HEADQUARTERS UNITED STATES CENTRAL COMMAND
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MACDILL AIR FORCE, FLORIDA 33621-5101

REGULATION
Number 600-21

6 January 2012

Personnel General

LEAVE, LIBERTY & UNOFFICIAL TRAVEL POLICY FOR THE UNITED STATES CENTRAL COMMAND (USCENTCOM) AREA OF RESPONSIBILITY (AOR)

1. PURPOSE. To establish policy regarding leave and liberty program eligibility criteria for DoD personnel assigned in USCENTCOM AOR. To establish DoD-wide requirements for unofficial travel to or within the USCENTCOM AOR.

2. AUTHORITY. The Commander, USCENTCOM, is granted authority to implement leave and liberty programs in the USCENTCOM AOR in accordance with the guidance contained in reference (b) and (c).

3. APPLICABILITY. All DoD personnel assigned within the USCENTCOM AOR on any type of assignment or movement orders (e.g. deployment, temporary duty (TDY), temporary change of station (TCS), permanent change of station (PCS), etc.).

4. REFERENCES. See Appendix A.

5. DEFINITIONS. The following definitions apply for the purposes of this regulation.

a. "Assigned" and "attached" are use synonymously.

b. "Temporary personnel" refers to all military assigned within the AOR on contingency, exercise, deployment, temporary duty (TDY), or temporary change of station (TCS) orders/status.

c. "Permanent personnel" refers to all military assigned by Permanent Change of Station (PCS) on one, two, or three year orders to the AOR (includes security cooperation offices (SCO), office of military cooperation (OMC), U.S. Military Training Mission (USMTM), etc.).

d. "Unofficial travel" includes all types of leave, liberty (pass), or administrative absence (e.g. permissive TDY).

6. RESPONSIBILITIES.

a. USCENTCOM Manpower & Personnel Directorate (CCJ1) has staff responsibility for oversight of leave & liberty programs within the AOR. CCJ1 will:

(1) Establish policy, consistent with mission requirements and DoD guidance, for personnel serving in the AOR to participate in leave and liberty programs.

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*This regulation supersedes USCENTCOM Policy Letter #36, 6 Jun 2011.

(2) Monitor execution and administration of leave and liberty programs.

b. U.S. Army Central Command (ARCENT) is the USCENTCOM Executive Agent tasked to establish and administer the USCENTCOM R&R Leave Program. ARCENT will:

(1) Establish procedures to execute the USCENTCOM R&R Leave Program in accordance with this regulation, reference (b), (c), and other applicable DoD guidance.

(2) Establish requirements (passenger loads, routes, and schedules) for intra-theater and inter-theater transportation for the R&R Leave Program, in coordination with USTRANSCOM and the DoD Executive Agent for the USCENTCOM R&R. See reference (c).

(3) Establish and operate the intra-theater Gateway APOE(s) necessary to support the R&R Leave Program. Coordinate intra-theater lift operations, as appropriate. See reference (c).

c. Service Departments are the proponents for the balance of the leave and liberty programs, subject to the restrictions contained in this regulation.

d. All temporary and permanent personnel, prior to beginning leave, are responsible for ensuring their absence has been approved and is processed in accordance with their respective Service regulations.

7. POLICY. The following establishes leave and liberty program eligibility criteria for DoD personnel assigned in USCENTCOM AOR. See Appendix B for DoD-wide requirements on unofficial travel to or within the USCENTCOM AOR.

a. Temporary Personnel. Temporary personnel are eligible for participation in leave and liberty programs in accordance with the following criteria. Participation in eligible programs is determined by the unit commander, subject to operational and mission constraints.

(1) Rest & Recuperation (R&R) Leave Program. References (b) and (c) outline the authorities for the R&R Leave Program and reference (e) lists eligible locations. Contractors serving in the AOR are not eligible to participate in the R&R Leave Program. DoD civilians may participate in the R&R Leave Program, in accordance with references (h)-(k). All active and reserve component military may participate in the R&R Leave Program, based on eligibility outlined below.

(a) Service members on a minimum of 365-day deployment/mobilization orders and projected to spend at least 270-days physically at a location that is authorized R&R, per reference (e), are eligible to participate, subject to operational requirements and program constraints.

(b) Eligibility to participate in the R&R Leave Program begins after the first 60 days in theater and ends prior to the final 60 days in theater. Exceptions may be approved by the first general/flag officer or SES civilian in the individual's chain of command. Forward endorsed approval document to ARCENT (Attn: G1) for processing.

(c) R&R leave may only be executed as a single leave occasion, not to exceed 15 consecutive days. Exceptions must be approved by ARCENT (Attn: G1) and result in no additional R&R transportation costs.

(d) R&R leave cannot be combined with any other leave, liberty or unofficial travel. R&R leave may be combined with other official travel such as TDY, if it is in the best interest of the DoD and endorsed by the first general/flag officer or SES civilian in the individual's chain of command. Forward endorsed document to ARCENT (Attn: G1) for approval.

(2) Non-Chargeable R&R (NCR&R) Leave Program. NCR&R leave is a category of administrative absence, limited to 15 consecutive days, authorized by reference (b) and applies only to active and reserve component military assigned to Iraq or Afghanistan. Contractors serving in the AOR are not eligible to participate in the NCR&R Leave Program. DoD civilians may participate in the NCR&R Leave Program, in accordance with reference (h). Eligibility and procedures for NCR&R leave is the same as the criteria for R&R leave, 7.a.(1), with the added requirement that the service member's assigned duty location is physically in the land areas of either Iraq or Afghanistan, verifiable by deployment orders or command endorsement.

(3) Emergency Leave (EL). EL is authorized by reference (b) and shall be executed in accordance with Service regulations. Use of EL during an R&R qualifying deployment does not remove the member's eligibility for R&R leave, regardless of its duration or when it was executed.

(4) Liberty (Pass) Programs. Commanders may establish liberty (pass) programs within the AOR, including local rest-in-place programs, in accordance with reference (b). All other Service and DoD regulations governing liberty (pass) remain applicable.

(5) Restrictions.

(a) Annual (Ordinary) Leave. Annual (ordinary) leave is not authorized for personnel temporarily assigned within the AOR.

(b) Administrative Absences. Administrative absences (e.g. Permissive TDY) are not authorized for personnel temporarily assigned within the AOR.

(c) Paternity Leave. Due to mission constraints and operational tempo, paternity leave is not authorized for personnel temporarily assigned within the USCENTCOM AOR. Paternity leave is not authorized as a separate leave occasion or in conjunction with R&R or NCR&R leave. Temporary personnel, regardless of type of orders, may execute their paternity leave upon completion of their tour in the USCENTCOM AOR according to the provisions outlined in their service policy.

b. Permanent Personnel. Permanent personnel are eligible for participation in leave and liberty programs in accordance with paragraphs b(1) through (7). Participation in authorized programs is determined by the unit commander or SCO Chief, subject to operational and mission constraints. Permanent personnel on one year unaccompanied orders, who meet all other eligibility criteria for the R&R/NCR&R Leave Program, are authorized to participate, provided they do not execute or

participate in any other leave and liberty programs outlined below, which are normally available to permanent personnel.

(1) Annual (Ordinary) Leave. Annual leave programs will conform to Service regulations and operate in accordance with the constraints of operational requirements. All applicable provisions of the Foreign Clearance Guide, including country clearance, reference (g), must be followed.

(2) Environmental and Morale Leave (EML). EML and Funded EML (FEML) is authorized for eligible permanent personnel in accordance with reference (f).

(3) Consecutive Overseas Tour (COT) Leave. COT leave may be authorized for permanent personnel who meet Service criteria. Reference (d), in addition to Service regulations, governs COT leave.

(4) Emergency Leave (EL). EL is authorized by reference (b) and shall be executed in accordance with Service regulations.

(5) Paternity Leave. Paternity leave is authorized and shall be executed in accordance with Service regulations.

(6) Liberty (Pass) Programs. Commanders may establish liberty (pass) programs within the AOR, including local rest-in-place programs, in accordance with reference (b). All other Service and DoD regulations governing liberty (pass) remain applicable.

(7) Administrative Absences. Administrative absences are authorized for personnel permanently assigned in the AOR.

c. Foreign Clearance Guide. Service members, both temporary and permanent, who desire to execute leave/liberty IAW this regulation to an OCONUS location must abide by the country specific provisions outlined in the Foreign Clearance Guide, reference (g).

8. PROPONENT. CCJ1 is the proponent for this regulation. Any requests for exception, clarification, or recommended changes should be forwarded, through the respective service component or Joint Task Force (JTF) chain of command, to CCJ1-MPP, Plans and Policy Branch, ccj1mpp@centcom.mil.

FOR THE COMMANDER:

KARL R. HORST
Major General, U.S. Army
Chief of Staff

OFFICIAL:

DONALD S. WALKER
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DISTRIBUTION: A

"SUMMARY OF CHANGES"

This regulation supersedes USCENTCOM Policy Letter #36. In terms of content, this regulation clarifies the role of USARCENT as the USCENTCOM Executive Agent tasked to establish and administer the R&R Leave Program. Additionally, requirements for R&R leave eligibility, 7.a.(1)(a), are modified to meet operational constraints and statutory requirements conveyed in the 30 Sep 2011 revised version of DoDI 1327.06. Furthermore, Pakistan and Turkmenistan are moved into the category of unofficial travel that requires a minimum of O-6/GS-15 approval. In terms of organization, all unofficial travel requirements are moved into Appendix B.

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APPENDIX A
REFERENCES

(a) USCENTCOM Policy Letter #36, 6 Jun 2011, Subj: Leave and Liberty Policy for U.S. Central Command (USCENTCOM) Area of Responsibility (AOR); *hereby rescinded and superseded by this regulation.*

(b) DoD Instruction 1327.06, 16 Jun 2009, Leave and Liberty Policy and Procedures, Incorperating Change 1, 30 Sep 2011

(c) DoD Directive 5101.6, 11 Aug 2004, DoD Executive Agent for the U.S. Central Command (USCENTCOM) Rest and Recuperation (R&R) Leave Program

(d) USD(P&R) Memorandum, 22 Mar 2010, Subj: Designation of Iraq and Afghanistan as Non-chargeable Rest and Recuperation (NCR&R) Leave Areas

(e) Joint Federal Travel Regulation (JFTR)/Joint Travel Regulation (JTR), Appendix U, Authorized Rest & Recuperation (R&R) Locations/Destinations

(f) Central Command Regulation 630-2, 23 Aug 2010, Environmental and Morale Leave (EML)

(g) Department of Defense Foreign Clearance Guide (NIPR: https://www.fcg.pentagon.mil; SIPR: http://www.fcg.pentagon.smil.mil)

(h) Joint Travel Regulation (JTR), Chapter 7, Part O, R&R Leave Travel

(i) 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.

(j) PDUSD (P&R) Memorandum, Subject: Clarification to Policy Memorandum, "Benefits, Allowances, and Gratuities for Department of Defense (DoD) Civilian Employees Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, Jun 2006, dated 4 May 07," 27 Aug 08.

(k) PDUSD (P&R) Memorandum, Subject: "Benefits, Allowances, and Gratuities for Department of Defense (DoD) Civilian Employees Public Law (P.L.) 109-234, Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, Jun 2006," 4 May 07.

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APPENDIX B
UNOFFICIAL TRAVEL IN THE USCENTCOM AOR

1. PURPOSE. To establish and promulgate DoD-wide requirements for unofficial travel to the USCENTCOM AOR. This enclosure complements the Foreign Clearance Guide (FCG), reference (g). All provisions outlined in the FCG, to include theater and country clearance, remain applicable.

2. AUTHORITY. Unofficial travel to or within the USCENTCOM AOR is regulated for all DoD personnel in accordance with reference (g).

3. APPLICABILITY. All DoD personnel, military and civilian, seeking unofficial travel to areas within the USCENTCOM AOR. For the purposes of this enclosure, "unofficial travel" includes all types of leave, liberty (pass), or administrative absence (e.g. permissive TDY).

4. POLICY. By reason of military necessity, unofficial travel to all countries (except Turkmenistan) within the USCENTCOM AOR is hereby regulated by the following guidance.

a. Unofficial travel to *Afghanistan, Iran, or Iraq* is not authorized. Exceptions may be requested in accordance with reference (g).

b. *Egypt, Kazakhstan, Lebanon, Pakistan, Saudi Arabia, Syria, Turkmenistan, United Arab Emirates, Uzbekistan, and Yemen* do not have a valid defense cooperation agreement (DCA) or status of forces agreement (SOFA) providing administrative and technical (A&T) status for U.S. personnel. Unofficial travel to these locations may only be authorized by the first O-6/GS-15 or above in the service member/employee's chain of command, based on their risk assessment of the requested destination's security situation and in accordance with any Department of State (DoS) travel warnings.

c. *Bahrain, Jordan, Kyrgyzstan, Kuwait, Oman, Tajikistan, and Qatar* have a valid DCA and/or SOFA with the U.S. Unofficial travel to these locations may be authorized by the first O-5/GS-14 or above in the service member/employee's chain of command, based on their risk assessment of the requested destination's security situation. However, if there are current DoS travel warnings to any of these locations; travel may only be authorized by the first O-6/GS-15 or above in the service member/employee's chain of command, based on their risk assessment of the country's security situation and in accordance with the DoS travel warnings.

d. Due to the dynamic nature of the USCENTCOM AOR and current contingency operations, USCENTCOM may, at any time, rescind any leave authorization for any DoD military or DoD civilian personnel destined for any location in the AOR.

e. Nothing in this policy absolves leave approval authorities from their inherent responsibility to ensure the force protection of their people. When granting unofficial travel, approval authorities must keep the force protection of their personnel in the security environment where travel is requested foremost in their mind.