



**HEADQUARTERS**  
**UNITED STATES FORCES-AFGHANISTAN**  
**BAGRAM, AFGHANISTAN**  
**APO AE 09354**

USNSE-A CDR

19 September 2019

**MEMORANDUM FOR United States Forces-Afghanistan Units and Personnel**

**SUBJECT: USFOR-A Policy Memorandum # 19-08, Civilian Leave in Conjunction with Rest and Recuperation (R&R) for Department of Defense-Expeditionary Civilians (DoD-EC) and Ministry of Defense Advisors (MoDA)**

**1. References:**

- a. Title 5, Code of Federal Regulations, Part 610 and Part 630.
- b. DoD Instructions 1400.25, Vol 630, DoD Civilian Personnel Management System: Leave, 8 May 2015.
- c. U.S. Army Central (ARCENT) G1 Rest & Recuperation Leave Policy and Procedures, 4 April 2015.
- d. DoD Memorandum, 27 December 2011, Continuation of Certain Benefits, Allowances and Gratuities for DoD Civilians Assigned to Iraq or Afghanistan Under the Authority of 5 U.S.C. § 9904.
- e. DoD Memorandum, 27 August 2008, Clarification to Policy Memorandum, Benefits, Allowances and Gratuities for DoD Civilian Employees - Public Law 109-234.
- f. DoD Memorandum, 4 May 2007, Benefits, Allowances and Gratuities for DoD Civilian Employees - Public Law 109-234.
- g. Joint Travel Regulation, Chapter 4, Government Funded Leave.

**2. Purpose: To establish consistent policy for DoD-EC personnel, including Ministry of Defense Advisors (MoDAs) on the authorization of R&R breaks and the use of leave in conjunction with R&R.**

**3. Policy:**

a. In accordance with references 1c, 1d, and 1g above, DoD civilians deployed to Afghanistan are authorized round-trip transportation for R&R purposes. Employees assigned to Afghanistan for 12 consecutive months are eligible for a maximum of three R&R trips within a 12-month service period and employees assigned to Afghanistan for six or more months, but fewer than 12 months, are eligible for one R&R trip. The time period to establish eligibility for R&R is based on the date of arrival in Afghanistan and the date of departure from Afghanistan (i.e., 365 days boots on ground is considered a 12-month deployment).

b. R&R leave is a privilege, not an entitlement, and is subject to management approval in consideration of mission needs. With the continued reduction of personnel across the

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Combined Joint Operational Area-Afghanistan (CJOA-A) and elimination of redundant capabilities, the general operating parameters of the command will be to allow no more than two R&Rs over a 12-month period, beginning with new DoD civilian deployers who arrive after 1 January 2020. Current deployers may be authorized up to three R&Rs, subject to management approval; however, those arriving on or after 1 January 2020 will be limited to a maximum of two R&Rs for a 12-month deployment. Exceptions to policy to allow a third R&R must be based on unique circumstances and must receive the approval of the undersigned. Civilians deploying for 180 days or more, but less than 365 days, are eligible for one R&R.

c. Civilians taking R&R may spend up to 15 full calendar days at their chosen R&R location(s). Supervisors are not authorized to grant R&R leave that will result in more than 15 calendar days spent at the leave location(s). Travel time is not included in this 15-day R&R period. The final day of outbound travel during which the traveler arrives at their final destination airport at the leave location is considered day zero. The first calendar day after arrival at the R&R location airport is considered day one. Return travel is considered to begin when the traveler departs their leave location airport. Return travel shall begin no later than day 16 and should be scheduled as early on that day as practical. Return travel may be scheduled earlier than day 16, but not later. No exceptions are authorized.

d. Employee absence on regular work days that occur during the 15-day R&R leave period must be recorded as some form of personal leave. This could be annual leave, or use of accumulated travel comp time, earned compensatory time, credit hours, leave without pay, home leave (if available), or other forms of personal leave. If deployed civilians do not have sufficient leave balances to cover the period of R&R leave, they have the option of requesting that earned overtime hours prior to the start of R&R be credited as compensatory time in lieu of overtime. Employees could also request advance annual leave from their home station, but approval is solely at the discretion of their home agency. Excused absence is not authorized for work days that the civilian is on leave at the R&R destination.

e. Since R&R travel is government-funded "official travel", civilians are allowed to utilize administrative leave, otherwise referred to as excused absence, to cover the period of time spent traveling to and from their R&R destination. In accordance with DoD policy of reference 1 d, the maximum number of days of excused absence that may be allowed for R&R travel is 10 days per R&R instance, with no more than 20 days in a 12-month continuous period. The excused absence days for travel begin the first workday after the employee leaves their official duty station through the day of arrival at the airport nearest to the R&R destination. On the return trip, the excused absence begins the day the employee arrives at the R&R destination airport and ends the day he/she reports back to work. Absences on employee time cards to document the excused absence days which correspond to regular work days are recorded as "LV". Weekends (Friday and Saturday) are not charged to leave or excused absence.

f. R&R travel is arranged and ticketed through USARCENT G1 in Kuwait by the CTO; civilians cannot procure their own tickets. Military air transportation from Afghanistan to Kuwait, and return, is provided as the standard mode, with commercial travel ticketed from Kuwait to the R&R destination. Requests to travel to/from Afghanistan on a commercial/contract carrier in lieu

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of MILAIR, may be approved by a GO/SES in the chain of command and must be based on operational needs to support the mission.

g. Employees must serve in Afghanistan for at least 60 days to be eligible for the first R&R. Subsequent R&Rs (if eligible) should be scheduled at regular intervals with the last R&R not scheduled within 60 days of the employee's end of tour. Requests for ETP must be approved by a GO/SES in the chain of command.

h. Employees who do not complete the full service obligation that granted eligibility for R&R(s), may be required to reimburse the cost of the R&R trip(s). If an employee's deployment tour is curtailed through no fault of their own, the requirement for reimbursement can be waived.

4. Responsibilities: Supervisors of DoD-EC, including MoDA, civilians are responsible for ensuring adherence to these policies and disseminating this information to their subordinates. Employees are responsible for following the procedures established for R&R travel and for submitting an SF-1190 to suspend their combat pay differential at the start of the R&R and submit a second SF1190 within 3 days of return from R&R to resume such pay.

5. Special Instructions: This memorandum supersedes USFOR-A Policy Memo – Civilian Rest and Recuperation (R&R) – Standards for Time at Leave Location and Use of Excused Absences and Administrative Leave, dated 12 July 2019 and USFOR-A Policy Memo – Civilian Leave in Conjunction with Rest and Recuperation (R&R) for Department of Defense-Expeditionary Civilians (DoD-EC) and Ministry of Defense Advisors (MoDA), dated 17 March 2019.

6. The point of contact for this policy memo is USFOR-A J1, Civilian Human Resources, at DSN: 318-481-3072 or the organizational email address CENTCOM Bagram USFOR-A J1 Civilian Human Resources Group Email box at: centcom.bagram.usfor-a-j1.mbx.civ-hr-a1@mail.mil.

Encl:  
R&R Leave Instructions



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## **ENCLOSURE 1: DoD CIVILIAN LEAVE IN CONJUNCTION WITH REST AND RECUPERATION (R&R) INSTRUCTIONS**

**1. EXCUSED ABSENCE:** Department of Defense (DoD) authorizes “excused absences” of up to 20 work days in a 12-month period (not to exceed 10 work days for any single R&R period), where the absence is not charged to any type of personal leave. These days of “excused absences” are intended to cover travel time and are generally more than adequate for the amount of travel days to and from the R&R site, leaving a period of about two weeks for actual vacation or “rest and recuperation.”

### **2. TRAVEL TIME:**

a. In accordance with DoD and ARCENT policy, “travel time” includes all days beginning when the employee leaves their official place of duty (e.g., Kabul, Kandahar, Bagram, etc.) up to and including the day of arrival at the airport nearest the R&R destination, and return back to the place of duty (from the airport nearest the R&R destination). For planning purposes in booking the R&R itinerary, employees should project that travel will take at least three to four days at the beginning and end of the R&R break. For employees located at remote forward operating bases, more days may need to be factored into the planning. Excused absence days may be used to cover these days of travel. Weekends (Friday-Saturday) are considered non-duty days; therefore, absences on these days do not require a charge to leave or excused absence.

b. If the total travel time on a single R&R exceeds seven calendar days and the delays are for reasons beyond the employee’s control (i. e., equipment problems, unavailability of flights, weather or security concerns that cause flight cancellations, etc.), these additional days may be considered for administrative leave. To qualify for this leave, the employee must provide documentation that he or she was ready and available to travel, was at the designated travel site, but was unable to travel because of circumstances beyond his or her control. These requests will be submitted through the USFOR-A J1, Civilian Human Resources to the USNSE-A Chief of Staff for review and final decision.

### **3. TIMEKEEPING CODES:**

a. Separate from travel days, it is expected that employees will be allowed 15 calendar days of “rest and recuperation” at the designated R&R site. These 15 calendar days will normally equal 10 work days, depending on the timing of holidays or non-duty days. For these days of R&R break, employees will choose the appropriate form of leave to cover their absence from duty on designated work days (Sunday

Leave, Home Leave (if eligible), Travel Comp Earned, Comp Time Earned, Time Off Award, Holiday Leave (if applicable), Excused Absence, or Leave Without Pay).

b. Time card codes that may be appropriate for R&R are listed below. The most typical types of leave used for R&R are Annual Leave (LA) and Excused Absence (LV). To use any form of leave, employees must have an available leave balance and be eligible for the type of leave. Codes are as follows:

LV = Excused Absence (maximum of 10 per R&R, 20 in a year)

LA = Annual Leave

CF = Travel Comp Taken

CT = Comp Time Taken

LK = Home Leave

KA = Leave Without Pay

LN = Admin Leave (if approved) for unusual travel delays

c. The total number of Excused Absence days (LV) cannot exceed 10 days per R&R or 20 days for multiple R&Rs over a 12-month period.

**4. R&R BENEFIT:** R&R trips are a benefit, not an entitlement. While every effort should be made to accommodate R&R leave requests, scheduling and approval are subject to mission requirements.

**5. SF1190 and Addendum:** Employees are responsible for submitting updated SF1190 and Addendum forms to their in-theater-supervisor and forward to the home station for each period of R&R. The purpose of this submission is to stop payment of Danger Pay for the period of absence from Afghanistan. SF1190 and Addendum can be submitted either once or twice during each period of R&R. If one submission is made after the R&R has ended documenting both dates, retroactive collection will be made of any payments for Danger Pay during the period of absence. If two submissions are made (one at the start of R&R and one at the end) no retroactive collection will be made. Failure to file SF1190 and Addendum, as required, may constitute fraud.