



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CENTRAL
CAMP ARIFJAN, KUWAIT
APO AE 09306

ACCG

APR 04 2015

MEMORANDUM FOR All Units and Personnel in U.S. Central Command (USCENTCOM) Area of Responsibility (AOR)

SUBJECT: USCENTCOM AOR Rest & Recuperation (R&R) Leave Policy Memorandum and Program Procedures

1. **REFERENCES:** See Appendix A.
2. **PURPOSE:** To provide policy regarding the R&R Leave Program and eligibility criteria for Service Members and DoD Civilians assigned, attached, or deployed to the USCENTCOM AOR.
3. **AUTHORITY:** IAW USCENTCOM Policy Letter #36, dated 6 June 2011, United States Army Central (USARCENT) is the Executive Agent for the USCENTCOM R&R Leave Program and is responsible for the coordination, implementation, and execution of the R&R Leave Program.
4. **APPLICABILITY:** This policy memorandum applies to all Service Members and DoD Civilians assigned, attached, or deployed to the USCENTCOM AOR.
5. **POLICY:**

a. **BACKGROUND:** The R&R leave program is designed to provide an opportunity to take leave, allowing time to relax under more favorable conditions. The program provides Government funded transportation from a certified R&R duty location to a designated R&R destination. R&R leave is a privilege; participation in the R&R Leave Program is determined by the unit commander, subject to operational and mission constraints.

b. **ELIGIBILITY:**

(1) In accordance with the Joint Travel Regulations (JTR), Service Members serving in R&R duty locations are authorized one R&R per 12-month tour. Service Members must have deployment or mobilization orders of 365-days or greater, in addition to serving a minimum of 270-days Boots on Ground (BOG) in an R&R certified location. For the purposes of R&R, time spent at the mobilization/demobilization station does not count towards total days BOG in R&R certified location. Eligibility for all Service Members is established by DoDI 1327.06 and USCENTCOM Regulation (CCR) 600-21; respective service components may further restrict.

ACCG

SUBJECT: USCENTCOM AOR Rest & Recuperation (R&R) Leave Policy
Memorandum and Program Procedures

(2) Service Members serving on unaccompanied 12-month or greater PCS orders in a certified R&R duty location are authorized to participate in the R&R Leave Program as long as they abide by all of the same criteria and restrictions as deployed personnel (TCS and TDY/TAD) for the entire duration of their unaccompanied tour. PCS Service Members are not authorized to participate in both the R&R Leave Program and other leave programs, to include (but not limited to) ordinary leave, parental leave, Environmental Morale Leave (EML), and Consecutive Overseas Tours (COT) leave. Additionally, Service Members on accompanied PCS orders are not authorized to participate in the R&R Leave Program.

(3) In accordance with the JTR, DoD Civilians [Appropriated Fund and Non-Appropriated Fund (NAF) employees] officially assigned to an authorized R&R duty location within the USCENTCOM AOR are authorized to participate in the R&R Leave Program. This includes DoD Civilians detailed to another federal agency within the USCENTCOM AOR as outlined in Appendix A, references d and g. **DoD Civilians assigned to locations in the USCENTCOM AOR other than Afghanistan, Iraq, or Pakistan are authorized one R&R leave per contingency tour.** DoD Civilians assigned to Afghanistan, Iraq, or Pakistan are authorized up to three R&R leave periods within a complete 12-month (365 days or more) tour. Employees must serve a tour length of 180 or more consecutive days (to include extensions). DoD Civilians are not eligible for non-chargeable rest & recuperation (NCR&R) leave. Eligibility for all DoD Civilians is established by DoDI 1327.06 and CCR 600-21.

(4) Contractors are ineligible to participate in the R&R Leave Program.

(5) Foreign Service Members assigned or serving under a U.S. Military Command are not authorized participation in the R&R Leave Program, but may travel space required – mission essential traffic (Space-R). All visa and passport requirements must be met for entrance into the United States.

(6) R&R duty locations must be in an area that is dependent-restricted; designated for hostile fire or imminent danger pay; be in an area in which entry of Service Members on official or unofficial travel is controlled; *and* be in an area where ordinary annual leave programs have been restricted for reason of military necessity.

(7) R&R leave eligibility begins after the first 60 days in theater and ends prior to the final 60 days in theater. Exceptions to policy (ETPs) to the 60 day eligibility requirement must be approved by the first General Officer or Senior Executive Service Member in the chain of command. A copy of the approval memorandum(s) must be included in the R&R leave request packet and submitted to the USARCENT G1, R&R team. DoD Civilians may take R&R leave with less than 60 days remaining on their orders. Taking R&R leave with the intent of being released from theater is not authorized for any personnel.

ACCG

SUBJECT: USCENTCOM AOR Rest & Recuperation (R&R) Leave Policy
Memorandum and Program Procedures

(8) NCR&R leave was established by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) to allow Service Members deployed to the most arduous combat areas to accrue and use their leave upon redeployment for reintegration with their Families and communities. Reference latest OUSD(P&R) guidance for certified NCR&R duty locations (reference Appendix A). All R&R Leave Program policies and procedures still apply to those eligible for NCR&R leave.

(9) Travel under the R&R Leave Program cannot be combined with paternity leave, ordinary/annual leave, liberty leave/pass, environmental morale leave, permissive TDY/TAD, or any unofficial travel. Use of regular/special liberty pass within the AOR does not render a Service Member ineligible for R&R, but cannot be combined with R&R leave.

(10) Emergency Leave is authorized during a deployment. Utilizing emergency leave will not impact eligibility for R&R leave, regardless of when, the duration, or the numbers of times emergency leave is executed. Emergency Leave is chargeable leave.

(11) Service Members and DoD Civilians requesting an ETP to combine R&R leave with TDY/TAD travel must receive an endorsement from the first General Officer/Flag Officer (GO/FO) or SES prior to departure from the USCENTCOM AOR.

(12) Unless approved by the first O6 in the chain of command, units may not deny R&R leave to individual Service Members who would otherwise qualify. A warranted negative impact to mission or operational readiness must exist.

(13) For Army Units, commanders will ensure total personnel on R&R leave, emergency leave, and TDY does not exceed 10% of the unit's assigned strength at any given time. Army Reserve/National Guard units may request an exception to policy to increase the limit to 12%. This exception to policy for Army Reserve/National Guard units must be approved by the first GO in the chain of command, subject to operational conditions.

6. PROCEDURES AND GUIDELINES: See Appendix B.

7. RESPONSIBILITIES:

a. USARCENT is responsible for overseeing the execution, operability, sustainment, and stewardship of the R&R Leave Program as outlined in DoDI 1327.06, JTR, CCR 600-21, and all other governing regulations/doctrine.

ACCG

SUBJECT: USCENTCOM AOR Rest & Recuperation (R&R) Leave Policy
Memorandum and Program Procedures

b. All commands will submit complete R&R request packets through appropriate G1/J1/S1 channels for processing. All units/personnel serving in the Afghanistan AOR will submit packet to USFOR-A. All other units will submit packets through appropriate G1/J1/S1 channels for processing to USARCENT G1.

c. Commanders are responsible for ensuring:

(a) Participants meet all eligibility criteria to participate in the R&R Leave Program.

(b) Participants are briefed on appropriate behavior and provided emergency contact information.

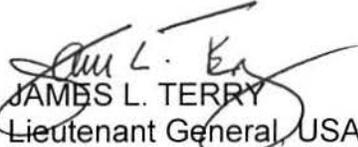
(c) Duty statuses are updated in DTAS for accountability tracking. R&R extensions are not authorized and there are absolutely no exceptions. Personnel are placed in another authorized duty status when unable to return back to the USCENTCOM AOR upon termination of R&R leave. Failure of personnel to board return flight at the end of their R&R leave IOT return back to the USCENTCOM AOR may be in violation of the Uniform Code of Military Justice (UCMJ), Article 86 (AWOL - Absent Without Leave) and Article 87 (Missing Movement).

(d) Service Members and DoD Civilians traveling to OCONUS destinations meet all foreign travel requirements per the DoD Electronic Foreign Clearance Guide prior to approving leave requests.

8. **EFFECTIVE DATE:** This policy is effective immediately. All previously published USARCENT R&R policy and procedural guidance is rescinded.

9. **PUNITIVE POLICY:** Military personnel who violate this policy may be subject to adverse actions under the UCMJ. DoD Civilian employees who violate this policy may also be subject to adverse action under the Code of Federal Regulations, Title 5.

10. **PROPONENT:** The proponent for this memorandum is the USARCENT G1 Plans and Operations Division, DSN: 318-430-7504/6319 or usarmy.arifjan.usarcent.mbx.g1-r-r1@mail.mil.


JAMES L. TERRY
Lieutenant General, USA
Commanding General

Appendix A: References

- a. Joint Travel Regulations (JTR), 1 Oct 2014
- b. DoD Directive 5101.6, DOD Executive Agent for the United States Central Command (USCENTCOM) Rest and Recuperation (R&R) Leave Program, 11 Aug 04.
- c. DoD Instruction (DoDI) 1327.06, Leave and Liberty Policy and Procedures, 16 Jun 09, Incorporating Change 2, effective 13 Aug 13.
- d. DoD Instruction (DoDI) 1400.25, Vol 630, DoD Civilian Personnel Management System: Leave, Dec 96 (Administratively Reissued 6 Apr 09).
- e. USD(P&R) Memorandum, Subject: Recertification of Certain USCENTCOM Land Areas as Chargeable Rest and Recuperation (R&R) Leave Areas 6 May 14.
- f. USD(P&R) Memorandum, Subject: Recertification of Afghanistan and Iraq as Non-Chargeable Rest and Recuperation Leave Areas, 15 Mar 13.
- g. Principal Deputy Under Secretary of Defense for Personnel & Readiness (PDUSD(P&R)) Memorandum, Subject: Clarification to Policy Memorandum, "Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006", Dated 4 May 07, 27 Aug 08.
- h. PDUSD(P&R) Memorandum, Subject: Clarification of Memoranda Regarding Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees Assigned to Iraq or Afghanistan Under the Authority of Section 1603 of Public Law (P.L.) 109-234, as amended, 20 Oct 08.
- i. USD(P&R) Memorandum, Subject: Updating USCENTCOM Rest and Recuperation (R&R) Leave Program, 30 Jan 07.
- j. USCENTCOM Regulation 600-21, Leave & Liberty Policy Within the United Central Command Area of Responsibility, 20 Oct 14.
- k. USCENTCOM Policy Letter #36, Leave and Liberty Policy for U.S. Central Command (USCENTCOM) Area of Responsibility (AOR), 7 May 10.
- l. USCENTCOM Message, Subject: Implementation of Non-Chargeable Rest and Recuperation Leave Program for Iraq and Afghanistan, 23 Mar 10.
- m. Air Mobility Command Instruction 24-101, Volume 14, Subject: Military Airlift Passenger Service, 7 Oct 13.

n. Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 1 Jul 09 (Periodic Review, Last updated 9 Aug 13).

o. Army Directive 2012-13, Policy and Implementing Guidance for Deployment Cycle Support, 21 May 12.

p. ALARACT Message 298/2011, Subject: Army Deployment Period Policy, 052254Z Aug 11.

q. ALARACT Message 163/2007, Subject: Announcement of Policy Changes to the USCENTCOM Theater Rest and Recuperation (R&R) Leave Program, 20 Jul 07.

r. USARCENT Message, Subject: Update to the Rest and Recuperation (R&R) Leave Policy in the USCENTCOM AOR, 2 Apr 10.

s. USARCENT Message, MOD 3 to FRAGO 09-113, Subject: Execution of the USCENTCOM Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR, 161230Z Jan 10.

t. USARCENT Message, MOD 2 to FRAGO 09-113, Subject: Execution of the USCENTCOM Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR, 301504Z Sep 09.

u. USARCENT Message, MOD 1 to FRAGO 09-113, Subject: Execution of the USCENTCOM Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR, 24184Z Sep 09.

v. USARCENT Message, FRAGO 09-113, Subject: Execution of the USCENTCOM Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR, 031316Z Jun 09.

w. USARCENT R&R Leave Policy and Procedures for the USCENTCOM AOR, Jan 11; hereby superseded by this publication.

Appendix B: Guidelines and Procedures

1. Eligibility:

a. Service Members:

(1) Service Members deployed to the USCENTCOM Area of Responsibility (AOR) with 12-month TCS/PCS deployment orders **and** who are also projected to serve a minimum of 270-days continuous boots on ground (BOG) in an R&R certified location are eligible for 15 days of R&R leave. Service Members must serve a 12-complete-month, or greater, tour in the USCENTCOM AOR and have deployment/mobilization orders that reflect 365-days or more – NO EXCEPTIONS.

(2) Army Service Members: Mobilization orders are not TCS deployment orders. Deployment period is defined as the length of time between the deployment and redeployment of forces in the USCENTCOM AOR and is not inclusive of time spent at the mobilization station for Reserve/National Guard units/personnel. The policy defining "deployment length" is reference p. Specific implementation instructions and eligibility criteria for the R&R Leave Program are found in references j. and n.

b. DoD Civilians:

(1) This policy applies to all DoD Appropriated Fund and Non-Appropriated Fund (NAF) employees who are officially assigned to the USCENTCOM AOR by means of TDY, TCS, or PCS orders, or detailed to another federal agency in the USCENTCOM AOR. DoD Civilians are authorized to take R&R leave IAW the limitations listed in this policy and all applicable references listed in Appendix A of this policy.

(2) DoD Civilians assigned to locations in the USCENTCOM AOR other than Afghanistan, Iraq, or Pakistan are authorized one R&R leave period not to exceed 21 calendar days, including travel days, per contingency tour. The employee must serve a tour length of 180 consecutive days or more (to include extensions).

(3) DoD Civilians assigned to Afghanistan, Iraq, or Pakistan are authorized up to three R&R leave periods within a 12-month tour (365 days or more); each leave period will not exceed 21 calendar days, including travel days, and will be taken at least 60 days apart. DoD Civilians serving a tour of less than 12 complete months (364 days or less) are authorized only one R&R leave period that will not exceed 21 calendar days.

2. Service Members may request an exception to take less than the authorized 15 days of R&R leave. This request must be approved by the first General Officer/Flag Officer (GO/FO) or SES in the chain of command; this authority cannot be delegated. Approved requests must be included with R&R leave submissions and received by USARCENT G1 as part of the R&R leave request packet. Requests for an ETP to reduce the number of authorized days of R&R leave for the entire unit must be

endorsed by the first GO/FO in the chain of command and approved by the Commander, USARCENT. There are no exceptions for Service Members to request or take more than 15 days of R&R leave unless paragraph 5 of this policy applies.

3. R&R leave periods must be taken in a single block of time; they cannot be broken into separate leave periods – NO EXCEPTIONS.

4. R&R leave is chargeable leave unless otherwise directed by the Under Secretary of Defense for Personnel and Readiness. Commanders will ensure that respective unit S1s (or administrative support equivalents) process authorized leave request documents for chargeable leave IAW service-specific regulations and that entitlements are stopped as appropriate for all personnel.

a. Service Members: R&R leave is chargeable leave against ordinary leave balances. There is an authorized exception for NCR&R leave for Service Members assigned to the Afghanistan AOR, as designated by the Under Secretary of Defense for Personnel and Readiness. R&R/NCR&R leave begins at 0001 hours the day after the Service Member arrives at the commercial airport closest to the Service Member's approved leave destination. R&R/NCR&R leave ends at 2400 hours the day prior to the Service Member's return flight. The Commercial Travel Office (CTO) will set the travel itinerary such that the R&R/NCR&R participant's return flight is scheduled for the day following the last full day of leave. Any requested itinerary changes must be approved by USARCENT G1.

b. DoD Civilians: R&R leave is chargeable leave against a DoD Civilian's leave balance. DoD Civilians may utilize authorized leave or other accrued paid absences during their R&R leave (i.e. annual leave, home leave, administrative leave, compensatory time, sick leave). R&R leave must be properly coded on the employee's time and attendance record, as verified by the supervisor and/or certifying authority. Days falling on weekends and Federal Holidays that occur during R&R leave are not chargeable. Compensatory time is not authorized when traveling on R&R leave. An excused absence is defined as an authorized absence from duty without loss of pay and without charge to other paid leave. Periods of excused absence are considered part of the employee's basic workday even though the employee does not perform his or her regular duties. (DoD employees are authorized 20 excused absence days per fiscal year).

(1) Though DoD Civilians may be charged less than 21 days leave for an R&R leave period, the entirety of individual R&R leave periods will not exceed 21 total calendar days away from the official duty station (including travel time).

Leave #1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Leave	Non-Duty

Leave Summary. Employee departs Kuwait via Commercial Air on Day 1 and arrives in CONUS on Day 2. The weekends are non-duty days and do not count as leave, but do count towards the 21 calendar day limitation. The employee will be charged leave time for 15 days (shown in green). The employee departs CONUS on Day 20 via Commercial Air to Kuwait and returns to their duty location on Day 21.

(2) R&R leave example/scenario: DoD Civilians assigned to Afghanistan for at least 12 complete months (365 days or more) are eligible for up to three R&R leave periods after serving 60 days in the USCENTCOM AOR.

Leave #1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Excused Absence	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Leave	Leave	Excused Absence	Excused Absence	Excused Absence	Non-Duty	Non-Duty				

Summary: R&R Leave #1 of 3. Employee departs duty station at Bagram for Kuwait on Day 1, departs Kuwait for CONUS on Day 2, and arrives in CONUS at R&R leave location on Day 3. Following days spent at R&R leave location, the employee departs CONUS on Day 19 to return to duty location and arrives at Bagram on Day 21. The weekends are non-duty days and do not count towards charged leave; however, these days do count towards the 21 calendar days permitted for the R&R leave period. The employee utilized 8 days of excused absence (shown in red). The employee will be charged leave time for 7 days (shown in green). **Note: if member is assigned to a remote location, it may take additional travel days on either end of trip.**

Leave #2	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Excused Absence	Excused Absence	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Excused Absence	Excused Absence	Excused Absence

Summary: R&R Leave #2 of 3. Employee departs duty station at Bagram for Kuwait on Day 1, departs Kuwait for CONUS on Day 2, and arrives in CONUS at R&R leave location on Day 3. Following days spent at R&R leave location, the employee departs CONUS on Day 19 via Commercial Air to Kuwait, and arrives at Bagram on Day 21, returning to duty location. The weekends are non-duty days and do not count towards charged leave; however, these days do count toward the 21 calendar days permitted for the R&R leave period. The employee utilized 5 days of excused absence (shown in red). The employee will be charged leave time for 10 days (shown in green). **Note: if member is assigned to a remote location, it may take additional travel days on either end.**

Leave #3	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	Non-Duty	Excused Absence	Excused Absence	Excused Absence	Leave	Leave	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Leave	Excused Absence	Non-Duty				

Summary: R&R Leave #3 of 3. Employee departs duty station at Bagram for Kuwait on Day 1, departs Kuwait for CONUS on Day 2, and arrives in CONUS at R&R leave location on Day 3. Following days spent at R&R leave location, the employee departs CONUS on Day 19 via Commercial Air for Kuwait, and departs Kuwait for Bagram on Day 21, returning to their duty location. The weekends are non-duty days and do not count as leave; however these days do count toward the 21 calendar days. The employee utilized the remaining 7 days of excused absence (shown in red). The employee will be charged leave time for 8 days (shown in green). **Note: if member is assigned to a remote location, it may take additional travel days on either end.**

5. Consecutive Tours and Tour Extensions:

a. Subsequent and consecutive 12-month tours voluntarily executed by a Service Member authorize an additional R&R leave. This additional R&R leave cannot be utilized until after the Service Member has served 6 months of the subsequent voluntary tour in theater. Tours must be served in a qualifying R&R duty location.

b. A Service Member may be eligible for one 18 day R&R leave period if serving a tour length of 15 months or more. A service Member is ineligible if R&R leave was utilized during the initial tour. Subsequent R&R leave cannot be taken within the same set of orders. Entirety of the tour must be served in a qualifying R&R duty location.

c. Service Members who volunteer for a 12-month tour extension (with 365 day orders) subsequent to a 12-month (with 365 day orders) or longer tour ISO Operation Enduring Freedom or Operation Iraqi Freedom (as stated on orders) are authorized an R&R leave period of 15-days between the two tours. The R&R leave period is permitted solely between the termination of the first deployed period and the start of the voluntary extension. Service Members must utilize this R&R leave between the last 30 days of initial tour and first 30 days of subsequent tour. Service Members must execute continuous deployed time, and cannot utilize this additional R&R leave if there is a break in service in the USCENTCOM AOR. If any R&R period leave is not taken within authorized time frame, it is forfeited. Service Members are only authorized this R&R leave period in-between a first and second consecutive tour.

6. Ticketing and Related Authorizations and Restrictions:

a. Service Members and DoD Civilians serving in a qualified R&R duty location within the USCENTCOM AOR are authorized fully funded transportation from their certified R&R duty location to the commercial airport closest to and from their approved leave destination. If there is not a commercial airport close to the leave address, the intent of the R&R Leave Program is to fly the passenger to a location within four hours

of the leave address. Travel arrangements for R&R leave are based on the Government's most cost effective and efficient routing solution. Additionally, travel arrangements for R&R leave are based on the Government's contractual obligations and are bound by the Joint Travel Regulations.

b. R&R leave travel for all Service Members and DoD Civilian employees is arranged through USARCENT G1 in Kuwait, by the CTO. If the CTO is unable to provide ticketing, a statement of non-availability (SNA) is provided to the R&R traveler that must be submitted to USARCENT G1 for **preapproval** to self-procure a ticket. All travelers, even those possessing a SNA, must use the CTO for booking R&R travel reservations and, if authorized, reimbursement, and must charge the tickets to their Government Travel Card (GTC). Travel reservations made and purchased through sources other than the CTO with a GTC are not authorized, and may not be reimbursed. The CTO will process all commercial ticketing requests. The CTO will ensure the appropriate fund citation or billing source is annotated on the participant's approved leave form.

c. All R&R Leave Program participants are responsible for verifying the accuracy of their itinerary, leave destination, and unit contact number prior to departure.

d. Per diem, meal tickets, and reimbursements for meals, travel upgrades, excess baggage, and lodging are not authorized for R&R leave travel – NO EXCEPTIONS. Rental cars, buses, train, private aircraft, or other modes of transportation are not provided nor reimbursed at Government expense; reimbursement for these costs is not authorized. Any additional fees associated with upgrades during travel will not be reimbursed – NO EXCEPTIONS.

e. The CTO provides paid Government ticketing to and from the commercial airport nearest the traveler's approved leave address, as identified on the approved leave form. The R&R Leave Program is not authorized to fund travel to and from multiple leave destinations using Government funding. R&R travelers must clearly identify their leave location for R&R ticketing and confirm their itinerary with the CTO upon receipt. The CTO is the only ticketing office authorized to provide R&R tickets. If the CTO is unavailable for a specific travel request, travelers should obtain a statement of non-availability and coordinate ticketing through the USARCENT G1.

f. The R&R Leave Program will only fund travel to and from the Civilian airport nearest the traveler's approved leave address. Travel to and from multiple locations is circuitous travel, which is not authorized. If an R&R traveler requests a return ticket from a location other than the approved leave location, a cost comparison may be requested from the CTO. If the cost is equal to or less expensive, the CTO is authorized to provide the return flight from the alternate location. If the cost is more expensive, the R&R Leave Program will not fund return travel and the CTO is not authorized to provide return flight to the CENTCOM AOR; the R&R traveler will be solely responsible for procuring and funding the return airfare at their personal cost.

g. Travelers may not use cruise or tour packages to and from their R&R leave destinations. Travelers should plan for a reasonable travel buffer (2 to 3 days) before scheduling tours, significant events, cruises, etc. The R&R program will NOT reimburse any cost associated with any missed events (i.e. cruises, tour packages, wedding, etc.) due to delayed R&R flights. The R&R Leave Program cannot guarantee travel days or arrival dates, and is not responsible for delays in travel.

h. Self-procurement of R&R itineraries from/to Combined Joint Operations Area-Afghanistan (CJOA-A) is not authorized – NO EXCEPTIONS. Military air transportation is reasonably available from CJOA-A to Kuwait, with follow-on commercial air transportation provided through Commercial Travel Office (CTO).

i. Personnel traveling via intra-theater airlift will comply with the intra-theater airlift request process outlined in the United States Central Command Intra-Theater Airlift LOI (Reference m.). The intra-theater movement priority for R&R passengers is priority 3 (both military and DoD Civilian) IAW with USCENTCOM intra-theater airlift priorities. Space-A travel is not permitted for R&R leave travel.

j. The unit commander within the USCENTCOM AOR is the approval authority for the R&R leave destination both CONUS and OCONUS. If the unit commander approves R&R leave for a CONUS destination, the Service Member may not, even at their own expense, travel to an OCONUS destination without first obtaining approval from the unit commander. The unit commander will ensure that all foreign travel requirements are met IAW the Foreign Clearance Guide and will also ensure that the Service Member can return to their original leave destination before the end of their leave period.

7. OCONUS Leave Destinations:

a. The unit commander is responsible for verifying that the Service Member or DoD Civilian meets all R&R eligibility requirements, has obtained all necessary country theater clearances, and is in possession of all required documentation prior to approving R&R leave to a foreign country. All personnel requesting R&R leave to OCONUS destinations will comply with the specific destination's requirements outlined in the Foreign Clearance Guide (e.g. passport, visa, country clearance). If an APACS clearance is required, a copy of the completed form must be printed and included in the R&R Leave request packet. APACS web links:

<https://apacs.dtic.mil>

<https://apacs.dtic.smil.mil> (classified missions/travel).

b. Applicable Foreign Clearance Guide (FCG) documentation must be included in the R&R leave request packet. Specific requirements for country clearance, travel restrictions, and required documents are outlined at:

NIPR - <https://www.fcg.pentagon.mil/fcg.cfm>

SIPR - <http://www.fcg.pentagon.smil.mil/>

c. R&R Leave Program participants desiring to travel to a foreign country for their R&R must provide proof (digital or hard-copy) that all travel requirements (e.g. passport, visa, country clearance) can be met for entry and exit to and from the leave location NLT 30 days prior to beginning the leave. Travel arrangements will not be processed without the proper documentation.

d. The unit chain of command, USARCENT, and USCENTCOM are not authorized to grant exceptions to the Department of State travel restrictions imposed by the Foreign Clearance Guide. Web link to current threat assessment and U.S. Department of State travel alerts and advisories is:

<http://travel.state.gov/content/passports/english/alertswarnings.html>

e. Respective unit chains of command may prohibit travel to some locations otherwise authorized by the Foreign Clearance Guide.

8. Required Documentation:

a. Units will submit the appropriate leave form, CTO Travel form, deployment orders, 12-month tour validation memorandum authorized by an O-5 or higher (Army personnel only), an Aircraft and Personnel Automated Clearance System (APACS) clearance form (as applicable for OCONUS travel), and any other required documentation to the USARCENT G1 for processing NLT 30 days prior to projected departure date and no more than 60 days prior.

b. Deployment Cycle Support (DCS) Checklist: DCS Policy Guidance mandates the use of DA Form 7631 (DCS Checklist) as the source document for validation of accomplished tasks by Army personnel and DA Civilians departing theater on R&R leave. All other branches of services are encouraged to use DCS tools in support of their reintegration and leave programs. DCS briefings and guidance may be located on the Army G1 web site: <http://www.armyg1.army.mil/dcs/default.asp>.

c. R&R Leave Request Forms:

(1) Commanders and respective unit S1s will ensure that R&R leave forms are completed correctly to include traveler name, full social security number, unit name, station of origin, unit emergency point of contact, and nearest airport to leave location. When the unit commander approves and signs the leave form, they are certifying compliance with all applicable policy and requirements for participation in the USCENTCOM R&R Leave Program.

(2) Personnel may use their respective military service branches leave request form when submitting requests for R&R leave. Civilians are required to use OPM Form 71.

(a) Air Force: AF Form 988

(b) Army: DA Form 31

- (c) Marine: NAVMC 1050
- (d) Navy: NAVCOMP Form 3065
- (e) DoD Civilians: OPM Form 71

(3) Units will ensure and verify that Service Members, with the exception of Marines, going on R&R leave have a control/authorization number on their leave forms before submitting them to USARCENT G1 for approval and processing. Without a control number, the Service Member's packet cannot be submitted to the CTO for ticketing. Departure from duty location is not authorized without USARCENT G1 approval to participate in the R&R Leave Program.

(4) Service Members will annotate "R&R" as the type of leave on the leave request form (do not select "Ordinary Leave"). Eligible Service Members from Afghanistan will annotate "NCR&R" as the type of leave on the leave request form. NCR&R leave will not be charged against Service Member's accrued leave balance. DoD Civilians are not eligible for NCR&R leave, but are eligible for chargeable R&R leave.

(5) Leave Start & End Dates:

(a) Service Members: Leave dates on R&R leave forms will not include travel days; total leave days must equal 15 calendar days.

(b) DoD Civilians: Leave start date is defined as the participant's actual or anticipated date of departure from the theater duty location. Leave end date is defined as the date of return to the duty location within USCENCOM AOR. All travel days are charged against DoD Civilian leave balances.

(6) Remarks:

(a) All personnel will include the following statements in the remarks section:

"R&R leave participants are not authorized to consume alcohol while in transit to or from their leave destination. Travel Assistance Center 1-800-582-5552 (or respective service component travel assistance center). In event of emergency, the Service Member must notify their Chain of Command" - (Units should provide DSN/ commercial phone number(s) and email addresses)."

(b) Army personnel will include the following statement in the remarks section:

"DCS validation was completed on _____."

9. Individuals may request approval to combine R&R leave with official travel, such as TDY and emergency leave, if specifically authorized/approved.

a. TDY ICW R&R: An ETP to combine TDY and R&R leaves may be permitted if it is in the best interest of the DoD, and approved by the first GO/FO or SES Civilian in the chain of command. Approved ETP documentation must be forwarded to USARCENT G1 along with the R&R leave travel request and DD Form 1610 for TDY. In no case will R&R be extended beyond 15 days for Service Members or 21 days for DoD Civilians to 'bridge' a gap in days between R&R and TDY, or TDY and R&R leave.

1. If R&R and TDY leave locations are the same, R&R funds may be used for travel to and from USCENTCOM AOR so long as travel is to and from the final airport of the approved R&R leave location (as annotated on approved R&R leave form).

2. R&R funds will not be utilized for circuitous travel – NO EXCEPTIONS. If TDY location is not the same as the approved R&R leave location, TDY funds will be utilized for travel to and from the TDY location.

(a) If TDY follows R&R leave – R&R funds will be utilized for travel to R&R leave location. TDY funds will provide travel from R&R leave location to TDY location and return airfare to USCENTCOM AOR.

(b) If R&R leave follows TDY – TDY funds will provide travel to TDY location. R&R funds will be utilized to provide travel from TDY location and return airfare to USCENTCOM AOR following completion of R&R leave.

b. Emergency Leave ICW R&R:

(1) If Service Members or DoD Civilians on R&R leave have an emergency or a situation that requires a change to their leave status, they must contact their unit either in theater or at rear detachment. The unit will then contact the USARCENT G1 R&R team via email:

NIPR – usarmy.arifjan.usarcent.mbx.g1-r-r1@mail.mil

SIPR – usarmy.arifjan.usarcent.mbx.g1-r-r@mail.smil.mil

Commercial telephone – 011-965-389-6317/6506/

DSN: 318-430-5660/6317/6506/7504.

The unit must forward a copy of an emergency leave form with an individual line of accounting and an ETP memorandum signed by the first GO/FO or SES in their chain of command to USARCENT G1. For travelers from Afghanistan, a copy must be provided to USFOR-A, J1.

(2) The duty status of the Service Member or DoD Civilian must be updated in personnel accountability systems/reports to emergency leave upon completion of R&R leave by the FWD chain of command.

(3) R&R funds may be used for travel if flights are to and from the final airport of the approved R&R leave location (as annotated on approved R&R leave form). Otherwise, the Emergency Leave line of accounting will be utilized to return the traveler back to theater.

10. Travel:

a. **Travel Days:** All personnel should plan for three travel days from theater duty location to R&R leave destination, and three additional travel days when returning to theater duty location from R&R leave destination. Travel may be less or more days, pending delays and movement flow. R&R Leave Program cannot guarantee travel days or specific arrival dates, and is not responsible for delays in travel.

(1) **Service Members:** Travel days (from theater to R&R leave address and R&R leave address to theater) are not charged to Service Member leave balances. R&R leave begins at 0001 hours the day after the Service Member arrives at the airport nearest the traveler's leave address. R&R leave ends the day prior to the traveler's return itinerary. R&R leave ends at 2400 hours the day prior to the Service Member's return flight. The CTO will set the travel itinerary such that the R&R participant's return flight is scheduled for the day following the last full day of leave.

(2) **DoD Civilians:** Employees must be in an approved leave status while traveling to and from leave destinations. Leave begins when the employee departs their duty location and ends when they return to the duty location. Employees are expected to return to their duty location following the R&R leave period or will be financially liable for the R&R trip expenses.

b. All Service Members and DoD Civilians taking R&R leave will process in and out of an approved APOD. If travelling through the Theater Gateway, transportation will be arranged by the Theater Gateway to Kuwait City International Airport (KCIA) for all R&R participants. Outgoing R&R travelers stationed in Kuwait must check in with the Theater Gateway between 0900-1400 hours the day prior to departure.

c. When deemed necessary, theater manifesting rosters will be used to verify the priority by which R&R travelers are scheduled to depart.

d. R&R travelers arriving at the Theater Gateway without itineraries will have their R&R leave packets reviewed/approved by USARCENT G1 in coordination with Theater Gateway personnel. Service Members and DoD Civilians are subject to return to their country of assigned duty if proper documentation is not presented within 48 hours.

e. Every effort will be made to ensure R&R passengers do not spend more than 24 hours (1 night) at the Theater Gateway. However, peak travel times, weather, and mechanical delays may cause R&R travelers to exceed this time period. Linen is limited at the Theater Gateway; therefore, travelers who transit through the Theater Gateway should bring necessary sleeping items (i.e. pillow, blanket, poncho liner, etc.).

f. Prior to departure from the Theater Gateway, all R&R travelers will have their Common Access Card (CAC) scanned. The manifest built with these scans will account for all passengers scheduled to depart on R&R leave. Theater Gateway Outbound Section will use the bus sign-up sheet to create a list to give to Immigration

and Customs Enforcement (ICE) to assist in clearance of travelers. Additionally, the CTO will provide itineraries to Outbound Section to monitor and track the number of personnel on R&R leave, their return dates, and their return times. All R&R passengers not travelling through the Theater Gateway will have their CAC scanned at an approved APOD, and their unit will be responsible for tracking and accountability of the traveler.

g. Every R&R leave participant travelling through Kuwait will receive the required R&R passenger gateway briefing, to include:

(1) R&R Gateway orientation, process/procedures, ticketing, and critical times for processing travelers.

(2) Scheduled flight departure, requirement for the use of commercial tickets to and from the leave destination, the approved itinerary, and confirmation that requirements for travel have been met.

h. All outgoing R&R travelers will undergo a customs check while at the Theater Gateway. All customs violations are reported to the individual's chain of command. Only those R&R travelers processed through and sequestered in the customs holding (sterile) area at the specified time are allowed to board the shuttle vehicles for transportation to KCIA. Units/ travelers should check with U.S. Customs for the latest list of prohibited items.

i. R&R travelers are NOT authorized to carry or transport weapons. There are absolutely NO EXCEPTIONS to this policy. This prohibition is defined in federal regulations and enforced by the Transportation Security Administration (TSA).

11. Conduct, Attire, and Baggage:

a. All R&R leave participants are ambassadors of the United States. As such, each traveler shall act responsibly and in a manner to bring respect upon themselves, the U.S. Military, and the United States.

b. Commanders will brief R&R leave participants on appropriate behavior, to include avoiding the use of profanity and remarks that reflect negatively upon the host nation, its people, and airline representatives.

c. As a force protection and OPSEC measure, each participant should avoid discussion or behavior that draws attention to themselves or fellow Service Members and Civilians; this includes discussing classified information of any type.

d. No passenger is allowed to purchase, possess, or consume alcoholic beverages before or during R&R leave travel. This prohibition remains in effect until the traveler reaches their leave destination. The alcohol prohibition applies at all intermediate stops and layovers. Violators are subject to UCMJ action.

e. All Service Members flying via intra-theater airlift to the Theater Gateway must travel in ACUs or Service equivalent uniforms. Flight suits are not authorized. Service Members assigned to units that are authorized Civilian attire and/or relaxed grooming standards during deployment may travel in Civilian attire as an exception to policy; each Service Member must present a memorandum signed by the first O6 in their chain of command authorizing Civilian attire and/or relaxed grooming standards while assigned to the AOR.

f. R&R travelers must travel in Civilian attire when traveling via commercial air. If the Service Member travelled to the Theater Gateway or an APOD in military uniform, they must change into appropriate Civilian attire prior to departure to commercial airport from the Theater Gateway/APOD. All travelers entering and exiting Kuwait via commercial flights will wear Civilian attire – NO EXCEPTIONS.

g. Men's shirts will cover the shoulder and torso or trunk, that is the area from below the neck to the waist. Men will wear long pants – no shorts. Women's blouses, suit tops, jackets, sweaters, or dresses need not be collared, but will cover the shoulders and torso or trunk, i.e., the area of the neck to the waist. Dresses and skirts must cover the knees. T-shirts designed as outerwear are acceptable, but they may not have writing or graphics on them, regardless of type. Pocket logos (e.g., Polo, Izod, Chaps, Nike, Reebok, etc.) are acceptable for shirts so long as they are designed for casual or dress wear. Personnel may wear sandals instead of shoes, but not flip-flops or shower shoes. Articles of clothing will be in good taste and present a professional appearance, i.e., should be free from patches and excessive threading/thread wear. Personnel may not wear shorts, gauchos, Capri pants, clothing with obscenities or offensive pictures/words, sportswear, bathing suits, athletic shorts, or T-shirts designed as undergarments. Personnel should refrain from wearing distinctly American dress (such as pro and college team jerseys, sports logo T-shirts, shirts with designer names written across the front or back in large print, Hawaiian patterned shirts, etc.).

h. Every attempt must be made to cover tattoos with acceptable clothing.

i. R&R travelers are not authorized to transport weapons – NO EXCEPTIONS.

j. R&R travelers are limited to one checked bag not to exceed 50 pounds, one carry-on bag not to exceed 15 pounds, and a personal carry-on bag. The carry-on bags must be able to fit into the aircraft overhead compartment or under-seat storage areas. It is recommended that R&R leave participants travel with enough toiletries for a 72-hour period.

k. R&R travelers are highly encouraged to travel with enough funds to cover lodging, meals, and incidentals for 72 hours, in case of an emergency or travel delays. Reimbursements for travel-related expenses or per diem (including lodging, meals, and excess baggage expenses) while in transit or during R&R leave is not authorized.

l. It is highly recommended that valuable items are placed in the traveler's carry-on bag(s). Travelers should never put high-value items in their checked baggage.

12. Additional Instructions and Guidance for R&R Travelers:

a. Upon receipt of the itinerary from the CTO, the traveler is required to review and confirm the reservation within 48 hours. The CTO will then issue an E-Ticket. If any portion of the itinerary is not utilized, the remainder of flight itinerary is subject to cancellation by the airline.

b. Travelers are required to travel with a minimum of: signed and approved leave form; CTO Travel Form; copy of deployment orders and necessary amendments; itinerary; any applicable ETP Memorandum(s); **and** appropriate Civilian attire to include a pair of closed toe shoes.

c. Travelers will adhere to all guidelines set by the Theater Gateway, APOD, and airlines.

d. Respective chains of command will provide emergency points of contact for R&R travelers while on leave.

e. Travelers requesting a change to itinerary, due to no fault of their own, will route their request directly to the CTO for any and all updates to itinerary (Al-Waseet Travel Emergency Point of Contact - 1-866-899-6971). For missed or cancelled flights, the traveler must provide substantiating documentation from the airline to their chain of command. The chain of command will provide an updated leave form to the CTO. The CTO is authorized and will adjust itinerary as necessary due to missed, cancelled, delayed, or rerouted travel. Coordination with the USARCENT G1 R&R Team is not required. However, the CTO will ensure that the USARCENT G1 R&R Team receives a digital copy of any changed itineraries.

f. Travelers are required to provide updates to their chain of command for all changes, missed flights, emergencies, etc.

g. Travelers already on R&R leave will submit any requests for TDY and/or Emergency Leave ICW R&R leave through respective chain of command to USARCENT G1 for approval. See paragraph 9.a. for procedures to process approvals for TDY ICW R&R and emergency leave ICW R&R.

13. Distinguished Visitors (DV) Program:

a. For military air (MILAIR) flights, a DV is defined as a Colonel (O6) or above, an O6 Civilian equivalent (GS15) or above, Sergeant Major (E9) working for O6 Commanders, and Chief Warrant Officers-Five (CW5) traveling with DVs will be afforded DV privileges.

b. All members in a GO/FO/SES party are extended DV processing, specifically the use of the DV lounge, expedited customs processing, and advanced manifesting. The GO/FO/SES is not limited to a specific number of guests.

c. O6 or Civilian equivalents are authorized one guest who will also be extended DV processing.

d. Units requesting R&R travel for DVs will contact the appropriate unit or service Liaison Officer (LNO) NLT one calendar week prior to travel.

e. The unit or service LNOs will arrange a DV lounge appointment, US Customs appointment, manifest DVs on appropriate R&R flights, and arrange transportation to/from KCIA NLT 48 to 72 hours in advance of DV travel.

f. The R&R outbound team will ensure that all DVs are tracked from the Theater Gateway, properly manifested/ticketed, and annotated on the Wheels-Up Report.

g. The unit or service LNOs will contact the unit with final travel arrangements and appointment times, and finalize onward ticketing for respective DVs. Particular attention will be given to ensure that checked baggage for DVs is properly tagged and turned over to the Theater Gateway staff for special DV baggage loading on the departing aircraft.

h. DVs who arrive at the gateway without at least 48-72 hours prior DV coordination may not be able to obtain a DV lounge or an expedited customs appointment. Every attempt will be made by the unit or service LNOs to ensure the expedited departure of the DV, but prior coordination is the key to the process. Service LNOs must be contacted in the event a DV is unable make their scheduled appointment.

14. Reimbursements for Authorized Travel: R&R travel must be purchased using a CTO and paid by USARCENT G1, using the R&R account. A government travel card may be utilized if the traveler has an approved statement of non-availability (SNA). The CTO provides paid government ticketing to and from the commercial airport nearest the traveler's approved leave address, as identified on the leave form. A formal process exists to ensure the R&R traveler is ticketed for commercial airline travel to and from approved R&R leave destination. The CTO can accommodate most, if not all, travel plans.

a. Self-procurement of R&R travel is NOT authorized unless the CTO is unable to provide ticketing and the ticket purchase is **preapproved** by USARCENT G1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (IAW reference a.).

b. R&R travelers are not authorized to accrue per diem or similar travel benefits during travel or leave periods.

c. Travelers are only authorized to purchase their own ticket and claim reimbursement after receiving a SNA. Once a traveler receives a SNA, the traveler must fund the personally procured transportation using their government travel card. Unless exempted in accordance with the DoD FMR Chapter 9, all DoD personnel are required to use the government-sponsored, contractor-issued travel card for all expenses arising from official government travel.

d. Reimbursement for personally procured tickets for commercial air transportation for R&R leave travel, when procured IAW the above and approved by the USARCENT G1, will not exceed the Government-procured transportation cost between a member's R&R duty location and the authorized destination, IAW the JTR (reference a.).

e. R&R leave travelers pre-approved and desiring reimbursement must provide the following properly executed documents:

- (1) Statement of Non-availability (SNA)
- (2) DD FORM 1351-2
- (3) Justification Memorandum from O-5 or higher level authority
- (4) Copy of all receipts
- (5) Flight itinerary/documentation of unused ticket
- (6) Approved R&R request (to include orders)
- (7) Defense Travel System (DTS) new profile worksheet, as needed