MEMORANDUM FOR United States Forces-Afghanistan Units and Personnel

SUBJECT: 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)

1. References:

2. Purpose: To establish the leave policy for DoD-EC and MoDA civilian employees in conjunction with R&R, and to ensure that all eligible personnel are afforded an adequate and impartial interlude at their respective R&R site. The intent is to address concerns that the inclusion of travel time in the total 21-day R&R period can result in an inadequate number of days at the rest site. While United States Forces-Afghanistan (USFOR-A) cannot change the DoD policy that dictates inclusion of travel time in the 21-day limit, a standard can be established to mitigate the impact on actual leave time and ensure that all civilians have a consistent amount of break time at the chosen R&R site.

3. Policy:
   a. In accordance with references 1d and 1e above, DoD civilians deployed to Afghanistan are authorized round-trip transportation for R&R purposes. Unless
specifically authorized under an exception to policy, this travel must occur through the MILAIR process. Employees assigned to Afghanistan for 12 consecutive months are eligible for up to three R&R trips within a 12-month service period. While employees assigned for six or more months, but fewer than 12 months, are eligible for one R&R trip. Each R&R trip should not exceed 21 calendar days (including travel time) away from the official duty station in Afghanistan.

b. If delays in travel to the R&R site are excessive and would cause the employee to have less than 14 calendar days at the R&R site before the pre-scheduled return travel begins, the employee may request a postponement of the return travel so that it begins on day 15 after arriving at the R&R site. To reschedule the return trip, employees must contact their in-theater supervisor to request approval to modify their leave form (Office Personnel Management Form 71 (OPM)). The modified leave form will then be submitted to the R&R Commercial Travel Office (CTO) at: CTO.RR@vectrusintl.com. The CTO will book a new itinerary and send it to the employee.

c. For the return trip, the employee’s itinerary must allow for at least three days for travel. Travel time starts the day the employee begins travel from the R&R site and ends the day prior to the first day of work following completion of R&R.

d. The number of travel days to and from the R&R site is excessive and exceeds a total of seven duty days after the employee leave has officially started and ended. Non-duty days will not count toward the seven duty days (i.e., Friday and Saturday). A request for an Exception to Policy (ETP) to grant Administrative Leave may be submitted to cover the additional absence (up to three duty days Monday through Thursday and not weekends – Friday and Saturday). The template for the ETP to Grant Administrative Leave for Excessive Travel can be found at Enclosure 2. Such requests must be submitted through the USFOR-A J1 to the United States National Support Element-Afghanistan (USNSE-A) Chief of Staff, along with documentation verifying that travel delays were caused by circumstances beyond the employee’s control. The documentation can include but is not limited to: copy of approved OPM 71 and CTO travel itinerary.

e. Employees must serve in Afghanistan for at least 60 days to be eligible for the first R&R. Requests for ETP to take an earlier R&R must be submitted to the General Officer, Senior Executive Member or civilian equivalent in the employee chain of command. Subsequent R&Rs (if eligible) should be scheduled at the 50-60 day intervals.

f. Employees who do not complete the full service obligation (six months for one R&R and 12 months for three R&Rs) but receive one or more government funded R&R periods, will be required to reimburse the cost of the R&R trip(s). If an employee’s
USNSE-A CDR
SUBJECT: 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)

deployment tour is curtailed through no fault of their own, the requirement for reimbursement can be waived. Such requests will be submitted through the USFOR-A J1 and USFOR-A J8, to the USNSE-A Chief of Staff for review and final decision.

4. Responsibilities: Supervisors of DoD-EC and MoDA civilians are responsible for ensuring adherence to these policies and disseminating this information to their subordinates.

5. 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.

2 Encls
1. R&R Leave Instructions
2. Exception to Policy to Grant Administrative Leave

RANDY A. GEORGE
Major General, U.S. Army
Commander
U.S. National Support Element-Afghanistan
ENCLOSURE1: 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 R&R destination, and return back to the place of duty. 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 14 calendar days of "rest and recuperation" at the designated R&R site. These 14 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 through Thursday). Appropriate forms of leave include Annual Leave, Restored Annual
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
   LV = 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.
MEMORANDUM THRU USFOR-A J1 Director, United States Forces-Afghanistan, Bagram, Afghanistan, APO, AE 09354

FOR United States National Support Element-Afghanistan, Chief of Staff, Bagram, Afghanistan, APO, AE 09354

SUBJECT: Exception to Policy to Grant Administrative Leave – (Employee Name)

1. Reference Memorandum, USNSE-A CDR, XX February 2019, Subject: 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).

2. Request an exception to policy to grant up to XX days of administrative leave for (Employee Name) as the number of travel days to and from the R&R site was excessive. A total of XX Days (X days outbound and X days inbound to Bagram PAX Terminal). The wait time and delays were beyond the employee’s control.

3. The following is the chronology for (Employee Name) R&R travel from and return to Bagram PAX Terminal:

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation</th>
<th>Command Notified of Delay</th>
<th>Travel Day (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
USNSE-A CDR
SUBJECT: Exception to Policy to Grant Administrative Leave – (Employee Name)

4. The point of contact for this memorandum is Joe Doe, (Title) at DSN: 318-418-XXXX or email at: joe.doe.civ@mail.mil.

CONCUR/NONCONCUR

THOMAS A. FELTEY
Colonel, U.S. Army
Chief of Staff
U.S. National Support Element-Afghanistan