ATTACHMENT 15

Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel

Tasker Initiated Deployments: Reemployed Annuitants (RAs) who are deployed on ENGLink taskers for a period of 60 days or more may be authorized to return to their home of record or go to an alternate location after 30 consecutive days of duty (TDY) and after every 30 consecutive days thereafter. The standard period for Return to HOR/AL is four days (2 days for travel and two days off). Return to home of record may be extended for up to 10 days with supervisory approval and under rare and unusual circumstances may exceed that time with prior approval of the RAO PM. Travel to an alternate location is limited to the standard period of time. The following rules apply to Return to HOR/AL.

1. All Return to HOR/AL must be coordinated with your field supervisor.
2. Authorization for Return to HOR/AL must be requested on the "Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel" form (below).
3. If time off is taken at your home of record, you will receive transportation (actual cost of airfare, rental car, etc.) and three fourths of your daily per diem rate for the day in route home and for the day you return to duty. You will not receive per diem for your days at home.
4. If time off is taken at an alternate location, you will receive only per diem related expenses and reimbursable miscellaneous expenses that would have been allowable had you remained at your TDY location for the non workdays (2 travel days plus 2 non workdays).
5. If you need to make travel arrangements for return to your home of record, you can do so by contacting Carlson/SATO at 1-800-953-7286.
6. You will not be paid for the time that you are off or while traveling to and from your Return to HOR/AL location. As an intermittent employee, you are paid only for actual time worked.
7. You may be authorized to retain your lodging for three nights and rental car for four days while on Return to HOR/AL. If your return to home of record exceeds the normal time period you will be responsible for paying for the additional days of lodging and car rental or you will have to give them up.
8. The rental car can be used to provide transportation to and from your home of record while taking time off but may not be used for personal reasons while there. It cannot be used for travel when an alternate location is involved.
9. Since RA's are intermittent employees they have no regularly scheduled tour of duty so Return to HOR/AL can be scheduled anytime of the week (subject to supervisory approval).
10. RA's do not have to return to their home of record/alternate location during extended TDY if they do not want to.

Non- Tasker Initiated Deployments: Reemployed Annuitants who are deployed on a non-tasker basis, must consult with the deployment organization to determine what will be authorized in terms of R&R travel to Home of Record or Alternate Location.

Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel

_____-RFO Date _____

Memorandum for HR, ____-RFO

SUBJECT: Return to Home of Record during TDY

1. The following individual has met eligibility requirements for Return to HOR/AL, in accordance with Joint Travel Regulations, Volume II, Chapter 4, Return to PDS during TDY.

2. If approved, official travel for Return to HOR is authorized. Flight arrangements (if applicable) will be made by individuals requesting Return to HOR travel. Travel pay to alternate locations is not authorized.

3. Information on individual requesting Return to HOR/AL:

Full Name: _____

Mission/Duty Assignment: _____ Cell Phone # _____

Hotel: _____ Check Out: Yes _____ No _____

Departure Date: _____ Time _____

Return Date _____ Time _____

Mode of Transportation: _____

Home/Alternate Location Address _____

Phone Number: _____

Requested by:

_____ _____

Signature Date

Approved/Disapproved. (Circle one)

_____ _____

Field Supervisors Name, Title & Signature Date

Approved/Disapproved (Circle one)

_____ _____

Mission Manager Signature Date

IF APPROVED, INDIVIDUAL MUST:

- Provide a copy of approval to CECW-HS-RAO when doing travel voucher
- Return signed approval to HR Team for Official Files
- Make flight arrangements with Carlson/SATO (if applicable)

PLEASE NOTE:

- RAs are not authorized pay for travel days or days off while on Return to HOR/AL.
- RAs do not receive per diem for days home while on Return to HOR.
- RAs are authorized to retain their lodging for 3 nights and rental car for 4 days while on Return to HOR/AL.
- The rental car may be used for travel to and from home but not for personal reasons while at home. Use of the rental car for travel to an alternate location is not authorized.