

Personnel Overseas Bulletin

8 August 2007

DLA Human Resource Center's (DHRC)
Columbus, OH and New Cumberland, PA

Fact Sheet on Home Leave, Home Leave Travel, and Expanded R&R Travel Benefits for DoD Civilian Employees under Public Law (P.L.) 109-234

- Effective only for the period of June 15, 2006 through Sep 30, 2011
- Applies retroactively to all DOD U.S. citizen Appropriated Fund and Non-appropriated Fund employees who were officially assigned by means of Temporary Duty, Temporary Change of Station, or Permanent Change of Station, or detail to another Federal agency to **Iraq or Afghanistan** during that period, when eligibility criteria are met
- Applies in addition to any other allowances, benefits, or gratuities applicable to DoD civilian employees

Home Leave

- Eligible employees will earn, and may be granted home leave, if the following criteria are met:
 - Served a period of continuous service in Iraq or Afghanistan of at least 12-months, and
 - Be expected to return to service abroad upon completion of the home leave period
- Not required to complete the one-time requirement of 24-months of continuous service abroad
- Not required to be eligible to accumulate a maximum of 45 days of annual leave
- The 12-month service requirement begins on the date of arrival at the post
- The 12-month service requirement is extended by any period of time spent in the U.S. or its territories or possessions on annual leave (except on R&R travel) or sick leave status (except on official medical travel orders for up to 180 days)
- The 12-month continuous service requirements shall also be extended by any period of time in a leave without pay status that exceeds two work weeks
- Service abroad prior to official assignment to Iraq or Afghanistan may possibly be credited towards the 12-month service requirement
- Employees who have previously completed the 24-month service requirement are not required to complete a new 12-month service requirement prior to taking earned and approved home leave
- Employees officially assigned to Iraq or Afghanistan for fewer than 12 consecutive months are not eligible to earn home leave under these provisions, unless the 12-month continuous service

requirement is fulfilled in its entirety by previous creditable service abroad or by a combination of previous creditable service abroad and the official assignment to Iraq or Afghanistan

- Home leave is earned on a monthly basis. The post differential of 35 percent currently authorized for Iraq and Afghanistan establishes a home leave earning rate of 15 days per 12-months
- Home leave earned but not used will remain credited to the employee's account without limitation
- Employees granted home leave will be provided round-trip transportation to their actual residence (official home of record) within the U.S. or its territories or possessions
- In some cases the travel and transportation may also include an employees family members who are residing abroad
- Employees must be in an approved leave status (e.g., home leave, annual leave, or leave without pay) while traveling
- Home leave may only be used only in the U. S. or its territories and possessions

Travel for Rest and Recuperation (R&R)

- Eligible employees are entitled to round-trip transportation to designated locations as provided in the [DoD JTR Volume II, Appendix U](#), for R&R as follows:
 - Employees assigned to Iraq or Afghanistan 12 consecutive months are eligible for three R&R trips within the 12-month service period
 - Employees must serve a minimum of 60 days in Iraq or Afghanistan in order to be eligible for the first R&R trip
 - These R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days
 - Employees assigned for 6 or more months, but fewer than 12-months, are eligible for one R&R trip
 - Employees must serve a minimum of 60 days in Iraq or Afghanistan in order to be eligible for the R&R trip
- Individual R&R trips should not exceed a maximum of 21 calendar days away from the official duty station in Iraq or Afghanistan (including travel time)

Documentation

- The Office of Personnel Management (OPM) Form 71 (Request for Leave or Approved Absence) shall be used to request and approve earned home leave
- The Form DD 1610 (Request and Authorization for TDY Travel of DoD Personnel) shall be used to authorize transportation for home leave and R&R for eligible employees and family members

Please contact your servicing overseas HR specialist for further information

The Personnel Overseas Bulletin will be published on the second and fourth Wednesday of every month.