

INITIALS
APPR: LBL ...
DRAFT: TDA ...
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UNCLASSIFIED

PC/AF/SA:TDAVIS
6/27/2007 202-692-1306
PC/AF/CHOPS:LFODEN

PC/AF:CAO, CDU (INFO); PC/M/AS/G/T:JGRISDALE (INFO)
PC/OCFO/BAT:CEASTMAN (INFO); PC/OCFO/GAP:MCGUIRE (INFO)

PRIORITY XXXXXX

TOPEC

E.O. 12958: N/A

TAGS: N/A

SUBJECT: HOME LEAVE TA FOR AO JANE DOE

TO: CD PLS PASS TO AO

FROM: HENRY MCKOY, AFRICA REGIONAL DIRECTOR

POST IS AUTHORIZED TO ISSUE HOME LEAVE TRAVEL AUTHORIZATION FOR AO XXXX FROM AFRICA TO USA. AUTHORIZED SHIPMENT VIA AIR FREIGHT 250 LBS IN BOTH DIRECTIONS. POST IS AUTHORIZED TO INCLUDE AN ADDITIONAL 10 KILOS (22 LBS) EXCESS BAGGAGE FOR AO IF AIRLINE CARRIER ALLOWS ONLY 20 KILOS PER PERSON (PER 6 FAM 148.1-2). REQUIRED USE OF AMERICAN CARRIER AS DESCRIBED UNDER 6 FAM 134.

ANNUAL LEAVE TAKEN IN CONJUNCTION WITH HL MUST BE APPROVED BY CD AT POST. AO XXX IS AUTHORIZED XX DAYS OF HOME LEAVE. LEAVE DATES ARE XXX.

EMPLOYEE SHOULD BE ADVISED THAT FAILURE TO COMPLETE AT LEAST 12 MONTHS OF EXTENSION TOUR WILL REQUIRE REPAYMENT OF TRANSPORTATION COSTS ASSOCIATED WITH HOME LEAVE AND THE AMOUNT OF HOME LEAVE TAKEN SHALL BE CHARGED TO THE EMPLOYEE'S ANNUAL LEAVE BALANCE UNLESS EMPLOYEE IS SUBJECT TO ONE OF THE EXCEPTIONS SET FORTH IN MANUAL SECTION 635.5.9.6.

PLEASE REVIEW PC MANUAL SECTION 635.5.9 FOR MORE INFORMATION.

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MEDICAL EXAMINATIONS TO ENSURE MEDICAL CLEARANCE IS CURRENT IS EMPLOYEE RESPONSIBILITY. EXAMINATIONS SHOULD BE TAKEN AT POST OR ON HOME LEAVE. FORWARD FORMS TO MEDICAL DIVISION STATE DEPT.

GENERAL INSTRUCTIONS: FAX ONE COPY OF TA TO TRANSPORTATION (202-692-1161) AND BAT (202-692-1601). FAILURE TO FAX TA PROMPTLY TO HQ COULD RESULT IN DELAYED SHIPPING OF GOODS AND HHE FROM US TO POST. SUBMIT ORIGINAL TA AND A COPY OF THE CABLE TO GAP FOR PROCESSING. INCLUDE ON TA A BREAKOUT OF TOTAL ESTIMATED COSTS BY OBJECT CLASS CODE AS FOLLOWS: TRAVEL (AIRFARE & PER DIEM) CHARGED TO OBJECT CLASS CODE 21061; UAB SHIPMENT CHARGED TO OBJECT CLASS CODE 22011. TA MUST INCLUDE ALL OBLIGATION INFORMATION.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT THE AF REGION STAFFING ANALYST FOR ASSISTANCE.

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