

# **USARCENT G1**



## **Rest and Recuperation (R&R)**

## **Leave Policy and Procedures**

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**Signed ARCENT Policy Letter will be scanned and inserted here.**



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
THIRD ARMY  
UNITED STATES ARMY CENTRAL  
APO AE 09306**

USARCENT/CFLCC G1 Policy Memorandum G1-08

ACEN-CG

24 November 2010

MEMORANDUM FOR: All Units in the USCENTCOM AOR

SUBJECT: Rest and Recuperation (R&R) Leave Program in the U.S. Central Command  
(USCENTCOM) Area of Responsibility (AOR)

1. **REFERENCES.** See enclosure
2. **PURPOSE.** To provide policy regarding the R&R leave program and eligibility criteria for military members and DoD Civilians assigned, attached or deployed to the USCENTCOM AOR.
3. **AUTHORITY.** IAW USCENTCOM Policy Letter # 36, 7 May 10, 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 deployed or permanently assigned in the USCENTCOM AOR.

5. **POLICY.**

A. **BACKGROUND.** The R&R leave program is designed to provide Service Members and DoD Civilians a respite from austere conditions typical of high threat areas, thus allowing them time to relax under more favorable conditions. Rest and Recuperation leave is a privilege, not an entitlement. Participation in the R&R leave program is determined by the unit commander, subject to operational and mission constraints. Participation in the R&R leave program does not preclude participation in the R&R pass program.

B. **ELIGIBILITY.**

(1) **R&R LEAVE.** Service Members and DoD Civilians assigned to the following contingency locations are authorized to participate in the USCENTCOM R&R leave program: Afghanistan, Iraq, Bahrain, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Uzbekistan, United Arab Emirates, and Yemen. Service Members are not authorized to take their R&R leave in these contingency areas. The commanding officer of the R&R leave participant's unit must request an exception to policy through USARCENT G1 to USCENTCOM J1 for requests to take leave in these areas.

(a) Eligibility to take R&R leave begins after the first 60 days in theater and ends prior to the final 60 days in theater. Exceptions to policy to the 60 day eligibility requirement must be approved by the first General Officer or first Senior Executive Service personnel in the chain of command. A copy of

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Supersedes USARCENT/CFLCC Policy Memo OPL-SUST-10, 15 Mar 09

all approvals will be routed to the USARCENT G1, R&R team prior to SM departure. Rest and Recuperation leave within the last 60 days of the deployment cycle is strongly discouraged. DoD Civilians are not limited to taking leave prior to less than 60 days remaining on their orders. See JTR for guidance on civilian travel restrictions.

(b) All Active and Reserve Component Service Members in a Temporary Duty (TDY) or Temporary Change of Station (TCS) status must be projected to serve a minimum of 270 days boots on the ground (BOG) in theater. DoD Civilians must be serving on TDY orders of 180 consecutive days or more.

(2) NON-CHARGEABLE REST & RECUPERATION (NCR&R) LEAVE. NCR&R leave was established by the Office of the Under Secretary of Defense 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. The land areas of Iraq and Afghanistan have been designated as NCR&R leave areas. All R&R leave policies and procedures still apply to those eligible for NCR&R leave.

C. RESTRICTED ABSENCES. Due to mission constraints and OPTEMPO the following absences are unauthorized for members deployed TDY or TCS in support of contingency operations in the USCENTCOM AOR: Paternity leave, Ordinary/Annual leave, and Permissive TDY.

D. EMERGENCY LEAVE. If Emergency Leave is used during a R&R leave qualifying deployment; it will not impact eligibility for R&R leave, regardless of when, the duration or the number of times, emergency leave was executed.

E. R&R LEAVE ICW TDY. Service Members and DoD Civilians requesting an exception to policy to combine R&R leave with TDY travel must receive approval from Headquarters, Department of the Army (HQDA) prior to departure from the CENTCOM AOR. USF-I J1 will process requests for those participants located in Iraq and USFOR-A J1 will process for those participants located in Afghanistan to HQDA G1 for approval. Requests for R&R Leave eligible participants assigned to all other countries will be processed by USARCENT G1.

F. PERMANENT CHANGE OF STATION (PCS).

(1) Service Members serving on a one year unaccompanied PCS order are authorized to participate in the R&R Leave Program as long as they do not participate in other leave programs normally available to PCS Service Members. These leave programs include ordinary/annual leave, Environmental Morale Leave (EML), and Consecutive Overseas Tours (COT) leave.

(a) EML is authorized for eligible military and DoD Civilian personnel permanently assigned to designated overseas locations that include extraordinary difficult living conditions or adverse environmental conditions such as geographic isolation, or inadequate commercial transportation.

(b) COT leave entitlement is for Service Members and their command-sponsored family members that serve consecutive overseas tour PCS assignments. The travel and transportation allowances may not be taken if the Service Member elects, during a one year unaccompanied tour in support of contingency operations, to participate in the R&R leave program.

(2) Service Members serving on a two or three-year PCS order in the USCENTCOM AOR are not authorized to participate in the R&R leave program.

G. FOREIGN SERVICE MEMBERS. Foreign Service Members assigned or serving under a US Military command are not authorized participation in the R&R leave program, but may travel Space-R on the R&R contracted aircraft, provided all visa and passport requirements are met for entrance into the United States.

H. RESPONSIBILITIES.

(1) USARCENT G1 is responsible for the oversight of the program and providing seat projections (30-60-90 day) to HQDA G1 and CENTCOM J1 every month for the purchase of the R&R contracted aircraft.

(2) All major commands will provide 30-60-90 day R&R leave projections NLT the 10<sup>th</sup> of each month to the USARCENT G1. USF-I and USFOR-A J1's will consolidate and report projections for all units located in Iraq and Afghanistan.

(3) Commanders are responsible for ensuring the following:

(a) Participants meet all eligibility criteria to take R&R / NCR&R leave.

(b) Service Members duty status is updated in DTAS for personnel accountability tracking.


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

(d) No extensions are authorized. Service Members are placed in another authorized duty status when unable to return back to the CENTCOM AOR upon the termination of R&R leave.

6. EFFECTIVE DATE. This policy is effective immediately.

7. PROPONENT. The proponent for this memorandum is USARCENT G-1 Policy and Programs Division, DSN 318-430-6318, or Commercial 011-965-389-6318.

Encl

  
WILLIAM G. WEBSTER  
Lieutenant General, USA  
Commanding General

## Appendix A: References

### 1. References

- a. USCENTCOM Memorandum, Subject: Consolidation of USCENTCOM Rest and Recuperation (R&R) Leave Program for Operation ENDURING FREEDOM (OEF) and Operation IRAQI FREEDOM (OIF) and Re-Appointment of Executive Agent (EA), 10 Jan 04.
- b. USD (P&R) Memorandum, Subject: Modification of the Rest and Recuperation (R&R) Leave Program, 5 Feb 04.
- c. DOD Directive 5101.6, DOD Executive Agent for the United States Central Command (USCENTCOM) Rest and Recuperation (R&R) Leave Program, 11 Aug 04.
- d. Department of the Army, DCS G-1 Memorandum, Subject: R&R Leave Concept Plan (CONPLAN): Department of the Army Support to the USCENTCOM Rest and Recuperation (R&R) Leave Program – ACTION MEMORANDUM, 18 Oct 04.
- e. USD (P&R) Memorandum, Subject: Updating CENTCOM Rest and Recuperation (R&R) Leave Program, 30 Jan 07.
- f. Army Directive 2007-02 Deployment Cycle Support (DCS) Policy Directive, 26 Mar 07.
- g. 5th Expeditionary Air Mobility Squadron Memorandum, Subject: Policy Memo #23: Distinguished Visitor (DV) Policies at KCIA-APOD, 14 Apr 07.
- h. USD (P&R) Memorandum, Subject: Request for Policy Changes to the Current USCENTCOM Theater Rest and Recuperation (R&R) Program, 13 Jul 07.
- i. ALARACT Message 163/2007, Subject: Announcement of Policy Changes to the USCENTCOM Theater Rest and Recuperation (R&R) Leave Program, 201953Z Jul 07.
- j. USD (P&R) Memorandum, Subject: Request for Amendment to USCENTCOM Rest & Recuperation (R&R) Program for Service Members Voluntarily Extending for 12 Months, 19 Dec 07.
- k. USCENTCOM Message, Subject: USCENTCOM Rest and Recuperation Leave Participation Eligibility Criteria, 231938Z Oct 08.
- l. USARCENT Message M09-300 Reiteration of the Rest and Recuperation Leave Program, 011446Z May 09.
- m. USARCENT Message, FRAGO 09-113, Subject: Execution of the USCENTCOM Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR, 031316Z Jun 09.
- n. DODI 1327.06, Leave and Liberty Policy and Procedures, 16 Jun 09.

o. 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.

p. 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.

q. USCENTCOM Intra-Theater Airlift LOI, 13 Jan 10.

r. 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.

s. USD (P&R) Memorandum, Subject: Designation of Iraq and Afghanistan as Non-Chargeable Rest and Recuperation (NCR&R) Leave Areas, 22 Mar 10.

t. USCENTCOM Message, Subject: Implementation of Non-chargeable Rest and Recuperation Leave Program for Iraq and Afghanistan, 23 Mar 10.

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

v. USCENTCOM Policy Letter #36, Leave and Liberty Policy for U.S. Central Command (USCENTCOM) Area of Responsibility (AOR), 7 May 10.

w. Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 11 Jun 10.

x. The Joint Federal Travel Regulations (JFTR), Volume 1, Ch. 7, Part J, 1 Sep 10.

## 2. References for DoD Civilian Use of R&R Leave

a. 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.

b. 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.

c. DODI 1400.25, Vol 630, DoD Civilian Personnel Management System: Leave, Dec 96 (Administratively Reissued 6 Apr 09).

d. The Joint Travel Regulations (JTR), Volume 2, Ch 7, Part 0, 1 Aug 10.

## **Appendix B: Authorized Period of R&R Leave for Service Members**

1. Service Members are authorized one 15 day R&R leave period when deployed and projected to serve 270 days boots on ground (BOG) in theater or one 18 day R&R leave period if serving a tour length of 15 months or more. Requests to deny R&R leave to individual Service Members, whom otherwise would qualify, must be approved by the first O6 in the chain of command.
2. R&R must be taken in a single block of time. It cannot be broken into separate leave periods. R&R leave may not be combined with any other funded leave transportation or official travel unless authorized/approved. See Appendices G and H regarding approval authority and process and policy for emergency leave and TDY in conjunction with R&R.
3. Extension of R&R leave is not authorized. There are no exceptions to this policy. If a Service Member does not return to the AOR at the end of the scheduled R&R leave period, their duty status must be changed by their chain of command. An R&R leave participant's failure to report to the DFW / ATL PAP as directed or on their return commercial flight at the termination of their R&R leave, in order to return back to the AOR, is in violation of Article 86 (AWOL - Absent Without Leave) and Article 87 (Missing Movement). An exception to policy must be sent to USARCENT G1 requesting to combine R&R leave with another authorized duty status, in the same manner as ETP's are requested to combine emergency leave with RR leave travel (Appendix H).
4. R&R leave is normally chargeable leave against the Service Member's ordinary leave balance. There is an authorized exception for non-chargeable leave for Service Members deployed to Iraq and Afghanistan. The approved R&R leave period does not include travel days. Non/Chargeable 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. Non/Chargeable leave ends at 2400 hours the day prior to the Service Member's arrival at the Personnel Assistance Point (PAP), Atlanta or Dallas. For OCONUS travel, chargeable leave ends at 2400 hours the day prior to the Service Member's return flight. The designated R&R PAP (Atlanta or Dallas) will process all R&R participants by stamping the arrival/return date on their leave form.
5. Service Members who voluntarily extend for 12 months subsequent to a 12 month or longer rotation are permitted an additional 15 day R&R leave between the end of the first deployed period and the start of the subsequent 12 month tour. The Service Member is also authorized a third R&R leave during the 12 month extension. This third R&R leave period may not begin until after the first 60 days of the start date of the second set of orders. (Example: During the first 12 month tour, Service Member is authorized one 15 day R&R leave. Service Member extends for 12 months and is authorized a second 15 day R&R leave period between the termination of the first order and the start date of the second order. Additionally, the Service Member is authorized a third 15 day R&R leave period during the subsequent 12 month tour). The R&R leave periods under this authorization cannot be combined into any combination of more than 15 chargeable leave days for each R&R leave (If 1st or 2nd R&R leave period is not taken during the prescribed time, they are forfeited).
6. All Service Members are encouraged to take the full number of authorized R&R leave days during their deployment. Individuals may request an exception to take less than the authorized 15 days of leave. This request must be approved by the first General/Flag Officer in the chain of



command. Request for an exception to policy to reduce the number of authorized days of R&R leave for the entire unit must be endorsed by the first General/Flag Officer in the chain of command and approved by Commander, USARCENT. If the unit is subordinate to USARCENT, the request to reduce the number of days of R&R for an entire unit must be approved by the Deputy Commanding General, USARCENT; this includes all command relationships (ADCON, OPCON, and TACON). A Service Member deployed in theater who extends beyond his/her current order end date may be entitled to 18 R&R days of leave. To qualify, the Service Member will not have taken leave during the initial tour and his/her total deployment obligation must equal 15 months or more in theater.

7. Eligibility to take R&R leave begins after the first 60 days in theater and ends prior to the final 60 days in theater. Exceptions to policy for 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 all approvals will be routed to the USARCENT G1, R&R team prior to SM departure. R&R leave within the last 60 days of the deployment is strongly discouraged.

8. The unit commander will ensure that personnel authorized to take R&R leave, R&R pass, emergency leave, and TDY does not exceed 10% of the unit's assigned strength at any given time. Reserve/National Guard units may request an exception to policy to increase the limit to 12%. In accordance with References 1.i. & w., this exception to policy for Reserve/National Guard units must be approved by the first General/Flag Officer in the chain of command, subject to operational conditions.

## Appendix C: Authorized Period of R&R Leave for DoD Civilians

1. DoD Civilians are authorized to take R&R leave IAW the limitations listed below. This policy applies to all DoD appropriated fund and nonappropriated fund (NAF) employees who are officially assigned to the CENTCOM AOR by means of TDY, TCS, PCS orders or detailed to another federal agency in the CENTCOM AOR, IAW Reference 2.b. & d.
2. Qualified DoD employees must serve at least 60 consecutive days in the CENTCOM AOR prior to taking R&R leave.
3. Per diem is not authorized for R&R leave travel.
4. Extension of R&R leave is not authorized; there are no exceptions. See Appendices G and H for policy regarding emergency leave and TDY ICW R&R.
5. Employees must be in an approved leave status while traveling to and from leave. Leave begins when the employee departs his/her duty location and ends when s/he returns to the duty location (for example, if stationed in the International Zone, leave begins the day the employee departs the International Zone and ends the day the employee returns to the International Zone, or if stationed in Kabul, leave begins the day the employee departs Kabul and ends the day the employee returns to Kabul).
6. 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. (See Reference 2.c.)
7. 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).
  - a. Employees may not claim regular pay "RG" or overtime while on R&R leave or during travel.
  - b. Employees may not earn compensatory travel time when traveling on R&R.
  - c. Federal Holidays that occur during R&R leave are not chargeable.
8. An employee must return to the CENTCOM AOR following the R&R leave period or becomes financially liable for the expense of the R&R trip.
9. DoD Civilian employees assigned to the CENTCOM AOR **other** than in Iraq or Afghanistan.
  - a. DoD Civilians assigned to locations in the CENTCOM AOR other than Iraq and Afghanistan are authorized one R&R leave per contingency tour. The employee must be projected to serve a tour length of 180 or more consecutive days (to include extensions).
  - b. The trip will not exceed 21 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:** Only leave authorized. Employee departs Kuwait on the R&R Flight on Day 1 and arrived in CONUS on Day 2. The weekends are non-duty days and do not count as leave, but do count towards the 21 calendar days. The employee will be charged leave time on 15 days (shown in green). The employee departs CONUS on Day 20 via the R&R flight to Kuwait and returns to their duty location on Day 21.

10. DoD Civilian employees assigned to Iraq, Afghanistan or Pakistan for 12 consecutive months.

a. Eligible for up to three R&R trips within the 12 month service period.

b. Individual trips should not exceed 21 calendar days away from the official duty station (including travel time).

c. Employees are authorized 10 workdays of excused absence per R&R trip, but all three trips combined will not exceed a total of 20 workdays of excused absence for any 12 consecutive months. (IAW Reference 2.a.)

d. R&R trips should be taken at reasonable intervals (60 days or more).

**Sample leave:**

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	Excused Absence	Excused Absence	Excused Absence	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

**Leave #1 Summary:** 1<sup>st</sup> of 3 R&R leaves. Employee departs their duty station at Bagram on Day 1, departs Kuwait on the R&R Flight on Day 2 and arrives in CONUS on Day 3. The employee utilized 8 days of excused absence. The weekends are non-duty days and do not count towards leave; however these days do count towards the 21 calendar days. The employee will be charged leave time on 7 days (shown in green). The employee departs CONUS on Day 19 via the R&R flight to Kuwait. They depart for Bagram on Day 21 and return to their duty location. **Please note: if member is assigned to a remote location, it may take additional travel days on either end.**

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

**Leave #2 Summary:** 2nd of 3 R&R leaves. Employee departs their duty station at Baghdad on Day 1, departs Kuwait on the R&R Flight on Day 2 and arrives in CONUS on Day 3. The employee utilized 5 days of excused absence. The weekends are non-duty days and do not count as leave; however these days do count toward the 21 calendar days. The employee will be charged leave time on 10 days (shown in green). The employee departs CONUS on Day 19 via the R&R flight to Kuwait. They depart for Baghdad on Day 21 and return to their duty location. **Please 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	Excused Absence	Excused Absence	Excused Absence	Non-Duty

**Leave #3 Summary:** 3rd of 3 R&R leaves. Employee departs their duty station at Bagram on Day 1, departs Kuwait on the R&R Flight on Day 2 and arrived in CONUS on Day 3. The employee utilized the remaining 7 days of excused absence (of the 20 authorized). The weekends are non-duty days and do not count as leave; however these days do count toward the 21 calendar days. The employee will be charged leave time on 8 days (shown in green). The employee departs CONUS on Day 19 via the R&R flight to Kuwait. They depart for Bagram on Day 21 and return to their duty location. **Please note: if member is assigned to a remote location, it may take additional travel days on either end.**

Each R&R trip was 21 calendar days or less. The employee took no more than 20 days excused absence and was in a leave or excused absence status during their entire trip.

11. DoD Civilian employees assigned to **Iraq**, **Afghanistan** or **Pakistan** for at least 6 months (180 days) but fewer than 12 months.

- a. Eligible for one R&R trip within the service period after having served a minimum of 60 days in the AOR.
- b. The trip should not exceed 21 calendar days away from the official duty station (including travel time).
- c. Employees are authorized 10 workdays of excused absence during the R&R trip (IAW Reference 2.a.).

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	Excused Absence	Excused Absence	Excused Absence	Excused Absence	Excused Absence	Non-Duty	Non-Duty	Leave	Leave	Leave	Leave	Leave	Non-Duty	Non-Duty	Excused Absence	Excused Absence	Excused Absence	Excused Absence	Excused Absence	Excused Absence	Non-Duty

**Leave Summary:** Only leave authorized. Employee departs their duty station at the International Zone on Day 1, departs BIAP on day 2, Kuwait on the R&R Flight on Day 3 and arrives in CONUS on Day 4. The employee utilized 10 days excused absence. The weekends are non-duty days and do not count as leave; however these days do count toward the 21 calendar days. The employee will be charged leave time on 5 days (shown in green). The employee departs CONUS on Day 18 and traveled via the R&R flight to Kuwait. They depart for BIAP on Day 20, and depart BIAP for the International Zone on Day 21 and return to their duty location.

The only authorized R&R Trip was 21 calendar days or less. The employee took no more than 10 days excused absence and was in a leave or excused absence status during their entire trip.

## Appendix D: Procedures for R&R Leave

### 1. Preparation for R&R Leave

a. Commanders will ensure that all S1s (or administrative support equivalents) process authorized leave request documents for chargeable leave IAW service specific regulations. When the unit commander approves and signs the leave form, s/he is certifying compliance with this policy and all applicable requirements for participation in the USCENTCOM R&R leave program.

b. The unit commander is the approval authority for the R&R leave destination both CONUS and OCONUS. If the Commander approves R&R leave for a CONUS destination, the Service Member may not, even at his/her own expense, travel to an OCONUS destination without first obtaining approval from the Commander. The 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 his/her original leave destination before the end of his/her leave period.

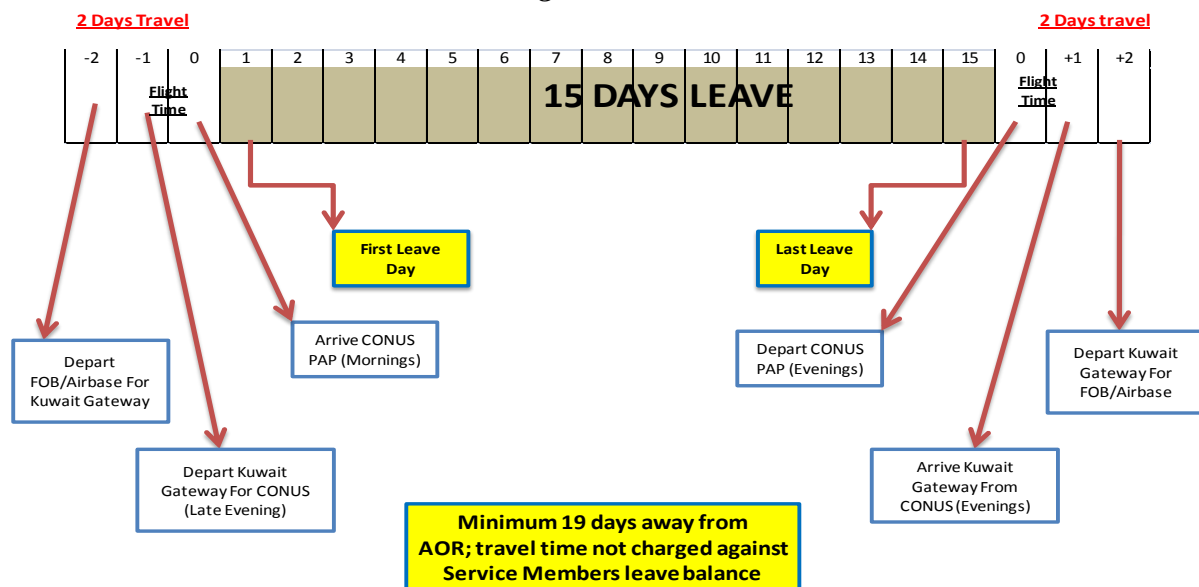
c. Units or sections should identify R&R leave participants NLT 90 days prior to projected departure date.

d. Units should prepare the appropriate leave form and submit to the servicing personnel section for processing 75 days prior to projected departure date.

e. Major Subordinate Commands (MSCs) with 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 1.q.).

f. Figure D1 depicts the R&R process and projected travel times.

*Figure D1*



g. The intra-theater movement priority for R&R Passengers is priority 3 (both military and Civilian) IAW with CENTCOM intra-theater airlift priorities.

h. Guidance for OCONUS leave destinations

(1) The unit commander is responsible for verifying that the Service Member or DoD Civilian meets all travel 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.

(2) Specific requirements for country clearance, travel restrictions, and required documents are outlined at NIPR <https://www.fcg.pentagon.mil/fcg.cfm> and SIPR <http://www.fcg.pentagon.smil.mil/>.

(3) Leave participants desiring to travel to a foreign country for their R&R, must provide proof to the contract ticketing office (CTO) that all travel requirements can be met for entry and exit to and from the leave location 30 days prior to beginning the leave.

(4) The possession of appropriate US State Department Visa, Passport, and or country theater clearance is required prior to arrival at the Theater Gateway for R&R processing. Travel arrangements will not be provided without the proper documentation.

(5) Exceptions to travel to countries with travel restrictions must be obtained through the US State Department. The unit chain of command, USARCENT, and USCENCOM are not authorized to grant exceptions to the travel restrictions imposed by the State Department.

2. Processing for R&R leave at the Theater Gateway (Camp Ali Al Salem)

a. All Service Members and DoD Civilians taking R&R leave will process in and out of theater through the Theater Gateway at Camp Ali Al Salem, Kuwait, unless otherwise specified in Appendix F, Travel Arrangements for R&R.

b. The Theater Gateway will provide transportation to KCIA for all R&R participants; no other means of transportation is authorized.

c. Outgoing R&R participants who arrive no later than 0900 hours will likely be manifested for a same day departure. However, to ensure departure on your scheduled day, arrival before 1800 hours the evening prior is strongly encouraged.

d. Theater manifesting rosters will be used to verify the priority by which R&R passengers are scheduled to depart. Priority of movement of passengers on R&R contract flights will normally be “first in, first out”, however, if necessary, ARCENT G1 may direct the gateway to give priority to departing passengers from Iraq or Afghanistan.

e. R&R participants arriving at the Theater Gateway after 1200 should not expect to depart until the next R&R flight with available seats (typically the next day).

f. 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 passengers to exceed this time period.

g. Prior to departure from the Theater Gateway, all R&R participants and scheduled passengers will scan their ID card, thereby creating the required flight manifest for the contract flight. The required manifest will account for all passengers on the scheduled flight. The required manifest will be uploaded in the R&R flight tracking systems and be provided to Immigration and Customs Enforcement (ICE) in order to meet all legal requirements. Additionally, the manifests will be used to monitor and track the number of personnel on R&R leave.

h. Every R&R leave participant will receive the required R&R passenger gateway briefing that covers the following topics:

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

(2) review of approved leave form, leave period, and leave destination and;

(3) 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.

i. All outgoing R&R participants will undergo a Customs check while at Camp Ali Al Salem or the DV lounge. All Customs violations are reported to the individual's chain of command. Only those R&R leave participants maintained in the Customs holding (sterile) area at the specified time will be allowed to board the shuttle vehicles for transportation to Kuwait City International Airport (KCIA). Units should check with US Customs for the latest list of prohibited items.

j. The R&R leave program's CTO will complete all travel arrangements for onward transportation between the PAP and leave destination and all commercial ticketing for those traveling OCONUS. The CTO will ensure the appropriate fund site or billing source is annotated on the participant's approved leave form.

k. All R&R participants are responsible for verifying the accuracy of their itinerary, leave destination and unit contact number prior to departure from the Theater Gateway.

l. All travelers must use the R&R CTO for booking R&R travel reservations. Travel reservations from other sources are not authorized and will not be reimbursed.

m. Once all available R&R passengers have been manifested, remaining seats on the contract R&R flight will be allocated on a space required (Space-R) basis. The seating priority for Space R seats on the R&R flight is emergency leave, DVs/VIPs, TDY, redeployers, DoD Contractors, and Foreign Service Members in that order. No personnel flying Space-R on the R&R flight will take a seat from an already-manifested R&R passenger.

n. DoD Contractors, when space is available, are authorized to fly Space-R on the R&R contract flight. DoD Contractors will have an official Letter of Authorization (LOA) and identification. The LOA must be signed by the contracting officer and will identify contract provisions such as government transportation authorized. The LOA must include a billing address with a point of contact and telephone number or a Customer Identification Code (CIC). Additionally, contractors will comply with the foreign country clearance guide to include passport and visa (if required).

o. If the R&R flight manifest is full, the outbound team at the gateway will create a stand-by list. These passengers will report to the roll call and if an already-manifested passenger does not show up, the stand-by passenger will be added to the flight. There is no guarantee that stand-by passengers will be able to fly, but the goal of the stand-by list is to maximize utilization of available seating on R&R contract flights.

p. Weapons are NOT authorized on the R&R contract flights destined to the Atlanta or Dallas-Fort Worth Airports. There are NO EXCEPTIONS to this policy. This prohibition is defined in federal regulations and enforced by the Transportation Security Administration (TSA).

### 3. Processing Distinguished Visitors (DV)

a. A distinguished visitor (DV) is defined as a Colonel (O-6) or above or Civilian equivalent (GS15) or above, IAW Reference 1.g. Sergeants Major (E9) and Chief Warrant Officers-Five (CWO-5) are extended the courtesy as a special category to process through the DV lounge if traveling with an official party; however, they are NOT considered a DV.

b. All members in the General Flag Officer party are extended DV processing. Specifically the use of the DV lounge, expedited Customs processing, and advanced manifesting. The General Flag Officer is not limited to a specific number of guests.

c. Colonels or Civilian equivalents may only have one guest. This guest will also be extended DV processing.

d. Units requesting R&R travel for DVs will contact the appropriate unit or service LNO at the gateway NLT one week prior to travel.

e. The unit or service LNOs will arrange a DV Lounge appointment, US Customs appointment, manifest the DV on the appropriate R&R flight and arrange for transportation from KCIA 48 to 72 hours in advance of travel.

f. The R&R outbound team will ensure that all DVs are tracked from the gateway, manifested on the appropriate flight manifest and that DVs are annotated on the Wheels Up Report.

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



h. Those 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 customs appointment if the appointment times are already full and may not be guaranteed a seat on that day's R&R flight. Every attempt will be made by the unit or service LNOs to ensure the expedited departure of the DV, but prior coordination is key to the process. Service LNO's and Navy Customs must be contacted in the event a DV is unable make their scheduled appointment.

## Appendix E: Instructions for Completing the R&R Leave Form

1. Each Service has a unique leave form and process. Services will continue to use their existing approval process for R&R leave. Commanders will ensure that R&R leave is processed IAW approved guidelines to ensure R&R participants are correctly charged for used leave.

- a. Army - DA Form 31
- b. Air Force – AF IMT 988
- c. Navy – NAVCOMP Form 3065
- d. Marine Corps – NAVMC 1050
- e. DoD Civilian – OPM Form 71

2. Below are the key entries needed for the R&R leave form from each Service Member and DoD Civilian.

- a. Traveler name, SSN, station of origin, unit name and unit contact information.

- b. Leave Address Block – This block reflects the R&R leave address and is used to determine the onward ticketing or flight to the participant’s leave location. This block should include the address, phone number, and nearest airport if known. If the nearest airport is not known then the commercial ticketing office will determine the closest airport (Army – block 6, Air Force – block 16, Navy – block 20, Marine Corps – block 11, DoD Civilian – block 6).

- c. Number of Authorized Leave Days – This block reflects the number of R&R leave days authorized and does NOT include travel days. (Army – block 9b, Air Force – block 9, Navy – block 13, Marine Corps – block 4, DoD Civilian – block 4). Most Service Members will have 15 days. Leave start date is defined as the participant’s **actual** or **anticipated date of departure** from the AOR (travel dates are non-chargeable during this period). It is understood that participant’s will return to the AOR **after** the end date on their leave form in order to afford them the opportunity to take the full 15 days of leave.

- d. Remarks – Army, Air Force, Navy, Marine Corps, and DA Civilian will include the following statement in the remarks section as space permits:

DCS validation was completed on \_\_\_\_\_ (**ARMY and DA Civilians ONLY**).  
R&R leave participants are not authorized to consume alcohol while in transit to or from their leave destination. Army Travel Assistance Center 1-800-582-5552. In event of emergency, the Service Member must notify their Chain of Command. (**Units are encouraged to provide DSN and commercial phone numbers and email addresses**)

- e. **Iraq and Afghanistan** – Effective 23 Mar 10, the OUSD (P&R) approved USCENTCOM’s request for the land areas of Iraq and Afghanistan to be designated NCR&R leave areas. Service Member’s will annotate “**NCR&R**” in the “Type of Leave” block on the

leave request form. This leave is considered an “administrative absence” and days will not be charged against Service Member’s accrued leave balance.

**All other CENTCOM participating countries** – The NCR&R leave program is not authorized. Service Member’s eligibility will continue under the chargeable R&R leave program.

f. The Deployment Cycle Support (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 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>. (Reference 1.f.).

g. Please ensure and verify that all Service Members going on R&R leave have a **control/authorization number** on their leave forms before departing their deployed location. Arriving at the Theater Gateway without one complicates the process as the Service Member must then be referred to his/her LNO to contact the unit for a control number. Without a control number, the Service Member cannot depart the theater.

## Appendix F: Travel Arrangements for R&R Leave

1. Service Members and DoD Civilians in the CENTCOM AOR are authorized fully funded transportation from their duty location to the airport closest to the leave destination. If there is not an airport close to the leave address, the intent of the R&R Leave program is to fly the passenger to a location within 4 hours of the leave address. Travel arrangements for R&R leave are based on the most cost effective and efficient routing solution to the government. USARCENT is authorized to approve R&R leave participants to travel via commercial air only when it is determined that military air transportation is not reasonably available.

a. Requests to travel via commercial air will be routed thru the USARCENT G-1, to the USARCENT Commander for approval.

b. Participants must submit request with approved leave form, and endorsement by the first General Officer in their chain of command.

c. Participants approved to utilize commercial transportation to/from the duty location to/from the R&R leave destination are required to fund all transportation costs. Upon travel completion, participants will submit completed travel vouchers for reimbursement. Participants may incur an out-of-pocket expense, as all reimbursement is limited to the Gov't-procured transportation cost between the participants' duty location and their authorized R&R leave destination.

2. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for payment to the R&R leave traveler. Rental car, buses, train, private aircraft or other modes of transportation are not provided nor reimbursed at government expense nor will reimbursement for these costs be authorized.

3. The R&R CTO provides paid government ticketing to any approved leave destination for OCONUS travel and onward ticketing to the commercial airport nearest the traveler's approved leave address, as identified on the leave form. Travel to multiple leave destinations at government expense is not authorized. The R&R CTO is the only ticketing office authorized to provide R&R tickets. Itineraries or tickets from other travel offices will not be used for R&R travel and are not reimbursable under the R&R Leave Program.

a. Examples of authorized travel

(1) Service Member's leave address is Nashville, TN. The R&R Leave Program will provide contract commercial transportation from Kuwait to the Atlanta PAP. From Atlanta, the onward ticketing will be from Atlanta to Nashville, TN and return to Atlanta at leave completion.

(2) Service Member's leave address is Frankfurt, Germany. The R&R Leave Program will provide a commercial ticket from KCIA to Frankfurt, Germany and return.

b. Example of unauthorized travel - Service Member's leave address is Nashville, TN. The R&R program flies the Service Member from Kuwait to the Atlanta PAP via the R&R contract commercial transportation and then flies the Service Member to Nashville, TN. The Service Member then requests a return ticket from Seattle, Washington instead of Nashville, TN. The

R&R program will **NOT** fly the passenger from Seattle, Washington to the ATL/DFW PAP because in accordance with guidance from the Office of the Secretary of Defense, there are no restrictions to your travel destination locations, however, the intent is to fund your travel home to your family or to your home station for rest and relaxation, not to fund a vacation to some other locale (Reference 1d).

The Service Member must return to Nashville and utilize the gov't funded round trip ticket. If SM elects to not use the issued ticket he / she will be responsible for their own transportation back to either the DFW/ATL CONUS PAPs for onward movement back to the AOR via the R&R contracted aircraft.

c. Passengers are not authorized to make changes to dates and locations of flights without approval from the USARCENT G1, R&R Team, [USARCENT\\_R&R\\_Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil).

4. Round trip travel time (from theater to R&R leave address and from the R&R leave address to theater) is not chargeable as leave to the Service Member. Chargeable leave begins 0001 the day after the traveler arrives at the airport nearest the traveler's leave address. Chargeable leave ends the day prior to the traveler's arrival at the PAP (Dallas/Atlanta). For OCONUS travel, chargeable leave will begin 0001 the day after the traveler arrives at the airport nearest traveler leave address. The designated R&R PAP (Atlanta or Dallas) will stamp the start/return date on the leave form for each CONUS R&R leave traveler.

5. Participants may not use cruise or tour packages to and from their R&R leave destinations. Participants 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 missed events (i.e. cruises, tour packages, wedding, etc) due to delayed R&R flights.

6. Travel requirements from the following countries: **Iraq and Afghanistan**

a. All R&R leave participants from these locations will travel via intra-theater airlift to the Theater Gateway at Camp Ali Al Salem, Kuwait.

b. Participants with CONUS destinations will travel via contract R&R flight to either the Atlanta or Dallas Airport through the Personnel Assistance Points (PAP) and then on to their final leave destinations.

c. In general, passengers with OCONUS destinations will travel via commercial air from KCIA to the OCONUS leave address. However, some participants may be placed on follow-on commercial flights from the Atlanta or Dallas Airports (such as leave addresses, in but not limited to Canada, South America, and Central America). Determination of all participants' routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by USARCENT and the CTO office.

7. Travel requirements from the following countries: **Bahrain, Qatar, UAE, Jordan, Kyrgyzstan, Oman, Pakistan, Syria, Tajikistan, Uzbekistan, Saudi Arabia and Yemen**

a. All R&R leave participants from these locations will travel via commercial air from the commercial airport closest to their duty location to their final leave destinations, for transit to both CONUS and OCONUS leave destinations.

b. USARCENT will provide prior approval and authorize ticketing by CTO for these flights once approved R&R leave form is received. Leave forms must be sent to the USARCENT G1 R&R Team email: USARCENT\_R&R\_Team@kuwait.swa.army.mil.

c. Determination of all participants' routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by the CTO and USARCENT.

8. Travel requirements from the following country: **Kuwait**

a. Participants from Kuwait will process through the Theater Gateway at Camp Ali Al Salem, travel via contracted R&R flight to either the Atlanta or Dallas Airport through the Personnel Assistance Points (PAP) and then on to their final leave destination.

b. In general, participants with OCONUS destinations will travel via commercial air from KCIA to the OCONUS leave address. However, some participants may be placed on follow-on commercial flights out the Atlanta or Dallas Airports (such as leave addresses, in but not limited to Canada, South America, and Central America). Determination of all participants' routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by USARCENT and the CTO office.

10. The following countries are not currently authorized participating locations in the R&R leave program (References 1.e., x. & 2d.): **Egypt, Iran, Kazakhstan, Lebanon, and Turkmenistan.** Refer to the JFTR Vol 1 and JTR Vol 2, Appendix U.

## **Appendix G: Procedures for Requesting TDY in conjunction with R&R Leave (TDY ICW R&R)**

1. R&R leave transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved IAW References 1.n., s. & e.
2. Requests for TDY ICW R&R leave must be approved by HQDA G1, Compensation and Entitlements Branch prior to the participant's departure from the AOR.
3. Participants assigned to **Iraq** or **Afghanistan** will forward TDY ICW R&R leave requests to their respective theater J1 offices. Units in Iraq will route requests through USFI-J1 and units in Afghanistan will route requests through USFOR-A J1. USFOR-A J1 and USF-I J1 will review requests and process directly with HQDA G1, Compensation and Entitlements Branch.
4. Participants assigned to all other CENTCOM participating countries will forward requests to the USARCENT G1, R&R team ([USARCENT\\_R&R\\_Team@kuwait.swa.army.mil](mailto:USARCENT_R&R_Team@kuwait.swa.army.mil)) for processing. Units requesting TDY ICW R&R leave must ensure the following.
  - a. Provide TDY ICW R&R leave request memorandum with justification for the TDY signed by the first O-6 in the chain of command or higher.
  - b. Provide copy of approved R&R leave form w/ control number as applicable.
  - c. Provide copy of the approved TDY order (DD Form 1610, DTS, etc) authorization complete with fund site.
  - d. The major subordinate command's G1 / J1 (or Service equivalent administrative support office) will forward all requests to the USARCENT G1, R&R Team, NLT 14 days prior to participant's departure from the AOR.
5. Participants will be considered first priority for seating on the R&R contracted aircraft when R&R leave is conducted prior to TDY. If TDY is scheduled prior to R&R Leave, participants will be considered as Space-R and priority three for seating on the R&R contracted flight.
6. Transportation is funded based on the participants' duty status. When a traveler is on R&R leave, transportation is funded via the R&R program funds and when a traveler enters TDY status, the TDY fund site will fund the transportation cost.
  - a. ***R&R Leave ICW TDY:*** R&R program funds travel to leave location, TDY funds travel from leave location to TDY location and return to AOR.
  - b. ***TDY ICW R&R Leave:*** TDY funds travel to TDY location, R&R funds travel from TDY location to leave location and return to AOR.
7. All participants must travel with a copy of the HQDA G1 approval memo, approved leave form and TDY orders.

## **Appendix H: Procedures for Emergency Leave and Other Absences (Hospitalized, Convalescent Leave, Confinement, AWOL) in Conjunction with R&R Leave Travel**

1. USARCENT is the appointed executive agent to combine emergency leave transportation with R&R leave transportation. Emergency leave and other absences must meet the requirements IAW the Service Member's Service regulations.
2. When Service Members or DoD Civilians on R&R leave have an emergency or situation that requires them to change their leave status, they **must** contact their **unit** either **in theater** or the rear detachment. If they are unable to reach their unit, they may contact the USARCENT R&R team via email to: [USARCENT R&R Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil); via commercial telephone at 011-965-389-6317/6506; or DSN: 318-430-6317/6506.
3. Unit commander (FWD) is defined as the controlling authority for the unit leave control log. This is normally an O5 or above, but may vary from unit to unit. The unit commander (FWD) is the approving authority for emergency leave, to include extensions to emergency leave. Units must contact the USARCENT G1, R&R Team immediately upon changing the duty status of a Service Member that is on R&R leave for the purpose of coordinating return transportation to the AOR.
4. USARCENT is the sole approval authority to combine R&R leave with other absences.
5. ALL CHANGES IN LEAVE STATUS MUST BE APPROVED BY **BOTH THE UNIT COMMANDER (FWD) AND USARCENT G1, R&R TEAM**. OTHER AGENCIES, INDIVIDUALS, SATO OFFICES, REAR DETACHMENTS, ETC. ARE NOT AUTHORIZED TO APPROVE DUTY STATUS CHANGES.
6. Service Members or DoD Civilians extending beyond the approved non/chargeable R&R leave period due to emergency leave must be changed from R&R leave status to emergency leave status. Units will take the following steps when requesting to combine emergency leave or other absences in conjunction with R&R leave:
  - a. Submit a memorandum requesting an "Exception to Policy" signed by an O5 or above to the USARCENT G1, R&R Team (see email address above) for review and approval to combine R&R leave with other absences.
  - b. The unit commander (FWD) documents and approves the new duty status. The original R&R leave form, supporting documentation of the new duty status, and the exception to policy memorandum must be sent to the USARCENT G1, R&R Team. **Commanders may not extend the R&R leave period under any circumstance.**
  - c. The duty status of the Service Member or DoD Civilian must be updated in the appropriate personnel accountability system to emergency leave at the end of the R&R leave period.



d. USARCENT G1, R&R Team will coordinate with CTO to adjust the Service Member's or DoD Civilian's itinerary. CTO will then email the new itinerary to the unit POC, Service Member or DoD Civilian.

e. **SAMPLE MEMORANDUM FORMAT:**



**HEADQUARTERS**  
(LETTERHEAD AND ADDRESS)

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR USARCENT G1, ATTN: R&R Leave Program, APO AE 09306

SUBJECT: Exception to Policy to Combine R&R Leave with **Emergency Leave**

1. Request exception to policy authorizing **RANK First Name Last Name, last 4 of SSN** to combine **his/her** scheduled Rest and Recuperation Leave (R&R) with Emergency Leave (EL).
2. **RANK Last Name** was on R&R leave from **(date and location)** and due to **Reason for emergency**, this command has decided to place Service Member on emergency leave **Amount of Days**. The reason for the **emergency** complies with **AR 600-8-10** and ARCENT Policies.
3. The Soldier Duty Status will change in **DTAS (Service equivalent personnel accountability system)** to reflect emergency leave effective **Date on Emergency Leave**.
4. Per Joint Federal Travel Regulations paragraph U7300-A, DODI 1327.6, R&R leave transportation may not be combined with any other funded leave program or other official travel unless and exception to policy is approved.
5. **RANK Last Name** new expected date and location of departure from leave location is **date/location**.
6. The point of contact for this memorandum is **RANK First Name Last Name** at DSN **XXX-XXX-XXXX or email address**.

BN Commander  
(O-5 or above)

## **Appendix I: Request for Reimbursement of Expenses**

1. To provide guidance for the reimbursement of expenses incurred while on R&R leave and to clarify proper documentation and processing requirements needed for obtaining expense approval and payment.

2. Guidelines.

a. R&R leave expenses will be reimbursed only as an exception and if properly documented and endorsed by commanders and USARCENT G1.

b. R&R travelers are not authorized to accrue per diem or similar travel benefits during travel or leave periods. Situations sometimes require that R&R travelers incur various charges such as unavoidable telephone toll calls or additional ticketing costs when stranded in remote locations. When this occurs, R&R leave travelers should retain all receipts and ensure they utilize the least expensive methods available to accomplish required actions.

c. Reimbursement for personally procured tickets for commercial air transportation for R&R leave travel, when approved by the USARCENT CG, will not exceed the Gov't-procured transportation cost between a member's duty station and the authorized destination. Reimbursements are limited to the cost of the intra-theater airlift to the Theater Gateway, the R&R contracted carrier seat cost (subject to HQDA quarterly average cost), and the Gov't procured commercial ticket to/from the travelers leave location to/from either the DFW/ATL PAP.

d. Travelers are only authorized reimbursement when personally procured transportation is funded using the individual's government travel card and purchased through a CTO. 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.

e. R&R leave travelers desiring reimbursement must provide a completed DD 1351-2 signed by an O-5 or higher and a justification memo from their battalion commander or O-5 commander equivalent stating that the government investigated the charges and found them appropriate and justified. The traveler must also provide a copy of all receipts showing expenditure of personal funds. The traveler should also explain how his/her situation warranted expenses and reimbursement in the justification memo. Required documents, as applicable, are listed below:

- (1) DD Form 1351-2
- (2) USARCENT CG Commercial Travel approval Memo (if applicable)
- (3) Memo signed by the Battalion Commander (O-5 Commander equivalent)
- (4) Justification memo signed by Service Member

- (5) Copy of all receipts
- (6) Flight itinerary / documentation of unused ticket
- (7) Approved Leave Authorization Form
- (8) Any additional supporting documentation to support claim

f. A complete packet for all requests for reimbursement related to R&R travel must be sent to the USARCENT G1, R&R Team at [USARCENT\\_R&R\\_Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil). USARCENT will route the packet to CTO for review of ticket charges, and other related travel cost discrepancies.

g. CTO will forward the completed packet with their findings and an approval or disapproval recommendation for amount of reimbursement to USARCENT G1.

h. The USARCENT G1, R&R Team point of contact will recommend final approval/disapproval. If the packet is approved, it will be submitted to the USARCENT G8 for processing. The USARCENT G8 will issue a travel order authorizing reimbursement of the approved amount. It is the Service Member's responsibility to settle the final travel voucher (DD Form 1351-2) through their servicing military pay office. If disapproved, the USARCENT G1, will send the disapproval memo to the unit.

i. USARCENT G8 will not accept any requests for reimbursement that have not been endorsed by USARCENT G1, R&R.

## **Appendix J: Conduct, Attire, Baggage, and Travel Restrictions for R&R Leave**

1. 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 him/herself, the US military, and the United States.
2. Commanders will brief R&R Leave participants regarding appropriate behavior, to include avoiding the use of profanity and remarks that reflect negatively upon the host nation, its people, and airline representatives.
3. As a force protection and OPSEC measure, each participant should avoid discussion or behavior that draws attention to him/her or fellow Service Members and Civilians; this includes discussing classified information of any type.
4. 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 his/her leave destination. The alcohol prohibition applies at all intermediate stops and layovers, even those subsequent to and from processing at either the Dallas or Atlanta PAP. Violators are subject to UCMJ action.
5. Weapons are not authorized on contract R&R flights traveling from the AOR to CONUS. There are no exceptions to this policy. Contingency passengers traveling Space-R from CONUS to the AOR may bring properly cased and documented weapons.
6. Military working dogs are only authorized to travel on the contract commercial R&R flight from November to February due to excess heat. This timeframe may be restricted based upon air temperature for the safety of the animal.
7. R&R leave participants are limited to one checked bag not to exceed 50 pounds, one carry-on bag not to exceed 15 pounds, and a laptop. The carry-on bag 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 toiletries for a 48-hour period.
8. R&R leave travelers are highly encouraged not to place valuable items (e.g., Jewelry, Cameras, GPS, electronics such as MP3 players, Cell Phones, PSPs, PSP games, and CDs) in their checked baggage. To prevent theft, it is highly recommended that valuable items be placed in the traveler's carry-on bag(s). Travelers should NEVER put high-value items in their checked baggage. All travelers are urged to be mindful of pickpockets, panhandlers, and other unscrupulous persons watching for unguarded baggage and to take precautionary measures to prevent theft.
9. All Service Members flying via intra-theater airlift to the Theater Gateway must travel in ACUs/DCUs or Service equivalent uniforms. Service Members departing on R&R flights to CONUS locations must wear clean and serviceable ACU/DCUs or Service equivalent uniforms to their final leave destination. Flight suits are not authorized.

10. 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 the policy. Each individual 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.

11. OCONUS travelers must travel in civilian attire. If the Service Member travelled to the gateway in military uniform, they must change into civilian attire prior to departure from the Theater Gateway to KCIA. All travelers entering and exiting Kuwait via commercial flights will wear civilian attire - NO EXCEPTIONS. (OCONUS travelers coming from Kuwait may process through the gateway in civilian attire.)

12. DoD Civilians are authorized to wear civilian clothes while processing through the theater gateway and on the contract R&R flight.

13. Travelers that stay at the gateway should bring necessary sleeping items (i.e. pillow, blanket, poncho liner, etc). Linens are not available at the gateway.

14. Men's shirts will cover the shoulder and torso or trunk, i.e. the area from below the neck, to the waist, and the shoulders.

15. 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.

16. T-shirts designed as outwear 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 as 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.

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

18. 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 concert T-shirts, 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.).

## Appendix K: Additional Information

### 1. Post Deployment Mobilization Respite Absence (PDMRA)

a. PDMRA is a DoD program intended to compensate Soldiers with days of administrative absence / non-chargeable leave when required to mobilize or deploy with a frequency beyond established DoD rotation policy thresholds, per Reference 1.w.

b. Active Component Soldiers, to include Title 10 and Title 32 Active Guard Reserve (AGR) Soldiers, and Reserve Component Soldiers may use accrued PDMRA during any authorized R&R leave period in combination with, or in lieu of, using chargeable annual leave. PDMRA cannot be used in conjunction with R&R leave to extend the overall authorized leave period of 15 or 18 days.

c. If a Soldier taking R&R leave wishes to utilize PDMRA leave, then this must be annotated on the Soldier's leave form. Additionally, it is the responsibility of the Soldier's servicing S1/unit Admin to ensure SM's are not charged leave days.

d. Soldiers are not authorized additional leave in theater to use their PDMRA. PDMRA can only be used during R&R leave or upon redeployment back to CONUS.

### 2. Non-chargeable Rest and Recuperation Entitlement (NCR&R)

a. The NCR&R leave program is a more restrictive subset of the existing R&R program. It provides an administrative absence of up to 15 days to Service Members deployed or assigned to the land areas of Iraq and Afghanistan.

b. Commander's will ensure that unit S1's (or administrative support equivalents) follow Service specific guidelines for appropriately accounting for NCR&R leave.

c. All other rules of the R&R program apply to participants eligible for the NCR&R administrative absence.

d. For additional specific instructions pertaining to NCR&R leave see References 1.s.-u.

### 3. Special Rest and Recuperation Entitlement (SR&R)

**a. Currently there are no geographical locations in the CENTCOM AOR that qualify for SR&R.**

b. SR&R is one of the four incentive options available to Service Members who qualify for the Overseas Tour Extension Program (OTEIP).

c. To qualify for SR&R, Service Members must meet the criteria per Reference 1.n.

## Appendix L: Acronyms, Abbreviations, and Commonly Used Terms

AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
BOG	Boots on the Ground – number of days deployed in theater
CDDOC	CENTCOM Deployment and Distribution Operations Center
COT	Consecutive Overseas Tour
CTO	Contract Ticketing Office
DV	Distinguished Visitor
EML	Environmental Morale Leave
IAW	In accordance with
ICW	In conjunction with
ITARS	Intra-Theater Airlift Request System
KCIA	Kuwait City International Airport
LNO	Liaison Officer
MSC	Major Subordinate Command – For Iraq this is USF-I and for Afghanistan this is USFOR-A
NCR&R	Non-Chargeable Rest and Recuperation
PCS	Permanent Change of Station
PAP	Personnel Assistance Point – currently there are two PAP teams servicing R&R personnel - one in Atlanta, GA and the other in Dallas, TX
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
SPACE-R	Space Required – Mission-Essential Traffic
TCS	Temporary Change of Station
TDY	Temporary Duty
TDY ICW R&R	Temporary Duty in conjunction with Rest and Recuperation Leave