

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

EXECUTIVE ORDER NO. 63-5

TRAVEL IN CONNECTION WITH HOME LEAVE AND
COMPLETION OF EMPLOYMENT CONTRACT

1. Reference is made to Chapter 17, "Travel and Transportation," Part 4, Volume III, Government of Guam Manual, Government of Guam Memorandum No. 19-59, and Executive Order No. 7-60, with regard to the subject matter. It has been and continues to be, the policy of the Government of Guam, in furnishing travel for contract employees upon completion or renewal of an employment contract, to permit application of the cost of authorized first class air travel between Guam and the point of recruitment toward the cost of other and more inexpensive travel in order to give the employee the option of additional travel. This policy has proved a valuable recruitment incentive and has offered employees an excellent opportunity to broaden their education through constructive travel. The purpose of this order is to simplify and extend this policy in an effort to eliminate misunderstanding and to make employment with the Government of Guam more attractive.

2. Executive Order No. 7-60 is hereby rescinded in its entirety. Contract employees and each dependant who are entitled to transportation hereof shall be allowed first class air transportation as follows:

A. For employees who have completed their contracts, travel allowances shall be from Guam to point of recruitment. At the option of the employee, the cost of such travel may be converted to a different class or type of transportation.

B. For employees who are renewing their contracts, travel allowances shall be from Guam to point of recruitment and return. At the option of the employee, the cost of such travel may be converted to a different class or type of transportation. Any unused portion of such travel allowances shall be held by the Government of Guam as travel credit of the employee for use, at the discretion of the employee, in subsequent travel during the life of or upon completion of contract.

3. The rescission of Executive Order No. 7-60 in Paragraph 2 herein eliminated any requirement that employees leave the island on leave between contracts.

4. In no event will cash payment be made in lieu of any such credit which is not utilized.

5. Travel authorizations shall be approved by the Director of Labor and Personnel in accordance with Chapter 17, Part IV, Volume Three, Section 17.03.02 of the Travel Manual of the Government of Guam.

Issued at Agana, Guam, this 1st day of May, 1963.

/s/ Manuel F. L. Guerrero
MANUEL F. L. GUERRERO
Governor of Guam

COUNTERSIGNED:

(SEAL)

/s/ Rudolph G. Sablan
RUDOLPH G. SABLAN
Acting Secretary of Guam