

**USARCENT**



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

**Leave Policy and Procedures**

Version 1.0

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



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY CENTRAL  
COALITION FORCES LAND COMPONENT COMMAND  
1881 HARDEE AVE SW  
FORT MCPHERSON, GA 30330-1064**

USARCENT/CFLCC Policy Memorandum OPL-SUST-10

ACEN-CG

15 Mar 09  
Expires: 15 Mar 11

MEMORANDUM FOR All Units in the USCENTCOM AOR

SUBJECT: Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR

1. REFERENCES: See enclosed SOP, appendix A.

2. APPLICABILITY: This policy memorandum applies to all Service Members and DA Civilians in the USCENTCOM AOR.

3. OVERVIEW OF POLICY:

a. This policy memorandum supersedes Third U.S. Army Policy Memo OPL-SUST-10, dated 19 Jan 06 and all previous policy memorandums referencing R&R Leave Program published by Third US Army/CFLCC/ARCENT.

b. USARCENT is the Executive Agent for the USCENTCOM R&R Leave Program in the USCENTCOM AOR responsible for the coordination, implementation, and execution of the program, per Appendix A, reference 1.q.

c. 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.

d. R&R 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.

4. ELIGIBILITY:

a. Service Members or DoD Civilians must be serving in an area that is dependent-restricted or designated for Hostile Fire or Imminent Danger Pay.

b. Service Members or DoD Civilians must be in an area where official or unofficial travel is controlled and where ordinary/annual leave programs have been restricted for reasons of military necessity.

c. The following contingency locations are authorized to participate in the USCENTCOM R&R leave program, if the Service Member or DoD Civilian meets all other eligibility criteria: Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Syria, Tajikistan, Uzbekistan, United Arab Emirates and Yemen.

ACEN-CG

SUBJECT: Rest and Recuperation (R&R) Leave Program in the USCENTCOM AOR

d. 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 in the chain of command and validated by USARCENT. R&R leave within the last 60 days of the deployment cycle is strongly discouraged.

e. 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.

f. Service Members in a Permanent Change of Station (PCS) status.

(1) Service Members on a one year unaccompanied PCS Order are authorized to participate in the R&R Leave Program only if they are NOT authorized participation in other leave programs normally available to PCS Service Members. These leave programs include Annual Leave, Environmental Morale Leave (EML), and Consecutive Overseas Tours (COT). A one-year PCS Service Member is NOT authorized to take COT leave and then take R&R leave during the one year tour of duty.

(2) Service Members 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 assigned or serving under a US military command are not authorized participation in the R&R program, but may travel Space-R, provided all visa and passport requirements are met.

h. Personnel who qualify for R&R leave are not authorized to take their R&R leave in the contingency areas listed in Para 4c. The commanding officer of the R&R participant's unit must request an exception to policy to CENTCOM through USARCENT for requests to take leave in these areas.

5. Exceptions to this policy must be staffed and approved by USARCENT unless otherwise specified.

6. The point of contact for this memorandum is ARCENT G-1, Chief Policy and Programs (R&R), [USARCENT\\_R&R\\_Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil), DSN 318-430-6318.

Enclosure  
R&R Policy and Procedures

  
JAMES J. LOVELACE  
Lieutenant General, USA  
Commanding

## Appendix A: References

### 1. References for R&R Leave Program

- a. DODI 1327.6, Leave and Liberty Procedures, 22 Apr 05 (Sections 6.15 and 6.16)
- b. DOD Directive 1327.5, DOD Policy on Leave and Liberty, 29 Nov 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. The Joint Federal Travel Regulation (JFTR), Volume 1, Ch. 7-Part J, 1 Sep 08
- e. PDUSD (P&R) Memorandum, Subject: New Leave and Liberty Policies to Implement the National Defense Authorization Act of 2008 (Pub L. 110-181), 24 Jun 08
- f. PDUSD (P&R) Memorandum, Subject: Request for Amendment to USCENTCOM R&R Program for Service Members Voluntarily Extending for 12 months, 19 Dec 07
- g. PDUSD (P&R) Memorandum, Subject: Exception to Policy Approval Authority for the USCENTCOM R&R Program, 12 Oct 07
- h. PDUSD (P&R) Memorandum, Subject: Request for Policy Changes to the Current USCENTCOM Theater Rest and Recuperation (R&R) Program, 13 Jul 07
- i. PDUSD (P&R) Memorandum, Subject: Updating USCENTCOM Rest and Recuperation (R&R) Leave Program, 30 Jan 07
- j. PDUSD (P&R) Memorandum, Subject: Modification of the Rest and Recuperation (R&R) Leave Program, 05 Feb 04
- k. PDUSD (P&R) Memorandum, Subject: Funding Onward Transportation for Rest and Recuperation (R&R) Leave, 19 Dec 03
- l. ALARACT Message 163/2007, Subject: Announcement of Policy Changes to the USCENTCOM Theater Rest and Recuperation (R&R) leave program, 201953Z Jul 07
- m. USCENTCOM Policy Letter #36, Leave Policy for USCENTCOM Area of Responsibility, 14 Nov 08
- n. USCENTCOM Message, Subject: USCENTCOM Rest and Recuperation Leave Participation Eligibility Criteria, dated 23 1938Z Oct 08
- o. USCENTCOM Memorandum, Subject: Consolidation of USCENTCOM R&R Leave Program for OPERATION ENDURING FREEDOM (OEF) and OPERATION IRAQI FREEDOM (OIF) and Re-Appointment of Executive Agent (EA), 10 Jan 04
- p. USCENTCOM Memorandum, Subject: Establishment of the USCENTCOM OEF Rest and Recuperation (R&R) Leave Program and Appointment of Executive Agent, 29 May 02

## 2. References for DA Civilian Use of R&R

a. The Joint Travel Regulation (JTR), Volume 2, Ch 7-Part 0, 1 Sep 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. PDUSD (P&R) Memorandum, Subject: Clarification of Memoranda Regarding Benefits, Allowances and Gratuities for Department of Defense (DoD) Civilian Employees under (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

d. PDUSD (P&R) Memorandum, Subject: 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, 04 May 07

## 3. Other References

a. EAMS Memorandum, Subject: Policy Memo #23 Distinguished Visitor Policies at KCIA-APOD, 14 Apr 07

b. AR 600-8-10, Leaves and Passes, Chapter 4, 15 Feb 06

## **Appendix B: Length of R&R and Number of Authorized R&R for Service Members**

1. Service Members are authorized one 15 day R&R leave if projected to serve 270 days boots on ground in theater or one 18 day R&R leave if deployed for a 15 month tour. 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 may not be broken into separate leave periods. IAW reference 1.d., R&R leave may not be combined with any other funded leave transportation or official travel unless authorized/approved by the PDUSD (P&R). See Appendix G and H regarding approval 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. A Service Member's duty status must be changed by their chain of command at the end of their R&R leave.
4. R&R leave is chargeable leave against the participant's ordinary leave balance. The 15 day or 18 day R&R leave does not include travel days. Chargeable leave begins at 0001 hours the day after the Service Member arrives at the commercial airport closest to their approved leave destination. Chargeable leave ends at 2400 hours the day prior to the Service Members arrival at the Personnel Assistance Point (PAP), Atlanta or Dallas. For OCONUS travel chargeable leave ends at 2400 hours the day prior to their return flight. The designated R&R PAP (Atlanta or Dallas) will process all R&R participants by stamping the start/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 R&R leave, IAW reference 1.d. This R&R leave period is permitted solely between the termination of the first deployed period and the start of the next 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. Soldier 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 Soldier is authorized a third 15 day R&R leave period during the subsequent 12 month tour). The authorized R&R leave periods under this authorization cannot be combined into any combination of more than 15 chargeable leave days.
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 or 18 days of leave. This request must be approved by the first General 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 Officer in the chain of command and approved by 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 enabler units (ADCON, OPCON, and TACON).

7. 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%. This exception to policy for Reserve/National Guard units must be endorsed by the first General Officer in the chain of command and approved by USARCENT.

## **Appendix C: Length of R&R and Number of Authorized R&R for DoD Civilians**

1. DoD Civilians are authorized to take R&R leave IAW the limitations listed below. This policy applies to all DoD US Citizen appropriated fund and nonappropriated fund (NAF) employees who are officially assigned by means of TDY, TCS, PCS or detail to another Federal agency in the CENTCOM AOR, IAW with reference 2.d.
2. Contractors serving the CENTCOM AOR are not authorized to participate in the USCENTCOM R&R leave program. However, when available, DoD Contractors may fly Space-R on the contracted R&R flight.
3. DoD Civilian employees assigned to Iraq and Afghanistan.
  - a. DoD Civilians assigned to Iraq and Afghanistan for 12 consecutive months are eligible for up to three R&R trips within the 12 month service period. Each trip will be up to but not exceed 10 workdays of excused absence. All three trips combined will not exceed a total of 20 workdays for any 12 consecutive months. This does not include travel days. These R&R trips should be taken at reasonable intervals (60 days or more).
  - b. DoD Civilian employees assigned to Iraq and Afghanistan for at least 6 months, but fewer than 12 months, are authorized one R&R trip not to exceed 10 workdays of excused absence.
  - c. An employee is expected to return to Iraq or Afghanistan following the R&R leave period or becomes financially liable for the expense of the R&R trip.
  - d. Individual R&R trips should not exceed a maximum of 21 calendar days away from the official duty station in Iraq and Afghanistan (including travel time).
4. DoD Civilian employees assigned to the CENTCOM AOR other than Iraq and Afghanistan.
  - a. DoD Civilians assigned to locations in the CENTCOM AOR other than Iraq and Afghanistan are authorized one R&R leave. The employee must be projected to serve a minimum of 270 days boots on the ground to be eligible for R&R.
  - b. Each trip will not exceed 10 workdays of excused absence. This does not include travel.
  - c. Individual R&R trips should not exceed a maximum of 21 calendar days away from the official duty station (including travel time).
  - d. An employee is expected to return to the CENTCOM AOR following the R&R leave period or becomes financially liable for the expense of the R&R trip.
5. DoD Civilians may utilize any type of authorized leave during their R&R leave (to include Home Leave).
6. See Appendixes G and H for policy regarding emergency leave and TDY ICW R&R.
7. Extension of R&R leave is not authorized; there are no exceptions.

8. DOD Civilians are only charged annual leave for their normal duty days, and will not be charged for weekends. Chargeable leave begins at 0001 hours the day after the employee arrives at the airport closest to their leave address. Chargeable leave ends at 2400 hours the day prior to the employee's arrival at the PAP (Atlanta or Dallas). For OCONUS travel chargeable leave ends at 2400 the day prior to their return flight. The designated R&R PAP (Atlanta or Dallas) will process all R&R participants by stamping the start/return date on their leave form.

## Appendix D: Procedures for R&R Leave

### 1. Preparation for R&R Leave.

a. The unit commander is responsible for verifying eligibility of all R&R participants in addition to maintaining an accurate Leave Control Log. When the unit commander approves and signs the leave form they are certifying compliance with this policy and all applicable requirements for participation in the R&R program.

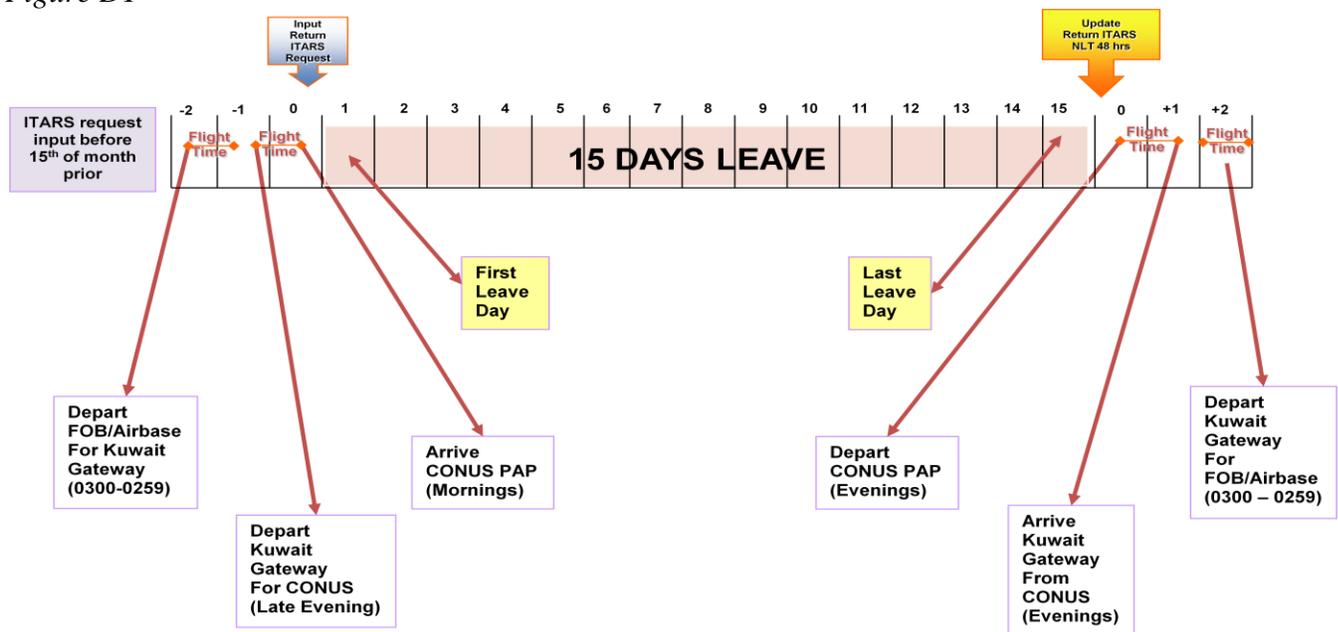
b. The unit commander is the approval authority for the R&R leave destination both CONUS and OCONUS. If the Commander approves R&R leave for a CONUS destination, the Service Member may not, even at their own expense, travel to an OCONUS destination without first obtaining approval from the Commander.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

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

d. Units will 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 travelling via Intra-theater airlift will submit an initial consolidated airlift request before the 15<sup>th</sup> of each month via ITARS for the following month. (i.e. 15 January deadline for February requests). Units will list the number of passengers requiring airlift in the ITARS submission. CENTCOM Deployment and Distribution Operations Center (CDDOC) will return the requests to MSCs for update and confirmation 96 hours prior to requested movement. Requesting MSCs will review the ITARS request NLT 48 hours prior to the requested date of movement. United States Central Command Intra-Theater Airlift LOI dated 1 Dec 08, Figure D1 depicts the R&R process and projected travel times.

Figure D1



f. The Intra-theater movement priority for R&R Passengers is priority 5 (both military and civilian) IAW with CENTCOM Intra-theater Airlift Priorities.

g. Guidance for OCONUS leave destinations

(1) The unit commander is responsible for verifying that the Service Member or DoD Civilian meets all travel restrictions, has obtained all necessary country clearances and is in possession of all required documentation prior to approving any R&R leave to foreign countries.

(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) All leave participants desiring to travel to a foreign country for their R&R, must provide proof 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 an appropriate US State Department Visa, Passport, and Country clearances are 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 restricted travel must be obtained through the US State Department. The unit chain of command, ARCENT, and USCENTCOM 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 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 prioritization of departing passengers in the following priority 1. Iraq or Afghanistan 2. Kuwait and all other countries.

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 48 hours (2 nights) 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 which 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 and forwarded to the Theater finance office to process chargeable R&R leave days.

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.

(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.

(4) Required command briefings such as Safety DVD, Customs clearance, safe travel message, emergency incidents, etc.

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 KCIA. Units should check with US Customs for the latest list of prohibited items.

j. The R&R Program's Contract Ticketing Office (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 commercial R&R flight will be allocated on a space available basis. Manifesting for Space R will begin at 1200 hrs if seats are available on the R&R flight. The seating priority for Space R seats on the R&R flight is emergency leave, DVs/VIPs, TDY and redeployers

respectively. No personnel flying Space R on the R&R flight will take a seat from an already manifested R&R passenger. Prior coordination by the passenger's unit LNO with the Outbound Section is required before they can be manifested as a Space R passenger.

n. DoD Contractors, when space is available, are authorized to fly Space R on the R&R contract flight. DoD Contract Employees will have an official Letter of Authorization (LOA) and identification. The LOA is 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, employees 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 of up to 10 passengers. 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 the 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. Authorized contingency passengers traveling Space R from CONUS to the AOR may transport weapons which have been properly documented and cased for movement to theater.

### 3. Processing Distinguished Visitors (DV)

a. A distinguished visitor (DV) is defined as a Colonel (O-6) and above or civilian equivalent (GS15), IAW 5 EAMS Memorandum, Subject: Policy Memo #23 DV Policies at KCIA-APOD, 14 Apr 07. Sergeant Majors (E9) and Chief Warrant Officer-Five (CWO-5) are extended the courtesy as a special category to process thru the DV lounge if traveling with an official party; however, they are not considered a DV.

b. All members in the General Officer party are extended DV processing. Specifically the use of the DV lounge, expedited Customs processing, and advanced manifesting. The General 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 Wheel's Up Report.

g. The unit or service LNO will contact the unit with final travel arrangements and appointment times, finalize onward ticketing for the DV, and coordinate with the ARCENT R&R team if other travel arrangements are necessary USARCENT\_R&R\_Team@swa.army.mil. 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. DVs who arrive at the gateway without 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.

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

1. Each Service has a leave form and process unique to their service. Services will continue to use their existing approval process for R&R 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 participants 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. Most Service Members will have 15 days. (Army – block 9b, Air Force – block 9, Navy – block 13, Marine Corps – block 7, DoD Civilian – block 6)

d. Leave Dates – Army, Navy, and Marine Corps will include anticipated travel days in the dates of leave. The date of leave should begin the day the Service Member departs the unit. Air Force will not include anticipated travel days and will reflect chargeable leave days.

e. Remarks – Army will include the following statement in the remarks section:

DCS validation was completed on \_\_\_\_\_. R&R Participants are not authorized to consume alcohol while in transit to or from their leave destination. Army Travel Assistance Center 1-800-582-5552. If there is an emergency, the Soldier must notify the unit and ARCENT G1: USARCENT\_R&R\_Team@swa.army.mil, COM 011-965-389-6318, DSN 318-430-6318

## Appendix F: Travel Arrangements for R&R

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 R&R program intent is to fly the passenger to within 4 hours of the leave address. Travel arrangements for R&R leave are based on the most cost effective solution to the government. ARCENT is authorized to approve R&R participants to travel via commercial air for R&R leave when necessary and more cost effective than the contract flights currently provided for R&R leave travelers at the government expense.

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 Contract Ticketing Office (CTO) provides paid government ticketing to any approved leave destination for OCONUS travel and onward ticketing to the commercial airport nearest to the traveler's approved leave address, as stated 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.

### 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 Kuwait international airport 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 contract commercial transportation and then flies the Service Member to Nashville, TN. The Service Member then requests a return ticket from Frankfurt, Germany instead of Nashville, TN. The R&R program will NOT fly the passenger from Frankfurt, Germany to KCIA because it is not the most cost effective ticket to the government. The Service Member must return to Nashville and complete the originally purchased itinerary. Moreover, if Frankfurt was not the authorized leave destination, the Service Member is not authorized to travel there without approval from the commander and other guidelines specified in Appendix D, para 1.b.

c. Passengers are not authorized to make changes to dates and locations of flights without approval from the R&R Team, USARCENT G1 USARCENT\_R&R\_Team@swa.army.mil

4. Travel time both from theater to leave address and from the R&R leave address to theater is not chargeable as leave to the Service Member. Chargeable leave begins the day after the traveler arrives at the airport nearest the travelers leave address. Chargeable leave ends the day prior to the traveler's arrival at the PAP (Dallas/Atlanta). For OCONUS travel, chargeable leave

ends the day prior to their return flight to Kuwait. The designated R&R PAP (Atlanta or Dallas) will stamp the start/return date on the leave form for each R&R 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. R&R participants from these locations will travel via intra-theater airlift to the Theater Gateway at Camp Ali Al Salem.

b. Passengers with CONUS destinations will travel via contract commercial R&R flight to either the Atlanta or Dallas Airport through the Personnel Assistance Points (PAP) and then onto 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 passengers 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 passenger routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by ARCENT and the CTO office.

7. Travel requirements from the following countries: **Bahrain, Qatar, Saudi Arabia and UAE**

a. R&R participants from these locations will travel via intra-theater airlift if available to the Theater Gateway at Camp Ali Al Salem. If intra-theater airlift is not available, participants will fly via commercial air to KCIA and then process through the Theater Gateway at Camp Ali Al Salem. ARCENT will provide prior approval and authorize ticketing by CTO for these flights.

b. Passengers with CONUS destinations will travel via contract commercial R&R flight to either the Atlanta or Dallas Airport through the Personnel Assistance Points (PAP) and then onto 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 passengers 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 passenger routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by ARCENT and the CTO office.

8. Travel requirements from the following countries: **Djibouti, Jordan, Kyrgyzstan, Oman, Pakistan, Somalia, Syria, Tajikistan, Uzbekistan, and Yemen**

a. After 30 Sep 09, Horn of Africa countries (Djibouti and Somalia) are no longer authorized to participate in the USCENTCOM R&R Program.

b. R&R participants from these locations will travel via commercial air from the commercial airport closest to their duty location to either the Atlanta or Dallas Airport through the Personnel Assistance Points (PAP) and then onto their final leave destinations.

c. Passengers with OCONUS destinations will travel via commercial air from the commercial airport closest to their duty location to the OCONUS leave address.

d. ARCENT will provide prior approval and authorize ticketing by CTO for these flights.

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

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

b. In general, passengers with OCONUS destinations will travel via commercial air from KCIA to the OCONUS leave address. However, some passengers 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 passenger routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by ARCENT and the CTO office.

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

1. R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved, IAW reference 1.d.
2. TDY ICW R&R must be approved by Headquarters Department of the Army, G1, P&R prior to the Service Member's departure from Theater Gateway to either TDY or R&R location.
3. Commands will submit all requests through their Major Command to ARCENT G1 three weeks prior to the requested date of departure. All ARCENT/Kuwait Major Subordinate Commands will submit their requests to ARCENT Chief of Staff for approval and funding.
4. TDY ICW R&R participants are considered R&R participants and do not fall under Space-Required criteria.
5. Units requesting TDY ICW R&R must use the following process:
  - a. Complete TDY ICW R&R memorandum providing justification for the TDY.
  - b. Complete the leave form requesting R&R Leave.
  - c. Complete the authorization for TDY with fund cite.
  - d. Send request through chain of command. Units in Iraq will route requests through MNC-I. Units in Afghanistan will route requests through USFOR-A.
  - e. All requests are then sent from the Major Command to ARCENT G1, R&R Team for interim approval.
  - f. Final approving authority is Headquarters Department of the Army, G1, P&R.

## Appendix H: Procedures for Emergency Leave in Conjunction with R&R Travel

1. ARCENT is the appointed executive agent to combine emergency leave transportation with R&R leave transportation.
2. When Service Members or DoD Civilians on R&R 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 ARCENT R&R team at USARCENT\_R&R\_Team@swa.army.mil, 011-965-389-6318, DSN:318-430-6318.
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.
4. ARCENT is the approval authority to combine R&R leave with emergency leave.
5. ALL CHANGES IN LEAVE STATUS MUST BE APPROVED BY **BOTH THE UNIT COMMANDER (FWD) AND ARCENT G1, R&R TEAM**. OTHER AGENCIES, INDIVIDUALS, SATO OFFICES, REAR DETACHMENTS, ETC ARE NOT AUTHORIZED TO APPROVE DUTY STATUS CHANGES.
6. Soldiers extending beyond the approved 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 emergency leave in conjunction with R&R leave:
  - a. Submit a memorandum requesting an “Exception to Policy” signed by the unit commander (FWD) to ARCENT G1, R&R Team (see email address above) for review and approval to combine R&R leave funds with emergency leave.
  - b. The unit commander (generally an O5 or above) approves the emergency leave, number of days, and location. This leave form must be sent to the ARCENT G1, R&R Team in addition to the memorandum.
  - c. Units must change the duty status of the Service Member or DoD Civilian in DTAS from R&R to emergency leave at the end of the R&R leave period.
  - d. ARCENT G1, R&R will coordinate with CTO to adjust the Service Members or DoD Civilians itinerary. CTO will then email the new itinerary to the Service Member or DoD Civilian.

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

1. Purpose: 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. Reference: ARCENT Memorandum, Subject: Reimbursement Rest and Recuperation Miscellaneous Expenses, 09 Aug 07.

3. Guidelines.

a. R&R expenses will be reimbursed only on an exception basis and only if properly documented and endorsed by commanders and ARCENT 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 travelers should retain all receipts and ensure they utilize the cheapest methods available to accomplish required actions.

c. R&R travelers desiring reimbursement must provide a completed DD 1351-2 signed by their battalion commander and a justification memo from their battalion commander stating that the government investigated the charges and found them appropriate and justified. The traveler must also provide a copy of all receipts showing execution of personal funds. They should also explain how their situation warranted expenses and reimbursement in the justification memo. Needed documents are as follows:

- (1) DD 1351-2
- (2) Memo signed by the Battalion Commander
- (3) Justification memo signed by Service Member
- (4) Copy of all receipts
- (5) Flight schedule
- (6) Unused tickets
- (7) Individual orders
- (8) DA Form 31 or leave form

d. A complete packet for all requests for reimbursement related to R&R travel will be sent to the Kuwait Gateway Contract Ticketing Office (CTO). The CTO will review the Soldier's

memo, the battalion commander's endorsement memo, the 1351-2, and supporting documentation.

e. CTO will forward packet with memorandum endorsing approval for amount of reimbursement to ARCENT G1.

f. If the reimbursement is approved, ARCENT G1, Policy and Programs (P&P) will submit the packet and endorsement to ARCENT G8 for processing. If disapproved, the ARCENT G1, Policy and Programs (P&P) will send the disapproval memo to the unit.

g. ARCENT G8 will not accept any requests for reimbursement that have not come through the Kuwait Gateway CTO and ARCENT G1.

## **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 themselves, 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 them 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 travel. This 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 commercial R&R flights travelling from the AOR to CONUS. There are no exceptions to this policy. Contingency passengers travelling 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 and safety of the animal.
7. R&R participants are limited to one check-in bag not to exceed 50 pounds, one carry-on bag not to exceed 15 pounds, and a laptop. Carry-on bags must not be larger than 22x14x9 inches. The carry-on bag must fit into the aircraft overhead compartment. It is recommended that R&R participants travel with toiletries for a 48-hour period.
8. R&R Travelers are highly encouraged not to place valuable items (i.e. Jewelry, Cameras, GPS, electronics such as MP3 players, Cell Phones, PSPs, PSP games, and CDs) in their checked baggage. In an effort to prevent potential pilferage from military travelers whom might be targeted for theft, it is highly recommended that items of value be placed in the traveler's carry-on bag(s). Travelers should NEVER put high valued 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 Air to the Theater Gateway must travel in (ACUs/DCUs or Service equivalent). Service Members departing on R&R flights to CONUS locations must wear clean and serviceable ACU/DCUs or Service equivalent to their final leave destination. Flight suits are not authorized.

10. 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)

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

12. 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.

13. 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.

14. 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.

15. 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.

16. Tattoos should be covered with a long-sleeve shirt.

17. 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. 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 Soldiers who qualify for the Overseas Tour Extension Program (OTEIP).

c. In order to qualify for SR&R, Soldiers must meet the criteria in MILPER Message 07-279 and AR 614-30.

d. Soldiers must hold a shortage military occupational specialty code specified by MILPER Message 07-279 and be assigned to a geographical location approved for OTEIP.

e. SR&R is governed by DODI 1327.6, paragraph 6.16. The USCENTCOM R&R Leave Program is governed by DODI 1327.6, paragraph 6.15.

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

a. MILPER Message 08-234 outlines the PDMRA program, eligibility, and restrictions.

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, when processing through the gateway for the R&R flight the Soldier must tell the outbound R&R staff that they are on PDMRA leave. The outbound staff will make a copy of the leave form and give this to finance. Finance will then ensure that the Soldier is not charged leave for the PDMRA period.

d. If the Soldier is erroneously charged leave when they requested PDMRA, they can request a correction to their chargeable leave dates through their servicing S1.

e. Soldier's are not authorized additional leave in theater to use their PDMRA. PDMRA can only be used during R&R leave or other authorized leave in Theater, as approved by their commander.

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

AOR	Area of Responsibility
APOD	Aerial Point of Debarkation
APOE	Aerial Point 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
ITARS	Intra-Theater Airlift Request System
KCIA	Kuwait City International Airport
LNO	Liaison Officer
MSC	Major Subordinate Command – For Iraq this is MNC-I and for Afghanistan this is USFOR-A
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)
TCS	Temporary Change of Station
TDY	Temporary Duty Status
TDY ICW R&R	Temporary Duty in conjunction with Rest and Recuperation Leave

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AMC-SWA//  
513 MI BDE//  
32 AAMDC//  
10 MP BN//  
4 BCD//  
1-58 AOG//  
AVN-TF KUWAIT//  
USARCENT STB//  
USARCENT ARIFJAN KUWAIT KU// ALL STAFF SECTIONS//  
INFO/USCENTCOM MACDILL AFB FL//  
USARCENT HQS FT MCPHERSON GA//WATCH//  
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SUBJ/USARCENT MESSAGE M09-300 REITERATION OF THE REST AND  
/RECUPERATION LEAVE POLICY IN THE USCENTCOM AOR//  
REF/A/FRAGO/USARCENT/242045ZJUN04//  
REF/B/FRAGO/USARCENT/111900ZJAN05//  
REF/C/MEMO/USARCENT/15MAR09//  
REF/D/MEMO/USCENTCOM/14 NOV 08//  
NARR/(U) REF A IS FRAGO 155 TO COMCFLCC OPORD 03-035, REST AND  
RECUPERATION (R&R) LEAVE PROGRAM PHASE IV CONTRACT AIR TRAVEL.  
REF B FRAGO 081 TO CFLCC OPORD 04-002, MOD 1 TO CFLCC FRAGO 155,  
REST AND RECUPERATION (R&R) LEAVE PROGRAM PHASE IV CONTRACT AIR  
TRAVEL. REF C IS USARCENT POLICY MEMORANDUM OPL-SUST-10, 15 MAR 09  
REST AND RECUPERATION (R&R) LEAVE PROGRAM IN THE USCENTCOM AOR  
AND USARCENT R&R POLICY AND PROCEDURES. REF D IS USCENTCOM

POLICY LETTER #36, LEAVE POLICY FOR USCENTCOM AREA OF RESPONSIBILITY, 14 NOV 08. THIS MESSAGE RESCINDS REFERENCES A AND B AND ALL PREVIOUS FRAGOS PUBLISHED BY THIRD ARMY/CFLCC/USARCENT REGARDING THE R&R LEAVE PROGRAM.  
RMKS/

1. (U) On 15 MAR 09, USARCENT published a consolidated and revised policy and procedures for the execution of the USCENTCOM Rest and Recuperation (R&R) leave program. This policy and message applies to all service members and DOD civilians in the USCENTCOM AOR.

2. (U) USARCENT/CFLCC remains the executive agent for the USCENTCOM R&R leave program and is responsible for the coordination, administration, implementation and execution of the program throughout the USCENTCOM AOR.

3. (U) On 28 MAY 02, USCENTCOM suspended ordinary/annual leave in the USCENTCOM AOR for deployed personnel. Personnel deployed to the AOR in a TDY status or on TCS orders are only authorized to participate in the R&R leave program, R&R pass or emergency leave programs, subject to duty location and tour length. Reference D outlines the specific guidance for leave in the USCENTCOM AOR.

4. (U) Commanders and leaders at all levels must ensure service members and DOD civilians comply with the policies and procedures outlined in reference C.

5. (U) The commander is responsible for verifying eligibility of all R&R participants IAW Reference C. When the unit commander approves and signs the R&R leave form, they are certifying compliance with this policy and all applicable requirements for participation in the R&R program.

6. (U) If the service member or DOD civilian is traveling to an OCONUS destination, the unit commander is responsible for verifying that the traveler has obtained all necessary country clearances and is in possession of all required documentation prior to approving any R&R leave to foreign countries. 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/>.

7. (U) Below are key areas for commanders and leaders:

7.A. (U) Participation in the R&R leave program is determined by the unit commander and is subject to operational and mission constraints. Participation in the R&R leave program does not preclude participation in the R&R pass program (R2P2). Additionally, participation in the R&R leave program does not preclude service members from taking emergency leave nor does emergency leave preclude service members from taking R&R leave.

7.B. (U) Service members taking R&R leave must take leave in a single block of time. It may not be broken into separate leave periods. There are no exceptions to this policy.

7.C. (U) For service members and DOD civilians, R&R leave may not be combined with any other funded leave transportation or official travel unless authorized/approved by HQDA. Commands will submit all requests for TDY in conjunction with R&R through their major command to USARCENT G1 three weeks prior to the requested date of departure. All USARCENT/Kuwait major subordinate commands will submit their requests to USARCENT Chief of Staff for approval and funding. Reference C outlines the approval process and required documents for TDY in conjunction with R&R

7.D. (U) For service members and DOD civilians, extension of R&R leave is not authorized. There are no exceptions to this policy.

7.E. (U) When service members or DOD civilians on R&R have an emergency or situation that requires them to change their duty status (i.e. change to a duty status of emergency leave, AWOL, hospital, convalescent leave, redeployed, etc); 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 at DSN: 318-430-6318, COMM 011-965-389-6318, [USARCENT\\_R&R\\_Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil). USARCENT is the appointed executive agent to combine emergency leave transportation with R&R leave transportation. Reference C outlines the procedures and documents required to request emergency leave in conjunction with R&R leave.

7.F. (U) Service members who voluntarily extend for 12 months subsequent to a 12 month or longer rotation are permitted an additional R&R leave. This R&R leave period is permitted solely between the termination of the first deployed period and the start of the next 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. Soldier 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 Soldier is authorized a third 15 day R&R leave period during the subsequent 12 month tour). The authorized R&R leave periods under this authorization cannot be combined into any combination of more than 15 chargeable leave days.

7.G. (U) Personnel who qualify for R&R leave are not authorized to take their R&R leave in the following contingency areas: Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Syria, Tajikistan, Uzbekistan, United Arab Emirates and Yemen. The commanding officer of the R&R participant's unit must request an exception to policy to USCENCOM through USARCENT for requests to take leave in these areas.

8. (U) Point of contact for this message is USARCENT G1, Chief of Policy and Programs, LTC Janet A. Seufert, DSN 318-430-6318, [janet.a.seufert@kuwait.swa.army.mil](mailto:janet.a.seufert@kuwait.swa.army.mil) or the USARCENT G1 R&R team at [usarcent\\_r&r\\_team@swa.army.mil](mailto:usarcent_r&r_team@swa.army.mil), DSN 318-430-6506/6317.

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AMC-SWA//  
513 MI BDE//  
32 AAMDC//  
10 MP BN//  
4 BCD//  
1-58 AOG//  
AVN-TF KUWAIT//  
USARCENT STB//  
USARCENT ARIFJAN KUWAIT KU// ALL STAFF SECTIONS//  
INFO/USCENTCOM MACDILL AFB FL//  
USARCENT HQS FT MCPHERSON GA/WATCH//  
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SUBJ/USARCENT FRAGO 09-113 EXECUTION OF THE USCENTCOM  
/REST AND RECUPERATION (R&R) LEAVE PROGRAM IN THE  
/USCENTCOM AOR (U)//  
**REF/A/MEMO/USARCENT/15MAR09//**  
REF/B/MESSAGE/USARCENT/01MAY09//  
NARR/(U) REF A IS USARCENT POLICY MEMORANDUM OPL-SUST-10, 15  
MAR 09, REST AND RECUPERATION (R&R) LEAVE PROGRAM IN THE  
USCENTCOM AOR AND USARCENT R&R POLICY AND PROCEDURES.  
REF B IS USARCENT MESSAGE M09-300, 011446Z MAY 09,  
REITERATION OF THE REST AND RECUPERATION LEAVE POLICY IN  
THE USCENTCOM AOR.  
RMKS/

1. (U) **SITUATION.** On 23 SEP 03, Office of the Secretary of Defense (OSD) approved the implementation of the USCENTCOM Rest and Recuperation (R&R) Leave Program for the countries/contingency locations in the USCENTCOM AOR. On 29 SEP 03, Army was designated as the DoD Executive Agent for the R&R program. Subsequently, USCENTCOM designated USARCENT as the Executive Agent for the USCENTCOM R&R Leave Program. IAW REF A, this message applies to all Service Members and DoD Civilians in the USCENTCOM AOR.

2. (U) **MISSION.** USARCENT/CFLCC remains the Executive Agent for the USCENTCOM R&R Leave Program and is responsible for the coordination, administration, implementation and execution of the program throughout the USCENTCOM AOR. Commanders will execute the R&R Leave program IAW REF A and comply with the tasks specified in this FRAGO.

3. (U) **EXECUTION.**

3.A. (U) **Commander's Intent.**

3.A.1. (U) The intent of the USCENTCOM R&R Leave Program is to provide Service Members and DoD Civilians a break from austere conditions typical of high threat areas, thus allowing them time to relax under more favorable conditions.

3.A.2. (U) 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 (R2P2). Additionally, participation in the R&R Leave Program does not preclude Service Members from taking emergency leave nor does emergency leave preclude Service Members from taking R&R Leave.

3.B. (U) **Concept of the Operation.** Eligibility to participate in the program, number of days authorized, travel procedures, method of travel, unit processing, conduct, attire and other procedures for R&R are outlined in REF A.

3.C. (U) **Tasks to Subordinate Units and Staff.**

3.C.1. (U) **All Units and Staff.**

3.C.1.A. (U) Ensure personnel taking R&R leave meet all eligibility requirements outlined in REF A. The Unit Commander responsible for the leave control log is the approval authority for R&R Leave.

3.C.1.B. (U) Develop an R&R Leave Plan for all unit members within 30 days of TOA. The unit R&R leave plan will project when each member of the unit will take R&R and also 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%. This exception to policy for Reserve/National Guard units must be endorsed by the first General Officer in the chain of command and approved by USARCENT.

3.C.1.C. (U) Request unit exceptions to policy within 30 days of TOA IAW REF A (i.e. request to reduce number of R&R days for all unit members, Reserve/National Guard units request to policy to increase the limit to 12%, etc).

3.C.1.D. (U) Submit R&R leave projections by day for the next 30-60-90 days IAW reporting requirements of next higher command.

3.C.1.E. (U) Develop a coordinated movement plan for personnel traveling on R&R that minimizes the travel days. The goal for travel days for R&R passengers is a maximum of 6 to 8 days. For a 15-day R&R leave this equates to 21 to 23 days away from the duty location. Travel days are not chargeable leave days.

3.C.1.F. (U) Unit Commanders will verify that all Service Members or DoD Civilians traveling to an overseas destination meet all travel restrictions, have obtained all necessary country clearances and are in possession of all required documentation prior to approving any R&R leave to foreign countries. Specific requirements for country clearance, travel restrictions and required documents are outlined at NIPR

<https://www.fcq.pentagon.mil/fcq.cfm> and SIPR <http://www.fcq.pentagon.smil.mil/> .

3.C.1.G. (U) Unit Commanders will ensure that all personnel departing on R&R have completed the service specific reintegration briefing. For U.S. Army personnel this is the deployment cycle support (DCS) briefing.

3.C.1.H. (U) Inform all personnel departing for R&R that they are not allowed to purchase, possess or consume alcoholic beverages before or during R&R travel. This 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.

3.C.1.I. (U) Process TDY in conjunction with R&R requests IAW REF A. All requests for TDY ICW R&R must be approved by USARCENT and HQDA. Request must be received by USARCENT NLT 30 days prior to the start of travel.

3.C.1.J. (U) Process emergency leave in conjunction with R&R requests IAW REF A, appendix H. All requests to transition personnel from R&R Leave to emergency leave require a memorandum justifying the transition to emergency leave, a valid leave form and the unit must change the traveler's status in DTAS to emergency leave.

USARCENT is the final approval authority to combine R&R leave with emergency leave.

3.C.1.K. (U) Ensure all R&R participants are properly charged leave after the completion of R&R.

### 3.C.2. (U) **MNC-I and USFOR-A.**

3.C.2.A. (U) Ensure subordinate units comply with the policy and procedures outlined in REF A.

3.C.2.B. (U) Consolidate 30-60-90 day R&R Leave projections from all subordinate units and provide to USARCENT G1 NLT the 10th of each month IAW USARCENT G1 provided template.

3.C.2.C. (U) Develop a standard operating procedure for the movement of R&R personnel to the Theater Gateway at Camp Ali Al Salem, Kuwait. This includes movement to the Aerial Port of Debarkation (APOD) and intra-theater airlift to Kuwait. SOP must be IAW the USCENCOM intra-theater airlift Letter of Instruction (LOI) and REF A. The goal for travel days for R&R Passengers is a maximum of 6 to 8 days. For

a 15-day R&R leave this equates to 21 to 23 days away from the duty location. Travel days are not chargeable leave days.

3.C.2.D. (U) Provide SITREP to USARCENT G1 when R&R flights are cancelled. SITREP will address number of R&R PAX delayed and reason for flight delay or cancellation (if known).

3.C.2.E. (U) Validate requests to combine TDY and R&R leave. All requests for TDY ICW R&R must be received by USARCENT NLT three weeks prior to the beginning of travel. Final approval authority to combine TDY and R&R is HQDA.

3.C.2.F. (U) Validate requests to transition personnel from R&R Leave to emergency leave. Ensure all requests are IAW REF A. USARCENT is the final approval authority to combine R&R Leave with emergency leave.

3.C.3. (U) Provide Liaisons (LNOs) at the Theater Gateway at Camp Ali Al Salem, Kuwait. Subordinate units must receive approval from their respective major command (MNC-I/MNF-I or USFOR-A) and the Theater Gateway Director before assigning an LNO to the Theater Gateway. All LNOs assigned duty at the Theater Gateway must have a memorandum or orders assigning the individual to duty at the Theater Gateway. Memorandum or orders will include contact information of the parent unit supervisor of LNO, start date of duty and end date of duty. LNOs at the gateway will remain ADCON to their parent unit and TACON to the Theater Gateway Director.

### 3.C.4. (U) AFCENT, NAVCENT, MARCENT.

3.C.4.A. (U) Ensure subordinate units comply with the policy and procedures outlined in REF A and comply with service specific leave policy.

3.C.4.B. (U) Consolidate 30-60-90 day R&R Leave projections from all subordinate units and provide to USARCENT G1 NLT the 10th of each month IAW USARCENT G1 provided template.

3.C.4.C. (U) Develop a standard operating procedure for the movement of R&R personnel to the Theater Gateway at Camp Ali Al Salem. Movement of personnel must be IAW the USCENCOM intra-theater airlift LOI and REF A. The goal for travel days for R&R Passengers is a maximum of 6 to 8 days. For a 15-day R&R leave this equates to 21 to 23 days away from the duty location. Travel days are not chargeable leave days.

3.C.4.D. (U) Units or commands with personnel traveling via commercial aircraft to the Theater Gateway at Camp Ali Al Salem will provide a request for R&R NLT 30 days prior to departure date. Request will include name of traveler, last 4 of SSN, date to depart duty location, leave location, date to return to duty location, POC and appropriate leave form.

3.C.4.E. (U) Validate requests to combine TDY and R&R leave. All requests for TDY ICW R&R must be received by USARCENT NLT three weeks prior to the beginning of travel. Final approval authority to combine TDY and R&R is HQDA.

3.C.4.F. (U) Validate requests to transition personnel from R&R Leave to Emergency Leave. Ensure all requests are IAW REF A. USARCENT is the final approval authority to combine R&R Leave with emergency leave.

3.C.5. (U) Provide Liaisons (LNOs) at the Theater Gateway at Camp Ali Al Salem, Kuwait. Subordinate units must receive approval from their respective major command (MNC-I/MNF-I or USFOR-A) and the Theater Gateway Director before assigning an

LNO to the Theater Gateway. All LNOs assigned duty at the Theater Gateway must have a memorandum or orders assigning the individual to duty at the Theater Gateway. Memorandum or orders will include contact information of the parent unit supervisor of LNO, start date of duty, and end date of duty. LNOs at the gateway will remain ADCON to their parent unit and TACON to the Theater Gateway Director.

**3.C.6. (U) AAFES, ASG-KU, ASG-QA, and other direct reporting units.**

3.C.6.A. (U) Ensure subordinate units and personnel comply with the policy and procedures outlined in REF A.

3.C.6.B. (U) Consolidate 30-60-90 day R&R Leave projections from all subordinate units and provide to USARCENT G1 NLT the 10th of each month IAW USARCENT G1 provided template.

3.C.6.C. (U) Develop a standard operating procedure for the movement of R&R personnel to the Theater Gateway at Camp Ali Al Salem. Movement of personnel must be IAW the USCENCOM intra-theater airlift LOI and REF A. The goal for travel days for R&R Passengers is a maximum of 6 to 8 days. For a 15-day R&R leave this equates to 21 to 23 days away from the duty location.

3.C.6.D. (U) Units or commands with personnel traveling via commercial aircraft to the Theater Gateway at Camp Ali Al Salem will provide a request for R&R NLT 30 days prior to departure date. Request will include name of traveler, last 4 of SSN, date to depart duty location, leave location, date to return to duty location, POC and appropriate leave form.

3.C.6.E. (U) Validate requests to combine TDY and R&R leave. All requests for TDY ICW R&R must be received by USARCENT NLT three weeks prior to the beginning of travel. Final approval authority to combine TDY and R&R is HQDA.

3.C.6.F. (U) Validate requests to transition personnel from R&R Leave to Emergency Leave. Ensure all requests are IAW REF A. USARCENT is the final approval authority to combine R&R Leave with emergency leave.

3.C.7. (U) Provide Liaisons (LNOs) at the Theater Gateway at Camp Ali Al Salem, Kuwait. Subordinate units must receive approval from their respective major command (MNC-I/MNF-I or USFOR-A) and the Theater Gateway Director before assigning an LNO to the Theater Gateway. All LNOs assigned duty at the Theater Gateway must have a memorandum or orders assigning the individual to duty at the Theater Gateway. Memorandum or orders will include contact information of the parent unit supervisor of LNO, start date of duty and end date of duty. LNOs at the gateway will remain ADCON to their parent unit and TACON to the Theater Gateway Director.

**3.C.8. (U) CJTF-HOA.**

3.C.8.A. (U) As of 30 September 2009 personnel assigned to CJTF-HOA will no longer be authorized to participate in the USCENCOM R&R Leave Program. After 30 SEP 09 personnel assigned or attached to CJTF-HOA will comply with R&R leave program guidelines as established by AFRICOM.

3.C.8.B. (U) Prior to the 30 SEP 09 transition:

3.C.8.B.1. (U) Ensure subordinate units and personnel comply with the policy and procedures outlined in REF A.

3.C.8.B.2. (U) Consolidate 30-60-90 day R&R Leave projections from all subordinate units and provide to USARCENT G1 NLT the 10th of each month IAW USARCENT G1 provided template.

3.C.8.B.3. (U) Units or commands with personnel traveling via commercial aircraft to their leave destination will provide a request for R&R NLT 30 days prior to departure date. Request will include name of traveler, last 4 of SSN, date to depart duty location, leave location, date to return to duty location, POC and appropriate leave form.

3.C.8.B.4. (U) Validate requests to combine TDY and R&R leave. All requests for TDY ICW R&R must be received by USARCENT NLT three weeks prior to the beginning of travel. Final approval authority to combine TDY and R&R is HQDA.

3.C.8.B.5. (U) Validate requests to transition personnel from R&R leave to emergency leave. Ensure all requests are IAW REF A. USARCENT is the final approval authority to combine R&R Leave with emergency leave.

3.C.9. (U) 1TSC.

3.C.9.A. (U) Provide billeting for up to 1,800 R&R leave participants at the Theater Gateway at Camp Ali Al Salem, Kuwait.

3.C.9.B. (U) Provide transportation and force protection to and from the Theater Gateway at Camp Ali Al Salem, Kuwait for all departing and arriving R&R leave participants.

3.C.9.C. (U) Process all R&R leave participants at the Theater Gateway at Camp Ali Al Salem, Kuwait and ensure that all R&R leave participants are properly manifested (both for the contracted flights and commercial travelers).

3.C.9.D. (U) Ensure all R&R leave participants scan out of theater when they depart and scan into theater when they return. Failure to do so will result in the loss of accountability.

3.C.9.E. (U) Ensure R&R leave participants receive required briefings prior to travel.

3.C.9.F. (U) Provide all logistical support for the R&R Leave Commercial Travel Office (CTO) located at Camp Ali Al Salem (i.e. facilities, utilities, storage).

3.C.9.G. (U) Provide weather-protected storage at Camp Ali Al Salem, Kuwait for R&R leave participants' Advanced Combat Helmet (ACH) and interceptor body armor (IBA). Provide all R&R leave participants with a DA Form 3161 (Request for issue or Turn-in) documenting the turn-in of equipment prior to R&R Leave and return of equipment at the completion of leave.

3.C.9.H. (U) Develop and maintain an SOP for the processing of R&R leave participants at Camp Ali Al Salem, Kuwait.

3.C.9.I. (U) Provide chaplain support and execute a religious support plan to include a reintegration briefing for returning R&R leave participants.

3.C.9.J. (U) Provide Deployment Cycle Support (DCS) briefing at the Theater Gateway as required.

3.C.9.K. (U) Conduct 100% customs inspection at the Theater Gateway for all R&R leave participants prior to departure on leave.

3.C.9.L. (U) Ensure R&R leave participants do not possess weapons on the R&R contract flight or commercial flights departing theater. This includes weapons on their person or in checked bags.

3.C.9.M. (U) Provide casual pay and check cashing (within existing policy guidelines) for R&R leave participants.

3.C.9.N. (U) Provide Technical Monitor for the CTO (NCO or Officer). Technical monitor must complete the contracting officer representative (COR) training IAW the requirements specified by the Defense Contracting Management Agency (DCMA) Kuwait. Technical monitor will work in the CTO and perform the following functions: process exceptions to policy before sending to USARCENT G1, process reimbursement requests IAW REF A, interface with R&R leave participants as necessary, provide policy guidance to CTO as necessary.

3.C.9.O. (U) Provide daily "Wheels Up" Report NLT 2 hours after departure of aircraft to HRC, HQDA G-1 R&R Task Force, USARCENT G1 and other organizations as directed. Submit report IAW template published by USARCENT G1 and include at a minimum manifests for the R&R contract flights and R&R leave participants departing via commercial flights.

3.C.9.P. (U) Provide the number of R&R leave participants by country departing for leave. Participants will be groups by Iraq, Afghanistan and Kuwait/other. Report is due NLT 1000 hrs each day and will be sent to [USARCENT R&R Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil) and the distribution list of organizations/personnel as determined by USARCENT G1. Report will be IAW template published by USARCENT G1.

3.C.9.Q. (U) Provide the number of R&R leave participants by country returning from leave. Participants will be groups by Iraq, Afghanistan and Kuwait/other. Report is due NLT 1000 each day and will be sent to [USARCENT R&R Team@swa.army.mil](mailto:USARCENT_R&R_Team@swa.army.mil) and the distribution list of organizations/personnel as determined by USARCENT G1. Report will be IAW template published by USARCENT G1.

3.C.9.R. (U) Track number of R&R passengers waiting for onward movement by APOD; the number of personnel scheduled for movement and those delayed by 24, 48, or 72 hours. If passengers are delayed 72+ hours the gateway will provide a by name list and reason for delay.

3.C.9.S. (U) Schedule intra-theater flights for returning R&R passengers IAW the USCENTCOM Intra-theater Airlift LOI.

### 3.C.10. (U) **USARCENT G1.**

3.C.10.A. (U) Consolidate 30-60-90 day leave projections from all units in the USCENTCOM AOR and provide to HQDA R&R Task Force NLT the 15th of each month.

3.C.10.B. (U) Receive reports of number of personnel departing on R&R and returning from R&R and provide a daily summary of the total number of personnel on R&R as well as maintain the total number R&R leave participants since the inception of the program. Provide report to USARCENT Battle Captain, USCENTCOM, MNC-I, USFOR-A, Theater Gateway Commander and other organizations as directed.

3.C.10.C. (U) Receive reports of the number of personnel manifested on the R&R contract flight and provide analysis of utilization and empty seat cost to USCENTCOM and HQDA on a monthly basis.

3.C.10.D. (U) Provide fiscal year tracking of R&R participants by country, total R&R participants, utilization of R&R contract flight, use of contract flight by personnel not traveling in R&R and monthly expenditures for onward ticketing.

3.C.10.E. (U) Provide Contracting Officer Representative (COR) and Assistance Contracting Officer Representative (ACOR) for the Commercial Travel Office (CTO) at Camp Ali Al Salem. COR and ACOR must complete the contracting officer representative (COR) training IAW the requirements specified by the Defense Contracting Management Agency (DCMA) Kuwait. Ensure CTO complies with tasks outlined in the statement of work and contract.

3.C.10.F. (U) Track inter-theater R&R contract flights and report flight delays greater than 2 hours to the USARCENT Battle Captain, the theater gateway and senior leadership as necessary.

3.C.10.G. (U) Monitor any R&R Passengers removed from R&R flights for illness or other emergencies. Coordinate with appropriate agencies and provide updates to the USARCENT Battle Captain and senior leadership as necessary.

3.C.10.H. (U) Receive requests for TDY ICW R&R and ensure all requests are IAW REF A. Provide interim approval and send consolidated TDY ICW R&R tracker to HQDA on Monday and Thursday. Once final approval is received provide copy of tracker and signed memorandum to requesting units.

3.C.10.I. (U) Receive requests to combine emergency leave with R&R leave and ensure all requests are IAW REF A. Forward final memorandum requesting emergency leave and leave form to the CTO and authorize adjustment to flight itinerary as appropriate.

3.C.10.J. (U) Ensure the Theater Gateway accounts for all R&R passengers and provides updates to DTAS to account for personnel departing on R&R and returning from R&R.

3.C.10.K. (U) Process requests for reimbursement IAW REF A.

3.C.10.L. (U) Ensure bills for the centrally billed accounts (CBA) for the onward ticketing program are downloaded each week and sent to the CTO for reconciliation. Validate reconciliation of bill and send final reconciliation to DFAS ROME within 30 days of receipt of bill.

3.C.11. (U) **USARCENT G2.** Monitor for specific threats that would lead to the cancellation or modification of the USCENCOM R&R Leave Program. Provide briefings of specific threats to the USARCENT G3 and G1 as necessary.

3.C.12. (U) **USARCENT G8.**

3.C.12.A. (U) Coordinate and monitor the Theater R&R Leave program funding requirements, to include the onward ticketing program through the CTO. Process associated requirements with HQDA G-1 R&R Task Force.

3.C.12.B. (U) Provide weekly expenditures summary to USARCENT G1, HQDA G-1 R&R Task Force and other organizations as directed. Report will include expenditures per day, number of pax per day, total expenditures, and funding to date.

3.C.12.C. (U) Process R&R reimbursements and disburse funds for reimbursements appropriately.

3.C.13. (U) **USARCENT PAO.** Provide PAO support in response inquiries from news organizations on the R&R leave program. Ensure all responses are staffed through HQDA G-1, PAO office and the HQDA R&R Task Force.

3.C.14. (U) **USARCENT PARC.** Provide support for the Commercial Ticketing Office Contract and provide USARCENT G1 with any changes to the statement of work to this contract.

3.C.15. (U) **USARCENT PMO.** Monitor force protection for the movement of R&R personnel to and from the Theater Gateway at Camp Ali Al Salem.

3.D. (U) **Coordinating Instructions.**

3.D.1. (U) **Liaison Officers (LNOS).** LNOs serve a critical role in the execution of the R&R program. LNOs provided by units to work at the gateway will remain ADCON to their parent unit and TACON to the Theater Gateway Director.

3.D.2. (U) LNOs as designated by their forward commander and approved/routed through their respective major command (i.e. MNC-I, USFOR-A, AFCENT, MARCENT, and NAVCENT) must have a memorandum or orders assigning the LNO to duty at the Theater Gateway in Camp Ali Al Salem, Kuwait. Memorandum or orders will include contact information of the parent unit supervisor of LNO, start date of duty, and end date of duty.

3.D.2.A. (U) The following are key tasks that unit LNOs will perform IAW guidance from the Theater Gateway Director for personnel from the units they support:

3.D.2.B. (U) Initiate and maintain local accountability of arriving personnel.

3.D.2.C. (U) Provide orientation to the Theater Gateway and assist with life support functions.

3.D.2.D. (U) Provide support to personnel traveling in a temporary duty status (TDY).

3.D.2.E. (U) Provide support to personnel traveling in an emergency leave status.

3.D.2.F. (U) Provide support to personnel traveling in an R&R leave status.

3.D.2.G. (U) Coordinate onward movement. This includes submitting TMRs for bus convoy movements, make flight reservations for travelers returning to their duty location, escorting personnel as necessary and providing transportation as required

3.D.2.H. (U) Provide support to distinguished visitors (DV). This includes receiving DV movement requests, scheduling the DV lounge, coordinating for transportation of DVs, ensuring are manifested for an R&R flight within 48 to 72 hours of the flight departure, scheduling customs appointment for DVs, ensuring all onward ticketing is completed and other tasks in support of the DV as required.

3.D.2.I. (U) Provide support for personnel with issues such as incomplete leave forms, failure to appear for roll call, disciplinary issues or other support as required.

3.D.3. (U) Weapons are not authorized on contract commercial R&R flights travelling from the AOR to CONUS. There are no exceptions to this policy. Contingency passengers travelling Space R from CONUS to the AOR may bring properly cased and documented weapons.

3.D.4. (U) All Service Members flying via Intra-theater Air to the Theater Gateway must travel in (ACUs/DCUs or Service equivalent). Service Members departing on R&R flights to CONUS locations must wear clean and serviceable ACU/DCUs or Service equivalent to their final leave destination. Flight suits are not authorized.

3.D.5. (U) 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)

4. (U) **SERVICE AND SUPPORT.** No Change.

5. (U) **COMMAND AND SIGNAL.** Point of contact for this order is USARCENT G1, Chief of Policy and Programs, LTC Janet A. Seufert, DSN 318-430-6318, [janet.a.seufert@kuwait.swa.army.mil](mailto:janet.a.seufert@kuwait.swa.army.mil) or the USARCENT G1 R&R Team at [usarcent\\_r&r\\_team@swa.army.mil](mailto:usarcent_r&r_team@swa.army.mil), DSN 318-430-6506/6317/6318.

BT