

3 FAH-1 H-3720 REST AND RECOVERY TRAVEL

(TL:POH-081; 02-26-2002)

3 FAH-1 H-3721 REST AND RECOVERY (R&R) TRAVEL DESIGNATION PROCEDURES

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

The procedures in this subchapter cover:

- (1) The initial designation of posts and relief areas;
- (2) The biennial certification of posts and relief areas; and
- (3) Changes in designated posts and relief areas.

3 FAH-1 H-3721.1 Recommending R&R Designation

3 FAH-1 H-3721.1-1 Responsibility

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. The chief of the diplomatic mission, in consultation with the responsible representatives in the country of the:

- U.S. Agency for International Development (USAID),
- *Broadcasting Board of Governors (BBG)*
- Department of Commerce (USDOC),
- Department of Agriculture (USDA: FAS and/or APHIS),

may recommend to the Department the designation of posts for R & R and their relief areas.

b. The principal officer at consular posts exercises this *designation* function in those countries where a diplomatic mission does not exist.

3 FAH-1 H-3721.1-2 Submission of Recommendation

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. The recommendation shall be:

(1) Based on criteria in 3 FAH-1 H-3721.3; and

(2) Submitted by joint telegram to the appropriate regional bureau Executive Office in the Department. The subject is APER, Rest and Recuperation Travel.

(3) With information copies sent to:

(a) USAID PM;

(b) *BBG M/P*;

(c) USDA FAS & APHIS; and

(d) USDOC OFSP.

b. The supporting justification called for in 3 FAH-1 H-3721.3 must address each of the factors to establish eligibility for the travel benefit.

3 FAH-1 H-3721.2 Criteria

3 FAH-1 H-3721.2-1 Criteria for R&R Travel Designation

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

Conditions of life at the post present distinct and significant difficulties of sufficient severity to justify temporary relief *for an employee and employee's family* during a period of assignment. These conditions include but are not limited to such factors as:

(1) *Climate*;

(2) *Isolation*,

(3) Inadequate transportation within the country;

(4) Lack of adequate recreation facilities;

(5) *Housing conditions*;

- (6) Unsanitary conditions;
- (7) Lack of essential services;
- (8) Lack of adequate medical or dental care;
- (9) Prevalence of communicable diseases;
- (10) Unusual personal hazards, and
- (11) *The excessive cost of transportation from the post to a suitable relief area.*

3 FAH-1 H-3721.2-2 Criteria For Designation of Relief Area

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. *To be designated as a relief point, a location must have a climate, altitude, or environment sufficiently different from that at post.*

b. In selecting a suitable relief *point*, an important factor is the cost of travel to the nearest point that will provide the necessary change from post.

3 FAH-1 H-3721.3 Decision Process

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. The appropriate State regional bureau executive director will establish a committee, including members from outside the regional bureau, to review all incoming R&R requests.

b. The committee will use an evaluation and scoring system to rank and review the conditions which may establish eligibility for R&R including, but not limited to, the 11 R&R designation factors which are specified in 3 FAH-1 H-3721.2.

c. After completing their review, the committee will make a recommendation for approval or denial of the R&R request *and recommended relief point* to the regional bureau executive director who, in turn, will approve or deny the request for R&R, after clearing with:

- (1) *USAID: PM;*
- (2) *BBG: M/P;*
- (3) *USDOC: OFSHR; and*

(4) USDA: FAS/APHIS.

Note: These agencies clear personnel that are stationed at the post.

d. The approving regional bureau sends copies of the decision document to HR/CDA/AO for inclusion in the bidding tool and to HR/ER to ensure prompt change to the list of designated posts and relief points. The decision must contain:

- (1) The name of the post and its proposed designated relief point;
- (2) The names of the other foreign affairs agencies' officials, if necessary, concurring in the proposed designation; and
- (3) *The criteria addressed by the committee.*

e. *The regional bureau executive director will:*

- (1) Advise the post of the decision on the designation request, and
- (2) Set an effective date, if the decision is to approve.

For designation of special R&Rs, see 3 FAM 3727.

3 FAH-1 H-3721.4 Re-designation of Eligibility

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. All posts which are currently approved for R&R travel are required to submit biennially, documentation to the appropriate regional bureau Executive office to justify continued eligibility for this benefit.

b. Requests for change in the primary relief point may also be proposed.

c. Each post must fully address each of the eleven R&R eligibility factors which are listed in 3 FAH-1 H-3721.2, and may include additional information on factors not covered in that section which they believe are relevant to that submission.

d. Post submissions may be reviewed and approved by the regional bureau Executive director *in accordance with the procedures* established in 3 FAH-1 H-3721.3 .

e. To avoid imposing an unnecessary administrative burden, regional bureaus Executive directors may waive submission requirements and recertify eligibility for Special Embassy Program posts where there has been no change in conditions at post since the time of the last certification.

f. *Regional bureaus must ensure that HR/CDA/AO is advised in writing of all R&R certifications.*

3 FAH-1 H-3722 POSTS AND DESIGNATED RELIEF AREAS FOR R & R TRAVEL

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

Lists of the currently designated posts and relief areas for R&R for:

- (1) Africa See 3 FAH-1 H-3722 Exhibit 1;
- (2) Western Hemisphere See 3 FAH-1 H3722, Exhibit 2;
- (3) East Asia & Pacific See 3 FAH-1 H-3722 Exhibit 3;
- (4) Europe See 3 FAH-1 H-3722 Exhibit 4; and
- (5) Near East & South Asia See 3 FAH-1 H-3722 Exhibit 5.

3 FAH-1 H-3723 R&R IN CONJUNCTION WITH A DIRECT TRANSFER

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. There may be exceptional circumstances, when due to curtailment and direct transfer, workload, staff shortages or other situations, it may be in the agency's best interest for an employee to take R&R between assignments in conjunction with a direct transfer rather than during the course of an assignment. In such cases:

(1) Both the gaining and losing post will normally be certified for R&R.

(2) The designated relief area of the losing post will be used as the basis for travel to an overseas point.

b. Provided that all R&R eligibility factors are met, each request for approval will be forwarded to Washington for consideration on a case by case basis by the appropriate foreign affairs agency responsible for issuing assignment orders for the employee concerned. *Generally, the decision should be made in conjunction with the establishment of the official tour of duty, whether as a result of a curtailment or as a combined tour of duty for assignments at two designated posts, in order to maximize the employee's eligibility for R&R and home leave.*

c. Requests should be made far enough in advance of travel to permit a timely resolution of any difficulties so that travel will not be delayed.

d. If such travel is approved, the losing post normally will be expected to pay for the R&R travel costs. However, there may be situations where it would be appropriate for the gaining and losing posts to negotiate a sharing of these costs or for the gaining post to cover the full cost.

e. The R&R travel costs are those which exceed the authorized direct transfer costs. For example, after serving one year in Taipei for language training, an employee is assigned to Beijing for a two-year tour. If R&R travel is approved in connection with the direct transfer, the post assignment orders would cover only the cost of travel from Taipei to Beijing.

f. The R&R travel orders will cover any difference in travel costs to the designated R&R point *for the losing post or to the selected designation of entry in the contiguous United States.*

3 FAH-1 H-3724 LENGTH OF R&R TRAVEL

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. There is no prescribed minimum or maximum period of time that employees (or their *family members*) must spend on R&R travel. However, to meet the intent and purpose of this travel benefit, sufficient time must be allowed to gain a measure of relief from conditions at post. Normally, a period of seven to 14 days would be deemed adequate to meet the intent of the regulations, but workload and other conditions at post will govern the actual amount of time *of leave approved*. See 6 FAM 125.17(c).

b. *Employees and family members must arrange R&R travel so that both legs of the trip occur within a reasonable period of time consistent with the intent of the state.*

3 FAH-1 H-3725 TAKING HOME LEAVE AT MID-TOUR

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. An employee assigned at an R&R post for four years with mid-tour home leave (HLRT) may take R&R before and after home leave, provided that the home leave travel splits the tour into two equal parts of *twenty-four months each. Time spent on home leave is in addition to the two 24-month periods.*

b. If, after taking R&R, an employee takes home leave before completing two years of a four-year HLRT tour of duty, that employee is obligated to refund the cost of the R&R travel, unless the timing of the home leave was required by the needs of the service or for compassionate reasons (to be determined on a case by case basis).

c. *If the employee has extended the tour to provide for a minimum period of 24 months at post following completion of home leave, R&R can be authorized. If the timing of home leave was required by the needs of the service or for compassionate reasons (to be determined on a case by case basis), an exception can be granted by the foreign affairs agency office issuing the R&R orders.*

d. Heads of individual agencies at post are authorized to adjust the HLRT up to 45 days on either side of the 24-month home leave anniversary date if required for service need or compassionate reasons (to be determined on a case by case basis).

e. Adjustments of more than 45 days require the approval of the appropriate agency headquarters office as indicated above.

3 FAH-1 H-3726 REST AND RECUPERATION TRAVEL

3 FAH-1 H-3726.1 Authorization

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. Heads of individual agencies at a post delegated authority by 6 FAM 121 may authorize or approve round-trip transportation for an employee and/or family members to the designated relief area.

b. Except as *noted in this* section, 6 FAM 100 will apply.

3 FAH-1 H-3726.2 U.S. Government Transportation and Other Accommodations

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

In scheduling trips, the authorizing officer should seek to make them *economical and reasonable to the U.S. Government.*

3 FAH-1 H-3726.3 Elective Alternatives

(TL:POH-081; 02-26-2002)

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

(Applies to Foreign Service Employees only)

a. Actual travel may be performed by employee and family members:

(1) By other classes or modes of travel (including automobile), *and*

(2) From the post of assignment to a place other than the designated relief area (see 3 FAM 3725.3-1),

provided that the purpose of rest and recuperation travel is met.

b. *If an employee exercises the option of travel under 3 FAM 3725.3-2 to a point in the United States, its possessions, or the Commonwealth of Puerto Rico, the granting of leave is subject to 3 FAM 3410 and home leave eligibility is deferred in accordance with 3 FAM 3430. For USAID, see AID Handbook 27.*

c. *All R&R travel must begin and end at the employee's post of assignment except under the provisions of 3 FAH-1 H-3723 when combined with other official travel or educational travel.*

d. The cost to the U.S. Government of such travel to any elective point may not exceed the transportation expenses that would have been incurred for direct travel between the point of origin and the designated relief area by the applicable mode and class of travel provided in 3 FAM 3720 and this subchapter. Additionally, it may not exceed allowable transportation expenses actually incurred.

3 FAH-1 H-3726.4 Other Travel Expenses

(TL:POH-081; 02-26-2002

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

(Applies to Foreign Service Employees only)

The following expenses will not be allowed for rest and recuperation travel:

(1) Per diem including rest stops;

(2) Miscellaneous expenses (as enumerated in 6 FAM 141), except for transportation to and from the airport and airport fees that are or would be incurred for direct travel to the designated R&R point, *abroad* or in the case of R&R taken in the United States, to the *selected designation* of entry in the United States;

(3) Unaccompanied or excess baggage; and

(4) *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 the 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 destination 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 FAH-1 H-3727 THROUGH H-3729 UNASSIGNED

3 FAH-1 H-3722 Exhibit H-3722 (1) POSTS AND DESIGNATED RELIEF AREAS FOR R&R TRAVEL^{3/4}AFRICAN COUNTRIES

(TL:POH-081; 02-26-2002)

Post Designated for R&R	Designated Relief Area
Angola Luanda	<i>Paris, France</i>
Benin Cotonou	Paris, France
Botswana <i>Gaborone</i>	<i>London, UK</i>
Burkina Faso <i>Ouagadougou</i>	Paris, France
Burundi <i>Bujumbura</i>	<i>Amsterdam, Neth</i>
Cameroon (All posts)	<i>London, UK</i>
Cape Verde Praia	Paris, France
Central African Republic <i>Bangui</i>	Paris, France
Chad <i>N'Djamena</i>	London, UK
<i>Congo, Democratic Republic of Kinshasa</i>	<i>Paris, France</i>
Congo, Republic of Brazzaville	Paris, France
<i>Cote d'Ivoire Abidjan</i>	<i>Paris, France</i>
Djibouti, Republic of <i>Djibouti</i>	Paris, France

Eritrea Asmara	Frankfurt, Germany
Ethiopia <i>Addis Ababa</i>	Frankfurt, Germany
Gabon Libreville	Paris, France
Gambia, The <i>Banjul</i>	London, UK
Ghana <i>Accra</i>	London, UK
Guinea (All posts)	Paris, France
Guinea-Bissau (Bissau)	Paris, France
Kenya Nairobi	London, UK
Lesotho Maseru	London, UK
Liberia <i>Monrovia</i>	Paris, France
Madagascar Antananarivo	Paris, France
Malawi <i>Lilongwe</i>	Paris, France
Mali <i>Bamako</i>	Paris, France
Mauritania <i>Nouakchott</i>	Paris, France
Mauritius <i>Port Louis</i>	Vienna, Austria
Mozambique Maputo	London, UK
Namibia Windhoek	London, UK

Niger <i>Niamey</i>	Paris, France
Nigeria (All posts)	London, UK
Rwanda <i>Kigali</i>	Paris, France
Senegal <i>Dakar</i>	Paris, France
Sierra Leone Freetown	London, UK
Somalia <i>Mogadishu</i>	London, UK
South Africa (All posts)	London, UK
Sudan <i>Khartoum</i>	London, UK
Swaziland Mbabane	London, UK
Tanzania <i>Dar El Salaam</i>	Zurich, Switzerland
Togo <i>Lome</i>	Paris, France
Uganda Kampala	London, UK
Zambia <i>Lusaka</i>	London, UK
Zimbabwe Harare	London, UK

3 FAH-1 H-3722 Exhibit H-3722 (2)
POSTS AND DESIGNATED RELIEF AREAS
FOR R&R TRAVEL^{3/4}WESTERN-HEMISPHERE
COUNTRIES

(TL:POH-081; 02-26-2002)

Post Designated for R&R	Designated Relief Area
<i>Argentina</i> <i>Buenos Aires</i>	<i>Miami, Florida</i>
Barbados Bridgetown	Miami, Florida
Belize Belize City	Miami, Florida
Bolivia La Paz	Miami, Florida
Brazil <i>Sao Paulo</i> <i>Recife</i> <i>Rio de Janeiro</i> <i>Brasilia</i>	<i>Miami, Florida</i> Miami, Florida <i>Miami, Florida</i> <i>Miami, Florida</i>
<i>Chile</i> <i>Santiago</i>	<i>Miami, Florida</i>
Colombia Bogota	Miami, Florida
<i>Costa Rica</i> <i>San Jose</i>	<i>Miami, Florida</i>
Cuba Havana	Miami, Florida
Dominican Republic Santo Domingo	Miami, Florida
Ecuador Quito Guayaquil	Miami, Florida Miami, Florida
El Salvador San Salvador	Miami, Florida

<i>Grenada</i> St Georges	<i>Miami, Florida</i>
Guatemala Guatemala City	Miami, Florida
Guyana Georgetown	Miami, Florida
Haiti Port-au-Prince	Miami, Florida
Honduras Tegucigalpa	Miami, Florida
Jamaica Kingston	Miami, Florida
Mexico Mexico City	Houston, Texas
Nicaragua Managua	Miami, Florida
Panama Panama	Miami, Florida
Paraguay Asuncion	Miami, Florida
Peru Lima	Miami, Florida
Suriname Paramaribo	Miami, Florida
Trinidad and Tobago Port-of-Spain	Miami, Florida
<i>Uruguay</i> <i>Montevideo</i>	<i>Miami, Florida</i>
Venezuela Caracas	Miami, Florida

3 FAH-1 H-3722 Exhibit H-3722 (3)
POSTS AND DESIGNATED RELIEF AREAS
FOR R&R TRAVEL^{3/4}EAST ASIAN AND
PACIFIC COUNTRIES

(TL:POH-081; 02-26-2002)

Post Designated for R&R	Designated Relief Area
Brunei Bandar Seri Begawan	Sydney, Australia
Burma Rangoon	Sydney, Australia
Cambodia Phnom Penh	Sydney, Australia
China (All posts)	Sydney, Australia
Federated States of Micronesia Kolonja	Sydney, Australia
Fiji Suva	Sydney, Australia
Indonesia (All posts)	Sydney, Australia
Japan Naha, Okinawa	Hong Kong
Korea <i>Seoul</i>	Sydney, Australia
Laos Vientiane	Sydney, Australia
Marshall Islands Majuro	Sydney, Australia
<i>Malaysia</i> <i>Kuala Lumpur</i>	<i>Sydney, Australia</i>
Mongolia Ulaanbaatar	Rome, Italy

Palau	
Koror	Sydney, Australia
Papua New Guinea	
Port Moresby	Sydney, Australia
Philippines	
<i>Manila</i>	Sydney, Australia
Samoa	
<i>Apia</i>	<i>Sydney, Australia</i>
Thailand	
(All posts)	Sydney, Australia
Viet Nam	
Hanoi	
<i>Ho Chi Minh City</i>	<i>Sydney, Australia</i>

3 FAH-1 H-3722 Exhibit H-3722 (4)
POSTS AND DESIGNATED RELIEF AREAS
FOR R&R TRAVEL^{3/4}EUROPEAN COUNTRIES

(TL:POH-081; 02-26-2002)

Post Designated for R&R	Designated Relief Area
Albania Tirana	London, UK
Armenia Yerevan	Rome, Italy
Azerbaijan Baku	Rome, Italy
Azores Ponta Delgada	London, UK
Belarus Minsk	Rome, Italy
Bosnia-Herzegovina Sarajevo	London, UK
Bulgaria Sofia	Frankfurt, Germany
Croatia Zagreb	Rome, Italy
Cyprus Nicosia	Rome, Italy
Estonia Tallinn	London, UK
Georgia Tbilisi	Rome, Italy
Greece Kavala Athens	Munich, Germany London, UK
Iceland Reykjavik	Rome, Italy

Kazakhstan Almaty	Rome, Italy
Kyrgyzstan Bishkek	Rome, Italy
Latvia Riga	London, UK
Lithuania Vilnius	London, UK
Macedonia (frmr Yugoslav Republic of) Skopje	Frankfurt, Germany
Malta Valletta	London, UK
Moldova Chisinau	Rome, Italy
Poland (All posts)	Rome, Italy
Romania Bucharest <i>Cluj</i>	Frankfurt, Germany <i>Frankfurt, Germany</i>
Russian Federation (All posts <i>except Vlad.</i>) <i>Vladivostok</i>	Rome, Italy <i>Sydney, Australia</i>
Tajikistan Dushanbe	Rome, Italy
Turkey (All posts)	Frankfurt, Germany
Turkmenistan Ashgabat	Rome, Italy

Ukraine

Kiev

Rome, Italy

Uzbekistan

Tashkent

Rome, Italy

Yugoslavia, Fed. Rep. Of-Montenegro

Belgrade

Paris, France

Pristina

London, UK

3 FAH-1 H-3722 Exhibit H-3722 (5)
POSTS AND DESIGNATED RELIEF AREAS
FOR R&R TRAVEL^{3/4} NEAR EASTERN AND
SOUTH ASIAN COUNTRIES

(TL:POH-081; 02-26-2002)

Post Designated for R&R	Designated Relief Area
Afghanistan (All posts)	London, UK
Algeria Algiers	London, UK
Bahrain Manama	London, UK
Bangladesh (All posts)	Sydney, Australia
Egypt (All posts)	London, UK
India (All posts)	London, UK
Israel Tel Aviv	London, UK
Jerusalem Jerusalem	London, UK
Jordan (All posts)	London, UK
Kuwait (All posts)	London, UK
Lebanon Beirut	London, UK

Morocco	
Rabat	London, UK
Casablanca	London, UK
Tangier	London, UK
Nepal	
(All posts)	London, UK
Oman	
Muscat	London, UK
Pakistan	
(All posts)	London, UK
Qatar	
Doha	London, UK
Saudi Arabia	
(All posts)	London, UK
Sri Lanka	
Colombo	Sydney, Australia
Syria	
Damascus	London, UK
Tunisia	
Tunis	London, UK
United Arab Emirates	
(All posts)	London, UK
Yemen Arab Republic	
Sanaa	London, UK