



Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 1260

March 19, 2015

Change 2, Effective May 8, 2015

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Home Leave

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. This volume of this instruction implements DoD policies and procedures for granting home leave in accordance with DoDD 1400.25 (Reference (b)); section 6305 of title 5, United States Code (Reference (c)); and subpart F of part 630, Code of Federal Regulations (Reference (d)).

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (referred to in this volume as the “DoD Components”).

3. POLICY. It is DoD policy pursuant to References (c) and (d) to:

- a. Grant home leave, subject to mission requirements, to eligible DoD employees serving overseas.
- b. Encourage DoD employees to use accrued home leave.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective April 13, 2015.



Jessica L. Wright
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....	4
ENCLOSURE 2: RESPONSIBILITIES.....	5
ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).....	5
DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)).....	5
DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA).....	5
DoD COMPONENT HEADS.....	5
ENCLOSURE 3: PROCEDURES.....	6
ELIGIBILITY	6
ACCRUAL	6
USE	6
GLOSSARY	7
PART I: ABBREVIATIONS AND ACRONYMS	7
PART II: DEFINITION.....	7

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- (c) Title 5, United States Code
- (d) Title 5, Code of Federal Regulations

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA) oversees development of policy and procedures for management of home leave for DoD employees pursuant to References (c) and (d).
2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP):
 - a. Ensures implementation of the policy governing granting home leave pursuant to section 6305 of Reference (c) and subpart F of part 630 of Reference (d).
 - b. Makes recommendations concerning the structure, function, and applicability of this volume.
 - c. Oversees the appropriate and effective use of this volume.
3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA will provide support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities of this volume.
4. DoD COMPONENT HEADS. The DoD Component heads implement the home leave program within their areas of responsibility. This authority may be delegated, in writing, to officials who exercise personnel appointing authority.

ENCLOSURE 3

PROCEDURES

1. ELIGIBILITY

a. DoD employees recruited for overseas duty from the United States, or its territories or possessions including the Commonwealth of Puerto Rico, who may accumulate a maximum of 45 days of annual leave pursuant to section 6304(b) of Reference (c), are entitled to earn, and may be granted, home leave.

b. In accordance with section 6305 of Reference (c), a DoD employee must complete 24 months of continuous service outside the United States (or after a shorter period of such service if the employee's assignment is terminated for the convenience of the government) to be eligible to take home leave. The 24 months of continuous service abroad is a one-time requirement; when the initial 24-month threshold is achieved, the employee may use accrued home leave at any time during subsequent tours overseas.

2. ACCRUAL

a. Home leave is earned and credited on a monthly basis.

b. Earning rates of home leave range from 5 days to 15 days every 12 months in accordance with section 630.604 of Reference (d).

c. The minimum charge for home leave is 1 day. There is no limit on accumulation of home leave.

3. USE

a. Home leave, so granted, may be used:

(1) In combination with other leaves of absence.

(2) Only in the United States or its territories and possessions to include the Commonwealth of Puerto Rico.

(3) Only during a period of service abroad when it is contemplated that the DoD employee will return to service abroad upon completion of the home leave period or upon completion of an assignment in the United States.

b. Additional conditions on home leave are prescribed in section 630.606(c) of Reference (d).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA) Assistant Secretary of Defense for Manpower and Reserve Affairs

DASD(CPP) Deputy Assistant Secretary of Defense for Civilian Personnel Policy

DoDD DoD directive

DoDHRA DoD Human Resources Activity

USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II: DEFINITION

This term and its definition are for the purpose of this instruction.

home leave. Leave earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States, pursuant to section 6305(a) of Reference (c).