

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

*(TL:PER-481; 08-19-2003)  
(Office of Origin: DIR)*

### **3 FAM 3721 PURPOSE**

*(TL:PER-412; 08-17-2001)  
(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)  
(Applies to Foreign Service Employees Only)*

The purpose of the R&R travel program is to provide for the travel of U.S. citizen employees of the Foreign Service and their families 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.

### **3 FAM 3722 IMPLEMENTATION**

*(TL:PER-412; 08-17-2001)  
(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)  
(Applies to Foreign Service Employees Only)*

Implementation of these regulations should be consistent with the Uniform Travel Regulations and with the guidelines and procedures published in 3 FAH-1 H-3720.

### **3 FAM 3723 AUTHORITY**

*(TL:PER-412; 08-17-2001)  
(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)  
(Applies to Foreign Service Employees Only)*

The authority for this compensation can be found in Section 901(6) of the Foreign Service Act of 1980.

### 3 FAM 3724 ELIGIBILITY

(TL:PER-481; 08-19-2003)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)

(Applies to Foreign Service Employees Only)

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

(1) Travelers must be U.S. citizen Foreign Service employees assigned to posts abroad specifically identified as designated (R&R) posts (see 3 FAH-1 H-3720), including employees of participating agencies assigned to USAID missions), or eligible family members (see 6 FAM 111.3(r)) resident at post;

(2) Employees must be assigned to one or more designated posts and serve at such post or posts for a period of at least two years unbroken by home leave;

(3) **Resident Employees:** Resident U.S. citizen employees are not independently eligible for R&R travel. They may, however, be eligible as eligible family members of employees who are eligible for such travel in their own right. In such cases, the costs of travel will be charged to the agency that employs the eligible employee;

(4) **Family Members:** Eligibility for R&R travel of family members is contingent on the eligibility of the employee. Unless otherwise approved by post's *management officer* in exceptional circumstances, family members must spend the entire tour at post to qualify for the travel benefit. In exercising this discretion, post *management officers* should operate under the presumption that R&R should not be authorized if the beneficiaries apply for voluntary SMA immediately preceding or following R&R travel. Family members may travel separately from the employee, but must travel to the same destination; and

(5) **Children on Educational Travel or Education Allowance:** Children (under age 21) who are away from post on authorized educational travel or education allowance and who normally reside with the employee are eligible for R&R. 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 or 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 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 4 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 and such combined travel is financially advantageous to the U.S. Government (see 3 FAH-1 H-3720). For example, an employee is assigned to Cairo, which has a designated relief area of London. The employee's child on educational travel in the United States may combine, on a cost constructive basis, educational travel with R&R to join the family members in London because such combined travel would be less costly than using return educational travel to Cairo and departing from that point on R&R travel to London.

### **3 FAM 3724.1 Required Tour of Duty**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)*

*(Applies to Foreign Service Employees Only)*

R&R will be limited to one round trip during any continuous two-year period of service, and two round trips during any continuous three-year period of service unbroken by home leave. Employees who fail to complete their full 24 or 36 month tour will generally be required to repay all R&R travel expenses incurred during their tour, including those incurred by their eligible family members. Repayment will not be required if one of the following circumstances are met:

(1) The Department or other employing agency curtails the employee's tour at the option of and benefit of the employing agency (including curtailments to accommodate training or adjustments in reporting dates between gaining and losing post);

(2) The Department or other employing agency transfers the employee for compassionate reasons, or separates the employee involuntarily;

(3) The employee's tour is shortened for the convenience of the employee and HR/CDA approves waiver of the repayment for compassionate reasons; and

(4) All requests for approval of a shortened tour must state whether the employee has or has not taken R&R travel, dates of such travel, and the basis for waiving the R&R travel costs, if appropriate.

## **3 FAM 3724.2 Dual Entitlements**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)*

*(Applies to Foreign Service Employees Only)*

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 service or as an employee of the same or another U.S. Government agency, is eligible for R&R travel as the employee's 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 3725 CHARGE TO LEAVE**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/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 3726 DESIGNATED POSTS AND RELIEF AREAS**

### **3 FAM 3726.1 Designation Procedures**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/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 3726.2 Designated Posts and Primary Relief Points**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/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. 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 3726.3 Travel to Designated Rest and Recuperation Point**

#### **3 FAM 3726.3-1 Travel to Relief Point Abroad**

*(TL:PER-412; 08-17-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)*

*(Applies to Foreign Service Employees Only)*

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

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. Only the designated R&R relief point abroad can be indicated on the travel authorization and be used as the basis for a cost construction. An alternate R&R relief point abroad cannot be indicated on the travel authorization.

d. 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 or Travel Officer. Additional expenditures for hotel accommodations, including per diem, incurred enroute 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 3726.3-2 Optional Travel to the United States**

*(TL:PER-415; 08-29-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)*

*(Applies to Foreign Service Employees Only)*

a. Employees (and eligible family members) have the option of traveling anywhere within the continental United States (CONUS) 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 CONUS city utilizing round-trip contract fares. Employees must select one destination (CONUS city) which must be indicated on the travel authorization. Selected CONUS cities are for travel purposes only and cannot be used as the basis for cost-constructive travel elsewhere. If a traveler chooses an alternate R&R destination either abroad or in a non-CONUS part of the U.S. 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. However, funding for R&R travel is a post function and, as such, the final decision regarding R&R travel is a post responsibility.

b. So that such leave in the United States will not be incidental to leave spent elsewhere, the employee and family members, as a general rule, are required to spend over half the total scheduled leave in the United States exclusive of leave time spent in travel status based on the most direct route from post to the selected CONUS city. Employees and 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 CONUS city.

c. U.S. Government contract fares may not be used for travel to an alternate R&R destinations(s) abroad or to a non-CONUS city in the United States. 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 cost construct (see 6 FAM 125.17 Travel Regulations).

### **3 FAM 3726.3-3 Change of Post's Rest and Recuperation Designation**

*(TL:PER-418; 09-18-2001)*  
*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)*  
*(Applies to Foreign Service Employees Only)*

If a post's designation is changed from an R&R post to a non-R&R post, members who have begun tours of duty at that post before the change and who meet the basic eligibility requirements, in 3 FAM 3724, *will continue their eligibility for rest and recuperation travel for the first rest and recuperation trip for which they qualify after the change.*

### **3 FAM 3726.3-4 Posts that Gain a Rest and Recuperation Trip**

*(TL:PER-412; 08-17-2001)*  
*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG)*  
*(Applies to Foreign Service Employees Only)*

If a post's designation changes from a non-R&R post to a R&R post, employees assigned to that post may be eligible to receive R&R travel according to the following:

- (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 3727 SCHEDULING REST AND RECUPERATION TRAVEL**

*(TL:PER-412; 08-17-2001)*  
*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/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, or within six months of a previously authorized R&R or family visitation trip.

## **3 FAM 3728 SPECIAL REST AND RECUPERATION**

### **3 FAM 2728.1 Special Rest and Recuperation**

*(TL:PER-415; 08-29-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/BBG*

*(Applies to Foreign Service Employees Only)*

a. In extraordinary circumstances, the Director General, 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 Director General is known as special R&R travel.

b. Authorization requests for special R&R should be initiated by the appropriate regional bureau executive director via memorandum to the Deputy Assistant Secretary (M/DGHR) 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 must be obtained from other foreign affairs agencies when such agencies have personnel at post.



## 3 FAM 3728.2 Eligibility and Tour of Duty

*TL:PER-415; 08-29-2001)*

*(Uniform State/USAID/Commerce/Foreign Service Corps—USDA/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:

(1) **Tour of duty of less than two years:** An employee must complete a minimum of 12 months at post to be eligible for the special R&R. Generally, a post with a tour of duty of less than two years will not be authorized more than one special R&R;

(2) **Tour of duty of two years:** Employees at posts with two-year tours (including a split four-year tour of duty) of duty must complete a minimum of 12 months at post to be eligible for a special R&R. Generally, no more than two R&R trips (special and/or regular) will be authorized for posts with a tour of duty of two years;

(3) **Tour of duty of three years:** Employees whose assignments are extended to three years at posts that have been granted both special and regular R&Rs, may receive an additional R&R trip for the extra year of service. Generally, no more than three R&R (special and regular) trips will be authorized for posts with a tour of duty of three years; and

(4) **Family visitation travel and special Rest & Recuperation:** Special R&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 3 FAM 3730 for guidance on R&R in connection with Family Visitation Travel.

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

## 3 FAM 3729 UNASSIGNED