



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

DHRM

31 MAY 2007

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Administratively Extended Tours for Civilians Returning from Active Duty

1. References:

a. Uniformed Services Employment and Reemployment Rights Act of 1994, as amended. (<http://deploymentlink.osd.mil/pdfs/userra.pdf>).

b. Memorandum, Office of Personnel Management, dated September 14, 2001, Subject: Rights and Benefits of Reservists Called to Active Duty

2. This memorandum establishes Eighth U.S. Army policy regarding administratively extended tours of civilian employees returning from active duty to their civilian position. This policy will ensure that those civilian employees returning from active duty have a sufficient period of time remaining on their tour for purposes of stabilization. It will also ensure that those civilian employees who are not subsequently extended for an additional tour of duty have sufficient time to register in the Department of Defense Priority Placement Program for return placement in CONUS, if appropriate. Administratively extended tours will be authorized as follows:

a. An employee who performs continuous active duty military service of 30 days or more will be authorized an administrative tour extension equivalent to the length of time they served on active duty. The time spent on active duty will not be counted in the computation of time overseas for the current tour agreement.

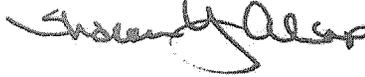
b. If an employee who serves more than 180 days of active duty military service in support of a contingency operation has less than one year remaining on their tour upon return to their civilian position, they are authorized an additional adjustment to extend their tour end date to one year from the date of return to civilian duty.

3. It is noted that adjustments to tour dates do not alter the 5-year limitation on statutory return rights to the former position in the United States. The organization to which the employee has return rights must still approve an extension of return rights for employees who exceed the 5 year statutory limitation.

DHRM

SUBJECT: Tour Extensions for Civilians Who Perform Active Military Duty

4. Questions regarding this policy should be directed to the servicing Civilian Personnel Advisory Center.



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