R&amp;R trips (special and/or regular) will be authorized for posts with a tour of duty of two years.</p>
<p>(3) Tour of duty of three years</p>	<p>Employees, whose assignments are extended to three years at posts that have been granted both special and regular R&amp;RS, may receive an additional R&amp;R trip for the extra year of service. Generally, no more than three R&amp;R (special and regular) trips will be authorized for posts with a tour of duty of three years.</p>
<p>(4) Family visitation travel and special Rest and Recuperation</p>	<p>Special R&amp;R's are frequently authorized for employees serving at unaccompanied posts from which family visitation travel may be authorized. However, there are separate eligibility requirements for family visitation travel. Refer to <u>3 FAM 3730</u> for guidance on R&amp;R in connection with Family Visitation Travel.</p>

- b. The Bureau of Human Resources, Office of Employee Relations, Employee Programs Division, is available for policy guidance.

## **3 FAM 3728 THROUGH 3729 UNASSIGNED**

*(CT:PER-506; 11-09-2004)*

## **3 FAM 3720 APPENDIX A COST-CONSTRUCTIVE TRAVEL**

*(CT:PER-506; 11-09-2004)*

### **Example**

The designated relief point for Cairo is London. Therefore, round-trip transportation costs can be paid for the employee and eligible family members for Cairo/London/Cairo. If a lower cost destination (e.g. Paris) is elected as an alternate point, transportation costs would be limited to the direct round-trip travel expenses for Cairo/Paris/Cairo.

If Rome and Paris is selected as an alternate relief points, transportation costs would be limited to the direct round-trip travel expenses for Cairo/Rome/Paris/Cairo, not to exceed the costs of travel to the relief point (London). Travel costs exceeding the cost to the designated relief point are the employee's responsibility.