

7 December 2009

Civilian Personnel
OVERSEAS TOURS OF DUTY

This regulation supersedes
Eighth Army Regulation 690-3, 01 Nov 00 and USFK Regulation 690-4, 9 Apr 87.

FOR THE COMMANDER:

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Summary. This regulation provides policy and procedures for the establishment and extension of overseas tours for U.S. citizen employees serviced by Civilian Human Resources Agency, Far East Region. This regulation is consistent with statutory and regulatory guidance issued by the Department of Defense (DOD) and Department of the Army (DA).

Summary of Change. This revision incorporates minor administrative changes and the following major changes:

- Changes the title of the regulation to “Overseas Tours of Duty”.
- Transfers former Civilian Personnel Operations Center (CPOC) responsibilities to Civilian Personnel Advisory Centers (CPACs) (where appropriate).

- Adds the Commander, Installation Management Command - Korea Region (IMCOM-K) as approval authority to grant extensions beyond five years for IMCOM-K personnel (para 1-3).
- Clarifies employee, organization, CPAC, and Career Program Manager responsibilities (para 1-4).
- Prescribes new procedures related to establishing the tour of duty for U.S. citizen employees (Chapter 2).
- Adds classes of employees not covered by this regulation (para 3-1).
- Adds additional criteria that may be used to justify approving a tour extension beyond five years (para 3-2a).
- Provides new guidance related to rotation agreements and curtailment of overseas tours (para 3-3).
- Provides new guidance for documenting tour extension decisions (para 3-4).
- Eliminates the need for sample memoranda (Appendix B) for completing extension packages and replaces those documents with a single page form (AK Form 690-3E).

Applicability. This regulation applies to Eighth United States Army (EUSA), its subordinate commands and assigned units, United States Forces Korea (USFK) joint positions occupied by Army employees, and all other Army activities in Korea unless otherwise addressed by appropriate agreements or understandings authorized by Army Regulation 10-87.

Supplementation. Further supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from the Commander, EUSA, ATTN: DHRM, Unit #15236, APO AP 96205-5236.

Forms. USFK Forms are available at <http://www.usfk.mil/usfk/>.

Records Management. Identification, maintenance and disposition of records created as a result of processes prescribed by this regulation is accordance with AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Commander, EUSA, ATTN: DHRM, Unit #15236, APO AP 96205-5236. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: DHRM, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

CONTENTS

Chapter 1

General, *page 4*

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Terms and Abbreviations
- 1-4. Authority
- 1-5. Responsibilities
- 1-6. Policy

Chapter 2

Overseas Tours of Duty, *page 7*

Chapter 3

Overseas Tour Extensions, *page 8*

- 3-1. Exemption
- 3-2. Approval
- 3-3. Termination
- 3-4. Documentation
- 3-5. Procedures

Appendices, *page 15*

- A. References
- B. Extension of Overseas Tours Beyond Five Years
- C. Procedures/Instructions for Completing Extension Packages
- D. Career Programs

Glossary, *page 20*

Chapter 1

General

1-1. Purpose

To supplement relevant DOD and DA policies regarding overseas tours of duty, and to provide implementing procedures for the administration of overseas tours beyond five years.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation Of Terms And Abbreviations

Abbreviations used in this regulation are explained in the glossary. Relevant terms are defined below.

- a. Activity commanders. Commanders of major subordinate commands and assigned or attached units.
- b. Area commander. Within a prescribed geographical area, the designated commander responsible for providing or coordinating necessary support to tenant units stationed at installations, garrisons, and bases located in that area.
- c. Dangerous or adverse living conditions. Conditions that because of military or other reasons create imminent danger to life or property or adverse living conditions that seriously affect the health, safety, or accommodations of an employee's immediate family.

1-4. Authority

- a. The Commander, 19th Sustainment Command (Expeditionary) (ESC) is delegated approval authority to grant extensions beyond five years for 19th ESC personnel. This authority may be further delegated to the Chief of Staff (CofS), 19th ESC.
- b. The Commander, 2nd Infantry Division (2ID) is delegated approval authority to grant extensions beyond five years for 2ID personnel. This authority may be further delegated to the CofS, 2ID.
- c. The Commander, Installation Management Command - Korea Region (IMCOM-K) is the approval authority for extensions beyond five years for IMCOM-K personnel.
- d. The CofS, EUSA is delegated authority to grant extensions beyond five years for personnel assigned to the following units:
 - (1) HQ, EUSA.
 - (2) UNC Security BN, Joint Security Area.
 - (3) 65th Medical Brigade.
 - (4) USA Combat Support Coord Team #1.
 - (5) USA Combat Support Coord Team #3.
 - (6) 35th Air Defense Artillery Brigade.

(7) Army Special Operations Forces Liaison Element-Korea (ALE-K).

(8) Troop Command – Special Troops Battalion.

e. The Director, Civilian Human Resources Agency (CHRA), Far East Region is delegated approval authority to grant extensions beyond five years for CHRA personnel.

1-5. Responsibilities

a. The Commander, EUSA, establishes policy for extension of overseas tours and renders decisions on tour extension proposals for which authority has not been delegated as described in paragraph 1-3 of this regulation.

b. Area commanders responsible for duty stations where family members are normally not authorized will act on requests for authorization of family members in their respective areas, in accordance with this regulation.

c. Activity commanders are responsible for acting on requests for authorization of family members in the Republic of Korea in accordance with this regulation.

d. The EUSA, Directorate of Human Resources Management (DHRM), develops, coordinates and issues local policies governing overseas tours of duty and tour extensions. The Director, Human Resources Management is responsible for interpreting the provisions of this regulation and resolving cases where the application of this regulation would result in inequity or would not be in the best interest of the Army.

e. Servicing Civilian Personnel Advisory Centers (CPACs) are responsible for administering tours of duty for U.S. citizen employees in accordance with the provisions of this regulation.

(1) CPACs will coordinate tour extension approvals/disapprovals with the continental U. S. (CONUS) activity maintaining the employee's return rights, or arrange for PPP registration. CPAC personnel determine the overseas tour expiration date of serviced employees, manage input and reports, and issue notification packages to management six to eight months prior to the tour expiration date.

(2) Servicing CPACs provide information, advice and guidance to serviced managers, supervisors and employees concerning overseas tour extensions, to include ineligibility for Renewal Agreement Travel (RAT) if the employee's tour extension is less than the normal tour of duty (i.e., 24 or 36 month tours of duty); exercise of return rights and registration in the Priority Placement Program (PPP).

f. Managers and supervisors recommend tour extensions, counsel employees and manage personnel resources to ensure that tour extensions beyond five years are utilized in a manner consistent with established policy and sound management practices.

g. Supervisors, managers, and commanders at any level of the chain of command below the level which is delegated approval authority, may disapprove tour extensions. Article XXXI of the Collective Bargaining Agreement between USFK/EUSA and NFFE, Local 1363 encourages managers to communicate to bargaining unit members their decision not to offer an overseas extension in writing. Management decisions not to propose tour extensions or disapprove proposed extensions are not grievable or appealable.

(1) The approving authority must ensure that the organization can continue to employ the individual for the length of the extension.

(2) If the position occupied by the employee is not expected to continue for at least 2 years, the approving authority may grant an extension of less than 24 months to meet operational requirements. If it is later determined that the position occupied by the employee will continue for at least 2 years, the original extension decision may be amended to allow for a full 24 month extension.

h. For employees covered by formal DA career programs (AR 690-950), the approving authority will consult with the appropriate command career program manager (CCPM) before approving an extension of an employee's tour beyond five years.

CCPMs will—

(1) Address the availability of surplus employees with substantial time remaining on their tours in their recommendation to the approving authority.

(2) Evaluate the effect that continued service in the same location or organization would have on the employee's professional development, competitiveness with peers, and potential for promotion.

(3) Make a recommendation to the approving authority in writing.

i. Employees accept or decline management proposals for overseas tour extensions and provide timely feedback on their intentions to utilize the various options for return placement. Tour extensions are initiated by management only. Employees may request short-term extensions for reasons described in paragraph 3-2b below.

j. Organizations which share operational and administrative control are responsible for coordination of tour extension requests for those employees. The organization with operational control (unit to which the employee is physically assigned) is responsible for preparation of extension proposal packages and routing through proper channels as described in Appendix B, paragraph B-2. The organization having administrative control is responsible for the final decision on proposed tour extensions unless they choose to delegate this authority.

1-6. Policy

a. DOD policy on overseas employment of civilian employees limits overseas tours to five years. At the request of management, extensions beyond five years may be authorized.

(1) Extensions are designed to provide management flexibility to meet mission requirements that cannot otherwise be met, and will be reviewed on a case-by-case basis.

(2) To be eligible for a tour extension beyond five years, the approving official must ensure that the employee:

(a) Continues to be rated fully successful or higher.

(b) Is current in the knowledge, skills, and abilities required for the position.

(c) Has successfully adapted to the overseas work and cultural environment.

b. The Command recognizes that tour extensions beyond the five-year limit are sometimes necessary. Employees are not entitled to a tour extension. Tour extensions are strictly management decisions, based on mission-related reasons. Decisions to extend employees beyond five years will be on a case-by-case basis and supported by mission-related requirements. Management decisions not to extend an employee are excluded from the DoD Administrative Grievance System and Negotiated Grievance Procedures covered by the NFFE, Local 1363 Collective Bargaining Agreement.

NOTE: If a supervisor or manager in the employee's chain of command disapproves the extension based on the employee or position not meeting DOD or locally developed criteria, the request should not be forwarded to the approving authority.

Chapter 2

Overseas Tours of Duty

The Department of Defense Joint Travel Regulation (JTR), Volume 2, establishes tour lengths for DoD civilian employees working in Korea. At the discretion of the command, tours may be designated as accompanied or unaccompanied tours. Effective 5 November 2009, all Army employees assigned to Army installations in Korea are authorized to be accompanied by family members.

a. The standard tour of duty for civilians in Korea, with the exception of Area I, is 36 months for an initial overseas tour, and 24 months for any subsequent tour extensions.

b. In accordance with the Joint Travel Regulation, accompanied tours in Area I will be 24 months for both the initial overseas tour and any subsequent extensions.

c. Employees who do not have family members will have the same standard tour of duty as employees who are accompanied by family members at each location.

Chapter 3 Overseas Tour Extensions

3-1. Exemption

a. The following classes of employees are not covered under this regulation for the purpose of tour extensions over five years:

(1) Employees in positions that require frequent contact with officials of the host nation and a detailed current knowledge of the culture, mores, laws, customs, or government processes of the host nation, which usually cannot be acquired outside the host nation. Positions shall not be placed in this category unless the position description clearly specifies that the above duties and special knowledge is required. The terms of these criteria are clarified as follows:

(a) *Frequent contact* involves frequent (almost daily) interaction with host country representatives by telephone, e-mail, in person, and/or in writing. Positions that do not meet this definition are those that merely require frequent contact with host country representatives but the contacts are not of a sensitive, mission critical, or diplomatic nature.

(b) *Official of the host nation* is an individual publicly recognized by or an authoritative representative of a host country institution; discipline; or local, state, or federal government.

(c) *Current detailed knowledge* is demonstrable intellectual grasp of particulars about present host country issues within the employee's area of responsibility and level of authority.

(d) *Usually cannot be acquired outside the host nation* refers to information other than that which is gained through personal rapport or familiarity with procedural or unwritten intricacies and that cannot be acquired through classroom, Internet, or other sources. The key word is *usually*.

NOTE: A requirement to speak the host-country language is not a sufficient reason to designate a position exempt from rotation.

(2) Employees who are family members accompanying military or civilian employees of the DOD Components who are stationed in the area, (For this purpose, family members are defined as the spouse, and unmarried children, stepchildren, adopted children, foster children, and those under legal guardianship of the sponsor or spouse who have not reached their 23rd birthday);

(3) Employees in the Senior Executive Service;

(4) Employees who were employed in a foreign area since 1 April 1966, regardless of grade;

(5) Educators in the DOD Dependent Schools system;

(6) Employees who were employed before 24 August 1988 in GS-6 or below or nonsupervisory wage grade positions that are currently exempt from rotation may continue to be exempt as long as they remain continuously employed at those levels. If an employee leaves a position at a grade that is exempt under this provision, the exemption no longer applies, even if the employee is later employed again at this level. Individuals appointed after 24 August 1988 regardless of grade are subject to the five-year rotation policy; and

(7) Employees who are appointed on an Overseas Limited Appointment of indefinite duration.

b. When a position is designated exempt from rotation by the proper approval authority, exemption criteria must be documented in the position description by the statement: "This position is exempt from rotation per DOD 1400.25-M, Chapter 301, Subchapter 4-2a (1) (a)." Employees occupying exempt positions are not bound by provisions of the DOD overseas rotation policy and do not sign a rotation agreement.

3-2. Approval

The following reasons may justify approving a tour extension beyond the five-year limit:

a. Tour extensions may be granted for a period up to the equivalent of the length for the area where the employee is assigned. The following criteria may be used as a guide to help supervisors determine whether or not to extend an employee:

(1) The continued need for an employee's skills or corporate knowledge when there is a documented history of difficulty filling the position.

(2) The need to maintain stability during mandated organizational staff reductions.

(3) The effect employee turnover will have on the ability to accomplish current or new mission requirements.

(4) The assignment of new missions or tasks to the organization.

(5) A requirement to keep an employee to complete a special project.

(6) Simultaneous DEROS of military personnel or other employees in the same career field.

(7) The employee has signed a Statement of Understanding, consenting to the conditions required to occupy a designated Emergency Essential position, if applicable.

(8) The employee's preference.

(9) The effect the extension will have on the employee's return rights.

b. Short-term extensions may be granted by the approving authority for compassionate or personal reasons on an individual basis. These extensions normally do not exceed 6 months. The following are examples of when a short-term extension may be appropriate:

(1) To allow children to complete the school year.

(2) To allow the employee or an employee's family member to continue medical treatment.

(3) To allow the employee to retire after a short-term extension if the employee is eligible for retirement within 6 months to 1 year at the time of the tour extension.

(4) To coincide with the sponsor's tour expiration where the employee is on own rotation agreement.

(5) To synchronize rotation and transportation agreements.

(6) A suitable replacement has not been located and time is required to train a replacement.

c. Administrative Tour Extensions.

(1) Civilian employees whose overseas tours expire while they are deployed to support official missions on temporary duty (TDY) or temporary change of station (TCS) orders may have their overseas tour administratively extended up to 12 months after the date they return from deployment. This extension will allow time for management to make a tour extension decision and enable the employee to register in the DOD PPP.

(2) Civilian employees who entered on active duty (AD) and took military leave or leave without pay (LWOP) from their civilian positions will have their overseas tour dates (both current tour end date, and if the employees had not worked five years overseas before serving on AD, the five-year tour date) administratively extended for the equivalent of the entire period they served on AD. If civilian employees are placed on AD and participate in contingency operations for a period of 180 days or more; and if the adjusted tour date is less than 18 months from the date of return, an additional adjustment will be made to extend the tour end date to 18 months from the date of return to civilian duty. This will ensure the employee has at least 1 year before being required to register in PPP (6 months before the expiration of their current tour) or to exercise re-employment rights. The tour, however, may be curtailed if the employee requests this and management agrees.

(3) The adjustment to tour dates in (1) and (2) above does not change the five-year time limit for statutory return rights to an employee's former position in the United States. Only the organization that granted the return rights has the authority to extend those rights beyond the original five-year date.

3-3. Termination

a. Locally Hired Family Members.

(1) Locally hired family members on career or career-conditional appointments who lose family-member status due to sponsor's retirement, divorce, legal separation, or permanent departure from the area must inform the CPAC of the status change. Management may allow these employees to remain employed overseas and be subject to a rotation agreement if employee meets criteria in paragraph 1-5a (2) and 3-2a.

(2) The initial rotation agreement for family members who lose family-member status will be 24 months. The rotation-agreement effective date will be the status-change effective date.

(3) When the initial rotation agreement is complete, all periods of appropriated fund (APF) employment in a foreign area will be used to compute the five-year limit on overseas employment. If the five-year limit is met at the completion of the rotation agreement, the employee may be immediately subject to rotation to the United States.

b. Veterans Recruitment Appointment (VRA).

(1) When an individual accepts a VRA, the rotation-agreement effective date is the VRA effective date.

(2) VRA employees are subject to the five-year limit for working in an overseas area after their conversion to a career or career-conditional appointment. Periods of DOD APF employment not interrupted by 1 year's residence in the United States will be used to compute the five-year limit. If the five-year limit is met at the time of conversion, the employee may be immediately subject to rotation to the United States.

(3) Family members who receive VRAs and who accompanied their military or civilian sponsor to the overseas area are not subject to tour limits as long as they remain family members. These personnel will not sign a rotation agreement form.

(4) Employees exempt from the five-year limit who receive a VRA will continue to be exempt from rotation if they meet both of the following criteria:

(a) They have been in GS-6 or lower grade positions or in nonsupervisory wage-grade positions since before the revised DOD 1400.25-M was implemented on 24 August 1988; and

(b) They remain in GS-6 or lower grade positions or nonsupervisory wage grade positions.

c. Change in Appointment or Exemption Status.

(1) The effective date of the rotation agreement for an employee whose position status changes from "exempt from rotation" to "covered under the DOD rotation policy" will be the status-change effective date. The rotation agreement for these employees will be 24 months.

(2) The rotation agreement for nonappropriated fund (NAF) employees who are converted to APF employment will be 24 months.

(3) The rotation agreement for employees subject to the provisions of the DOD rotation policy, who are on temporary, term, or overseas limited NTE appointments who are subsequently converted to career or career-conditional appointments will be 24 months.

(4) When the initial period of time in the rotation agreement is complete, all periods of APF employment will be used to compute the five-year limit. If the five-year limit will be met at the completion of the rotation agreement, the employee may be immediately subject to rotation to the United States.

d. Curtailment and Improperly Extended Overseas Tours. Persons authorized to approve extensions beyond the initial overseas tour may:

(1) Curtail overseas tours. The employee must be informed in writing of the reason for the curtailment. Reasons to curtail tours include the following:

(a) Change in the organization's mission.

(b) Major restructuring of the organization.

(c) Downsizing within the organization.

(2) Correct improperly extended overseas tours. The employee must be informed in writing why the tour expiration date is being corrected. Improperly extended tours include those that were approved:

(a) Without management first determining that the position would continue for the length of the approved extension.

(b) Based on an employee's incorrect date estimated return from overseas (DEROS).

3-4. Documentation

a. Tour extension decisions should be documented on memorandums for record. Documentation will be coordinated with the servicing CPAC; however, to ensure consistency when making tour extension decisions, the approving authority should maintain a roster of employees that identifies the following:

(1) Employees who were considered for tour extensions.

(2) Employees who were extended.

(3) Employees who were not extended.

(4) The reasons for management's decision to extend or not to extend employees.

b. When making tour extension decisions, approving authorities should not:

(1) Base decisions not to extend an individual on the individual's history of filing complaints, acting as a witness or employee representative at a hearing or making contact with an office responsible for investigations and processing complaints. Such a decision may be interpreted as reprisal against the employee. Reprisal is a prohibited personnel practice that exposes Army to liability and justifies disciplinary action against individuals involved in the retaliatory action (5 USC 2302).

(2) Use tour extensions as a substitute for handling performance and conduct based problems that are properly handled through appropriate personnel procedures.

(3) Base the decision or any part of the decision on factors that violate the anti-discrimination statutes (e.g., race, national origin, religion, sex, age, or disability).

c. Tour extension proposal packages will contain the following (see Appendix C):

(1) Employee's name;

(2) Employee's position title, series, grade, and duty station;

(3) The total number of years of continuous overseas service the employee will serve if the extension is approved;

(4) The date the employee has completed (or will complete) five years of continuous overseas service;

(5) A supervisory statement that the employee is meeting criteria listed paragraph 1-5a above;

(6) A statement by the appropriate career program manager addressing the impact of the proposed tour extension on the career development of the employee and on the career program as a whole, when applicable;

(7) The recommending official's written justification of a continuing need for the services of the employee for the duration of the proposed extension as it relates to EUSA policy as described in paragraph 1-5 above; and

(8) A statement of employee options if the tour extension is not approved.

3-5. Procedures

a. The CPAC will compute each employee's DEROS and total overseas employment time and input into the employee data file. The CPACs will provide notification packages of employees completing five years or more overseas to unit managers six to eight months prior to the employee's DEROS in two-year areas and four to five months prior to the employee's DEROS in one-year areas. The CPAC notification packages for supervisors will contain the following:

(1) The employee's name, social security number, title, series, grade, and duty station;

(2) A brief summary account of the employee's current continuous overseas service, and a statement on the employee's return placement options including return rights, if any;

(3) Information for the supervisor to use in counseling the employee on renewal agreement travel and various return-placement options and requirements;

(4) Instructions on appropriate procedures and time frames for initiating tour extension proposals in accordance with the provisions of this regulation and its references;

(5) Guidance for the supervisor on how to obtain information concerning the employee's ration control and provost marshal checks;

(6) Guidance to the supervisor on interface with the career program manager appropriate to the employee concerned, when applicable;

(7) A listing of the documentation that the supervisor must include in the tour extension proposal package; and

(8) References on tour extension policy, referencing this regulation as a minimum.

b. The CPACs will forward the employee notification packages to the appropriate supervisor or manager through the unit commander.

c. Requests for tour extensions beyond five years are originated by the first level of supervision above the employee being considered for extension. Within EUSA, supervisors will prepare the extension proposal documentation packages and route them through Resource Management, the CCPM if applicable, and DHRM to the appropriate approval authority. Samples of the format, required enclosures, and procedures are depicted at Appendix B and Appendix C. After approval/disapproval, extension packets are forwarded to the servicing CPAC.

d. Due to potential impact on organization staffing, mission requirements and career plans for employees, proposed tour extensions should be initiated and processed quickly in order to retain maximum recruitment flexibility. The following are expected time frames:

(1) Short-term extensions: Proposals should be initiated not later than three months prior to employees' DEROS. Approval decisions should be rendered within 30 days after proposals are initiated (not later than two months prior to an employee's DEROS).

(2) Tour extensions: Proposals should be initiated by supervisors not later than six months prior to employees' DEROS. Approval decisions must be rendered within 30 days after proposals are initiated (not later than five months prior to an employee's DEROS).

e. Undue delay by management in meeting timeliness standards does not give the employee any additional rights or privileges. Supervisors, managers and commanders may consider long delays in extension decisions as a factor in determining whether to recommend or approve an employee short-term extension as described in paragraph 3-2 above.

f. Supervisors will inform employees of their decisions not to propose tour extensions or to disapprove proposed tour extensions. Supervisors should concurrently input the electronic Request for Personnel Action (RPA) SF-52 through the automated system for recruitment for the position.

g. Procedures for review and approval of tour extensions for employees of non-EUSA units or other DOD components or command will be as specified by the parent command or activity.

h. Extension proposals for which approval authority is not delegated in paragraph 1-3 are sent for coordination by staff principals to the DHRM, ATTN: DHRM, Unit #15236, APO AP 96205-5236. After coordination, the extension proposals are submitted by staff principals to the appropriate authority.

Appendix A References

Related publications:

Title 10 USC, Chapter 81, Section 1586.

DOD 1400.25-M, Department Of Defense Civilian Personnel Manual (CPM) Chapter 301.4 (Overseas Employment – Rotation of Employees from Foreign Areas).

DOD Instruction 1400.20 (DOD Program for Stability of Civilian Employment).

Memorandum, Under Secretary of Defense, 12 Feb 08, subject: Building Increased Civilian deployment Capacity.

Department of Defense Civilian Personnel, Joint Travel Regulations, Volume 2.

AR 690-300, Employment, Chapter 301 (Overseas Employment) & Chapter 352 (Reemployment Rights).

AR 10-87 Army Commands, Army Service Component Commands, and Direct Reporting Units.

Memorandum, Assistant Secretary of the Army, 3 Sep 04, subject: Overseas Tour Rotation.

Memorandum, HQ USFK, EAGA-CP-LPM, 4 Sep 98, subject: Anthrax Vaccination Policy for Emergency Essential Civilians (EECs).

AR 690-950 Career Management

Appendix B

Extension of Overseas Tours Beyond Five Years

B-1. Purpose

To provide the current format required to request approval to extend continuous overseas service beyond five years for civilian employees.

B-2. Procedures

a. Extension Proposal Package - The appropriate Staff Summary Sheet (108) requesting tour extension approval must be signed by the unit commander. Procedures/instructions for completing the Staff Summary Sheet with endorsement are shown in Appendix C. The wording may be modified for individual circumstances. The Staff Summary Sheet will include the following as tabs:

- (1) Extension Approval/Disapproval Decision Form (AK Form 690-3E).
- (2) CPAC Completion of Tour Memo.
- (3) PMO Record Check.
- (4) Ration Control Monthly Sales Summary.
- (5) Organizational Rotation Plan.

b. Coordinating the extension proposal package.

(1) The employee's first level supervisor is responsible for the coordination of the tour extension package. The package must be routed through the Career Program Manager if applicable and DHRM to the appropriate approval authority. Packets may be routed simultaneously to each coordinating office to expedite the process. The results of the PMO Record check, the Request for Ration Control Check and the Ration Control Monthly Sales Summary will only be included in the packet being forwarded through DHRM to the approving official.

(2) The approving official's decision will be forwarded through the requesting unit to the servicing CPAC for appropriate action.

Appendix C

Procedures/Instructions for Completing Extension Packages

(EUSA Staff Summary Sheets (108s) are available for filling and downloading from the EUSA Intranet)

Block 1. Under TO: Enter CP # (Career Program Manager should insert CP Number). Under ACTION block insert COORD.

Block 2. Under TO: Enter EARM. Under ACTION block, insert COORD.

Block 3. Under TO: Enter DHRM. Under ACTION block, insert COORD.

Blocks titled: STAFF/ORGANIZATION, ACTION OFFICER, PHONE NO., SUSPENSE DATE and DATE are self-explanatory.

SUBJECT: Extension of Overseas Tour Beyond Five Years - Mr./Ms.

PURPOSE: To consider a request for extension of overseas tour of (name, position title, series, grade, organization.)

1. RECOMMENDATION: That the (appropriate approving authority) approve the requested tour extension by signing the request for decision document at TAB X.

2. DISCUSSION: a. Mr./Ms. _____'s current tour expires (date). I have requested an extension of another _____month(s) to which he/she has agreed. His/her latest performance appraisal is (successful level 1, successful level 2, successful level 3) or (role model level 5, exceeds expectations level 4, valued performer level 3). If approval for the extension is granted, Mr./Ms. _____'s continuous employment overseas will extend beyond five years.

a. Mr./Ms. _____ will complete/has completed _____years of continuous overseas service in (month) _____ which includes _____years continuous service in an overseas location.

b. Provide management's justification for extension in accordance with criteria in paragraph 2-1 above.

c. Provide supplementary information, if applicable, to assess the effect that continued service in the same location or organization would have on the employee's professional development, competitiveness with peers, and potential for promotion; and make a recommendation to the approving authority in writing.

d. The employee and his/her family member(s) do not have any disciplinary actions, ration control violations, or derogatory information on file. (Writer should include justification for tour extension if any derogatory information is obtained from the Provost Marshall and/or Ration Control.)

e. The employee has/has no reemployment rights to a position in CONUS.

(Office Symbol)

SUBJECT: Extension of Overseas Tour Beyond Five years - Mr./Ms. _____

f. Discuss the Organizational Rotation Plan. The Rotation Plan will list the employee's DEROS date, the date five years of overseas service is reached, total time overseas, and include current status or future plans for the employee. The Plan must also show the percentage of personnel who exceed five years overseas compared to total personnel subject to the five-year limitation (For those organizations exceeding 25% of the workforce over the five year limitation, the rotation plan will project how to reach the goal of 25% or less by fiscal year).

3. ALTERNATIVES:

- a. Approve the request for (number of months) extension by signing the document at TAB X.
- b. Disapprove the request for extension by signing the document at TAB X.

4. RESOURCE IMPACT. No resources expended on recruitment of replacement. Obligation to expend resources on recruitment of replacement may be incurred upon expiration of Mr./Ms. _____'s tour.

5 Encls

- 1. TAB X, Extension Approval/Disapproval Form (AK Form 690-3E)
- 2. TAB A, CPAC Completion of Tour Memo
- 3. TAB B, PMO Record Check
- 4. TAB C, Ration Control Monthly Sales Summary
- 5. TAB D, Rotation Plan

Appendix D Career Programs

CP-10 Civilian Personnel Administration

CP-11 Comptroller

CP-12 Safety Management

CP-13 Supply Management

CP-14 Contracting & Acquisition

CP-15 Quality & Reliability Assurance

CP-16 Engineers & Scientist (Non-Construction)

CP-17 Material Maintenance Management

CP-18 Engineers & Scientists (R&C)

CP-20 Quality Assurance Specialist (Ammunition Surveillance)

CP-22 Public Affairs & Communication Media

CP-24 Transportation Management

CP-26 Manpower & Force Management

CP-27 Housing Management

CP-28 Equal Employment Opportunity

CP-31 Education Services

CP-32 Training

CP-33 Ammunition Specialist

CP-34 Information Management

CP-35 Intelligence

CP-36 Modeling and Simulation (M&S)

CP-50 Military Personnel Management

**Glossary
Abbreviations**

CG	Commanding General
CHRA-FE	Civilian Human Resources Agency – Far East
CofS	Chief of Staff
CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DEROS	Date Eligible for Return from Overseas
DHRM	Directorate of Human Resources Management
DOD	Department of the Defense
EEC	Emergency Essential Civilian
ESC	Support Command (Expeditionary)
EUSA	Eighth United States Army
ID	Infantry Division
PPP	Priority Placement Program
RAT	Renewal Agreement Travel
ROK	Republic of Korea
RPA	Request for Personnel Action
U.S.	United States
U.S.A.	United States of America
USFK	United States Force Korea