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**UNITED STATES
AFRICA COMMAND
INSTRUCTION**

J135
ACI 1500.02A

19 March 2012

MORALE AND WELFARE
Rest and Recuperation Leave Program

References: See Enclosure A

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1. **PURPOSE.** This Instruction establishes policy and guidelines for the United States Africa Command Rest and Recuperation (R&R) Leave Program. Additionally, it assigns U.S. Army Africa as the Lead Agent for the U.S. Africa Command R&R Leave Program.
 2. **CANCELLATION.** This Instruction replaces ACI 1500.02, Rest and Recuperation Leave Program, dated 12 July 2010, is hereby rescinded.
 3. **APPLICABILITY.** This instruction applies to Headquarters, United States Africa Command, its Service Components, and its sub-unified commands.
 4. **POLICY.**
 - a. The U. S. Africa Command R&R Leave Program provides service members and DoD civilians Government funded transportation from the R&R authorized Temporary Duty (TDY/TAD), or Temporary Change of Station (TCS) locations identified in Enclosure A, Reference (b), Appendix U, to the designated R&R destinations or Aerial Port of Debarkation. It provides respite from austere conditions typical of high threat areas, allowing time to relax under more favorable conditions. Use of ordinary leave/liberty is restricted in locations designated for R&R leave.
 - b. R&R 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 in accordance with paragraph 6.d. R&R from authorized TDY/TAD, TCS duty locations in the U.S. Africa Command AOR is chargeable leave/liberty.
 - c. The Aerial Port of Embarkation (APOE), for the purpose of this instruction, is the authorized port for departure from which R&R leave travel begins. For all eligible locations in the U.S. Africa Command Area of Responsibility (AOR) as identified in Enclosure A, Reference (b), Appendix U, the APOE is designated as the airport closest to the TDY operating location.

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d. The Aerial Port of Debarkation (APOD), for the purpose of this instruction, is the location authorized as the destination of R&R leave travel. Authorized APODs for eligible locations within the U.S. Africa Command AOR are listed in Enclosure A, Reference (b), Appendix U.

e. Eligibility. An R&R leave period of 15 calendar days may be authorized for personnel in the following categories:

(1) Contingency operation. The Principle Deputy Under Secretary of Defense for Personnel and Readiness [PDUSD (P&R)] shall designate eligible contingency operations (i.e. Operation ENDURING FREEDOM) upon request from USAFRICOM. Tour length and "Boots on Ground" requirements will be determined for each eligible contingency operation as identified in Enclosure A, Appendix U to both References (b) and (c).

(2) Eligible location. The PDUSD (P&R) shall designate eligible duty locations upon request from USAFRICOM. Tour length and "Boots on Ground" requirements will be determined for each eligible R&R duty location as identified in Enclosure A, Appendix U to both References (b) and (c).

(3) Service members and DoD civilian employees assigned/deployed to an eligible location, as identified in Appendix U to References b and c, for a 12-month tour (including extensions) with a minimum of 270 days "Boots on Ground."

(4) Service members and DoD civilian employees assigned/deployed to an eligible location, as identified in Appendix U to References (b) and (c), for tours of 18 months or longer (including extensions) may be authorized an additional R&R leave period after the 18-month point.

(5) Eligibility to take R&R leave begins after the first 60 days in theater and is strongly discouraged during the final 60 days in theater. Exceptions to policy for the 60 day eligibility requirement must be requested through the operational chain of command to U.S. Africa Command J1/8 for approval.

(6) All Active, Reserve Component Service Members (National Guard), and DoD Civilians in a TDY/TAD or TCS status must be serving a one year tour and projected to serve a minimum of 270 days BOG in the authorized contingency operation/duty location (training conducted prior to arrival in AOR does not count towards BOG).

f. Eligibility for R&R leave is determined by the actual TDY/deployment location. When a member is assigned to a combination of eligible locations in accordance with Enclosure A, Reference (b), Appendix U, eligibility is determined based on the location at which the member performs the majority of his/her tour.

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Example: On a 12-month deployment, a member is assigned to eligible location A for 181 days and eligible location B for 179 days. This member is eligible for R&R leave with the APOD identified for location A.

g. Only one R&R period (not to exceed 15 days) shall be authorized during a 12-month period. No R&R extensions are authorized. Service members must be placed in another authorized duty status when unable to return to their duty location upon the termination of R&R.

h. Travel and chargeable leave periods.

(1) For DoD civilian employees, travel days are not chargeable leave and are not part of the 15 calendar day R&R authorization; the 15 calendar day R&R period begins the day after arrival at the APOD (or selected leave destination) and ends the day before commencing return travel to the deployed location. Non-duty days (weekends/holidays) are not chargeable leave for DoD civilian employees; however, the non-duty days count toward the 15 calendar day R&R period. Under no circumstances will an employee be authorized more than 15 calendar days of R&R leave during a 12-month period.

(2) For service members, travel days are not chargeable and are not part of the 15 calendar day R&R leave authorization; the 15-day chargeable leave period begins the day after arrival at the APOD (or selected leave destination) and ends the day before commencing return travel to the deployed location. Weekends, holidays, and non-duty days are included in the 15-day chargeable leave period. Service member will not be authorized more than 15 calendar days of R&R leave during a 12-month period. "Exception: Combatant Commanders are authorized to approve the combination of a paternity leave of absence with R&R, upon Service member request, providing the combination is in the best interest of the Government. The actual leave period at the R&R destination shall be charged to the Service member's leave account, except for the 10-day paternity leave of absence."

(3) IAW Enclosure A, Reference (a), a Service Member who deferred Consecutive Overseas Tour (COT) travel because of duty in conjunction with (ICW) a contingency operation, is not authorized to take COT travel ICW any other leave program or travel allowance unless requested by the traveler, or IAW Service regulations for the non-DoD Services. The Secretary concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon service member request, provided that the combination of travel is in the Government's best interest.

(4) IAW Enclosure A, Reference (a), unless it is requested by the traveler, travel under the R&R Leave Program may not be combined with liberty, administrative absences, temporary duty, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel or paternity leave it must be

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approved by the first General/Flag Officer in the operational chain of command and be in the Government's best interest.

(5) R&R Leave will be used in one continuous time-period unless interruption for temporary duty travel is deemed mission essential and approved by the first General/Flag Officer in the operational chain of command.

i. In accordance with Enclosure A, References (b) and (c), a member may select a destination different from the authorized APOD not to exceed the cost of Government-provided transportation to the authorized destination.

j. R&R Leave will not be taken in restricted contingency areas or countries listed in the State Department's "Current Travel Warnings" available at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. Exceptions will be rare and approved by the first O-6 in the operational chain of command after confirmation that appropriate force protection measures are in place to minimize risk to the member.

k. Personnel travelling on R&R will comply with all requirements within the Department of Defense Foreign Clearance Guide.

l. Per diem, meal tickets, meals and lodging and personally procured transportation are not authorized for reimbursement during R&R Leave.

5. **DEFINITIONS.** None.

6. **RESPONSIBILITIES.**

a. U.S. Africa Command-Resources Directorate (J1/8) shall make recommendations to designate a specific duty location as an R&R location, based on the Combatant Commanders' recommendation, through the Joint Staff Personnel Directorate (J-1) to the PDUSD(P&R) and provide policy guidance and oversee implementation of this instruction. Additionally, J1/8 is the approving authority for exceptions to policy for travel requested under paragraph 4.e.5 of this instruction.

b. Orders Issuing Authority shall notify the J1/8, Personnel Plans and Policy Branch of operations with anticipated lengths of one year or greater and/or employing TDY personnel with greater than 179-day tour lengths. Additionally, they shall notify the J1/8, Personnel Plans and Policy Branch of any projected increase or decrease in TDY tour lengths across the 179-day threshold for ongoing/planned operations or the start/end of an operation employing TDY personnel with greater than 179-day tour lengths.

c. Commander, U.S. Army Africa shall act as lead agent for U.S. Africa Command in administering the U.S. Africa Command R&R Leave Program. After approval and certification of eligibility from a deployed Commander, Officer in Charge of a deployed unit, or JTF Commander, the Lead Agent will coordinate round trip travel arrangements

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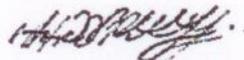
between the deployed location and the APOD. The lead agent is also responsible for records management for the R&R Leave Program; coordinating program funding with HQ Department of the Army, HQ U.S. Africa Command, other Service components and OSD Comptroller

d. Deployed Commanders/Officers in Charge (OIC) of Deployed Units or JTF Commanders may approve R&R leave in accordance with Enclosure A, reference (a) and this ACI. Approval of R&R travel may not be delegated below the O-6 or Chief of Staff level, and consideration should be given to consolidating all R&R approvals in each unit with one individual to ensure consistency in application with this ACI. Procedures must be established to certify the eligibility of requesting participants, validate member compliance with the Department of Defense Foreign Clearance Guide, and ensure that the total number of personnel from their unit or command authorized to take R&R, emergency leave, and TDY/TAD, does not exceed 10% of the unit/command assigned strength at any given time. Reserve and 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 approved by the first General/Flag Officer in the operational chain of command and endorsed by any supported Deployed Commander/OIC or JTF Commander. Deployed units with less than 10 personnel assigned shall be exempted from the 10% absentee limitation.

7. **SUMMARY OF CHANGES.** This policy contains expanded guidance on eligibility requirements for R&R leave. Specifically, this instruction delineates the policies in place and retained as U.S. Africa Command policy when the R&R Leave program was transferred from U.S. Central Command. In addition, this instruction incorporates changes authorizing members to request the combination of other travel with R&R leave travel and provides examples to illustrate eligibility determination.

8. **RELEASABILITY. RESTRICTED.** This instruction is approved for restricted release. Authorized users may obtain copies on the appropriate U.S. Africa Command SJS network portal page.

9. **EFFECTIVE DATE.** This instruction is effective immediately.



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Major General, USAF
Chief of Staff

Enclosure:
A. References

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ENCLOSURE A

REFERENCES

- a. DoD Instruction 1327.06, Leave and Liberty Policy and Procedures, 16 June 2009
- b. Joint Federal Travel Regulations (JFTR), Chapter 7, Part J, current version
- c. Joint Travel Regulations (JTR), Chapter 7, Part O, (C7750), current version
- d. DoD 4500.54-G, DoD Foreign Clearance Guide, current version
- e. USD (P&R) Memorandum, "Establishment of the U.S. Africa Command Rest and Recuperation Leave Program," 20 April 2010
- f. USD (P&R) Memorandum, "Request for Additional Designated Locations in the Rest and Recuperation Leave Program for United States Africa Command (USAFRICOM)," 1 October 2010
- g. Title 10, United States Code, subsection 705
- h. DODR 7000.14-R, DoD Financial Management Regulation, current version
- i. JFTR/JTR, Appendix U, current version
- j. USAFRICOM Chief of Staff Memorandum, "Rest and Recuperation Leave Policy Change," 5 January 2012

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