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PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

JUN - 2 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF  
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
CHIEF OF THE NATIONAL GUARD BUREAU  
COMMANDERS OF THE COMBATANT COMMANDS  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF COST ASSESSMENT AND PROGRAM  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE  
AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
DIRECTOR OF NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Overseas Tour Length Change – Locations on the Arabian Peninsula

- References: (a) Secretary of Defense Memorandum, "Request to Increase Accompanied Tours in Bahrain, Kuwait and Saudi Arabia," June 2, 2000 (hereby cancelled)  
(b) Department of Defense Instruction 1315.18, "Procedures for Military Personnel Assignments," October 28, 2015, as amended  
(c) Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees, current edition  
(d) Secretary of Defense Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions," April 20, 2020

**Tour Length Change**

Effective 30 days from the date of my signature, this memorandum cancels reference (a) and changes the current overseas tour length for DoD military members assigned to permanent duty locations on the Arabian Peninsula (locations include Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen, and Iraq) by establishing a 12-month dependent-restricted tour for military members. On the effective date, no one may be placed on orders for an accompanied tour, excepted as provided in this memorandum. At the request of the Department of the Navy, this memorandum authorizes an 18-month unaccompanied tour for

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Navy Service members assigned to Bahrain, but this authority will expire two years from the date of this memorandum, unless renewed.

Tour lengths for military personnel assigned under Chief of Mission (COM) or Security Cooperation Organization (SCO) authority will remain unchanged.

**Gradual Reduction of Dependents**

Military members currently assigned to locations on the Arabian Peninsula who are not under COM or SCO authority will retain their current accompanied tour length until the completion of their current tour of duty, but all accompanied tours with the exception of those assigned to designated key billets must end no later than August 31, 2022.

For dependents in receipt of permanent change of station assignment orders that authorize command-sponsorship to one of these locations, travel restrictions outlined in reference (d) will be applied until lifted. Once lifted, dependents may travel at U.S. Government expense to their accompanied tour, but all accompanied tours, with the exception of those Service members assigned to designated key billets, must end no later than August 31, 2022.

**Key Billets**

I recognize that key and essential leadership positions will continue to be required in these locations, so I am granting an exception to the requirement in reference (b) that a key billet must be in a location where an accompanied tour of at least 24 months is authorized. Key billet designation requires the Service member to serve 24 months, even if he or she declines to serve the tour accompanied. Concurrent travel of dependents and command sponsorship are authorized for key billets. Effective immediately, new key billet designation requests will be accepted for these locations, so long as the billet is one where the presence of an officer, warrant officer, or senior enlisted Service member (i.e., E-8 or E-9) is determined to be essential to the mission of the activity or unit or to the U.S. presence in these locations.

A request for redesignation as a key billet must be submitted for all previously designated key billets in these locations, and if a billet is not redesignated as a key billet, the 12-month dependent restricted tour length will apply. Key billet requests will be submitted in writing by the Component Commander or Combatant Commander to the approval authority identified below. A request requires an endorsement from the Office of the Under Secretary of Defense for Personnel and Readiness, Military Service concerned, and, if required, the Chairman of the Joint Chiefs of Staff (CJCS). If required, the CJCS will ensure coordination with the other Military Services. Key billet approval authorities are:

- The CJCS for activities under CJCS cognizance.
- The Chief Management Officer for activities under Office of the Secretary of Defense (OSD) cognizance.
- The Secretary concerned for activities not under CJCS or OSD cognizance.

**Additional Guidance**

The Military Departments and DoD Components will exercise their authority to manage their workforce flows in and out of these locations through proration of tour lengths, voluntary tour extensions, and tour curtailments to achieve and maintain full implementation of the 12-month dependent-restricted tour for military members<sup>1</sup>.

The next update to reference (c), section 0501, "Tour Lengths"<sup>2</sup> will reflect this tour length change.



Matthew P. Donovan

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<sup>1</sup> Navy Service members assigned to Bahrain are authorized an 18-month unaccompanied tour for two years from the date of this memorandum.

<sup>2</sup> "Tour Lengths" is found at <https://www.defensetravel.dod.mil/Docs/AP-TL-01.pdf>.