

USFK REGULATION 690-4

CIVILIAN PERSONNEL (690)

Overseas Tours of Duty

09 April 1987

UNCLASSIFIED

HEADQUARTERS
UNITED STATES FORCES KOREA
APO SAN FRANCISCO 96301-0010

USFK Regulation
No. 690-4

9 April 1987

Civilian Personnel
OVERSEAS TOURS OF DUTY

SUPPLEMENTATION. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: CPJ-SES, APO SF 96301-0010.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

INTERNAL CONTROL SYSTEMS. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

1. PURPOSE. This regulation prescribes the responsibilities and procedures related to establishing the tour of duty for US citizen employees assigned to the Republic of Korea.

2. APPLICABILITY. This regulation applies to all appropriated fund (APF) and nonappropriated fund (NAF) employees who are eligible to negotiate transportation agreements and who are serviced by an Eighth United States Army Civilian Personnel Office, unless specifically excluded by a servicing agreement.

3. IMPACT ON NEW MANNING SYSTEM. This regulation does not contain information that affects the New Manning System.

4. REFERENCES.

a. A required publication is Department of Defense Civilian Personnel, Volume 2, Joint Travel Regulations. Cited in paragraphs 5d(2), 7a, 7b, and 7c.

b. Related publications.

(1) AR 210-50 (Family Housing Management).

(2) DOD Directive 1400.6 (DOD Civilian Employees in Overseas Areas).

5. EXPLANATION OF TERMS.

a. Activity commanders. Commanders of major subordinate commands and assigned or attached units (for example, Commander, US Army Facilities Engineer Activity, Korea;

*This regulation supersedes USFK Reg 690-4, 7 December 1982.

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Commander, Community, Family, and Soldiers Support Command, Korea (Provisional);
Commander, 2d Infantry Division; and Commander, 1st Signal Brigade).

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.

d. Eligibility to negotiate a transportation agreement.

(1) All APF and NAF employees recruited from outside the Republic of Korea, either from the continental United States or other overseas geographic locations, are eligible to negotiate a transportation agreement.

(2) Eligibility criteria for local hires in APF positions to negotiate transportation agreements are addressed in the JTR, Volume 2, paragraph C4002-3b.

(3) Eligibility for NAF local hires to negotiate transportation agreements is determined on a case-by-case basis to the extent authorized by local directives.

e. Key and essential position. A position which has been identified in accordance with governing housing directives as being of such military necessity that the incumbent is required to reside in government housing.

6. RESPONSIBILITIES.

a. The Civilian Personnel Director 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 interests of the US Government.

b. Servicing US area civilian personnel offices (CPOs) are responsible for administering tours of duty for US citizen employees in accordance with the provisions of this regulation and other governing directives.

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. Area commanders responsible for duty stations where family members are normally not authorized by regulation will act on requests for authorization of family members in the area, in accordance with this regulation.

7. TOURS OF DUTY.

a. The JTR, Volume 2, paragraph C4005-3b, has established the Republic of Korea as a 24-month tour of duty area for employees authorized family members.

b. The JTR, Volume 2, paragraph C4005-3d, has established the Republic of Korea as a 12-month tour of duty area for employees not authorized family members.

c. The JTR, Volume 2, paragraph C4005-3j(1), specifies that once operating officials determine positions at a post are to be filled on a family members authorized basis, the same tour of duty (for example, 24 months) will normally apply to all employees at that post, whether married or single, accompanied or unaccompanied. Accordingly, all locations identified in paragraph 8a of this regulation will be 24-month tour areas.

8. AUTHORIZATION OF FAMILY MEMBERS IN KOREA.

a. Family members are authorized to accompany incumbents of positions located in Seoul, Army Service Command (Camp Market), K-16 Airfield, Taegu, Waegwan, Pusan, Chinhae, and Masan. A 24-month tour of duty is established at these locations for all employees, whether married or single, accompanied or unaccompanied.

b. Under normal circumstances, family members are not authorized to accompany incumbents of positions located in other areas of the Republic of Korea. However, exceptions may be approved on a case-by-case basis provided the procedures in paragraph 9 below are followed.

9. AUTHORIZATION OF AN ACCOMPANIED TOUR FOR AN EMPLOYEE SELECTED FOR A POSITION IN A NORMALLY UNACCOMPANIED TOUR AREA.

a. The activity commander must approve in advance recruitment on an optional 12-month unaccompanied or 24-month accompanied tour basis. Such approval must be annotated in the "remarks" section of an SF 52 (Request for Personnel Action).

b. The recruitment announcement will specify that a 24-month accompanied tour must be approved by the appropriate commander. The announcement will also contain a statement of living conditions in the area including the availability of schools, recreational facilities, medical facilities, post exchange and commissary, commuting distance and time to the nearest accompanied tour area, housing availability in the immediate vicinity of the duty station, and limits on the living quarters allowance. For positions that are not formally announced (that is, career program positions), the tentative selectee will be informed of the opportunity for requesting a 24-month accompanied tour, as well as be informed of the above information concerning the living conditions in the area.

c. Following selection and using USFK FL 9-R (Request for Authorization of an Accompanied Tour for an Employee Selected for a Position in a Normally Unaccompanied Tour Area), the selectee may request the activity commander for authorization of an accompanied tour. (The USFK FL 9-R (app A) will be locally reproduced on 8 ½- by 11-inch paper.) Selectees from the continental United States should submit their requests through the designated overseas processing CPO to the servicing area CPO in the Republic of Korea. Selectees already residing in the Republic should initiate requests directly with the servicing area CPO. All requests must include the following information:

- (1) Names, relationship, and ages of family members.

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- (2) Specific educational and medical needs of family members.
 - (3) Location where residence would be established.
 - (4) Previous residence or firsthand knowledge of the living conditions in the Republic of Korea.
 - (5) A statement of understanding concerning the living conditions at the location.
 - (6) A statement that such living conditions would not be adverse to the family.
- d. The activity commander may--
- (1) Disapprove the request.
 - (2) Approve the request if the location of the planned family residence is to be in one of the areas identified in paragraph 8a above.
 - (3) Forward recommendation for approval of the request to the area commander responsible for the location of the proposed residence if other than those identified in paragraph 8a above. The recommendation should include as an attachment the information provided by the employee per paragraph 9c above and a rationale as to why the living conditions in the area are not considered to be adverse to the employee's family.
- e. The area commander will approve or disapprove the request and return it to the activity commander. Consideration should be given to the statements in the employee's request, whether available facilities in the proposed location of residence are reasonably sufficient to support the family based on number and ages of family members, and any other information that may indicate whether living conditions would be dangerous or adverse to the employee's family.
- f. Activity commanders will return disapproved requests through the area CPO to the employee and will forward approved requests to the area CPO for appropriate action.
- g. On receipt of an approved request for authorization of family members in the Republic of Korea, the area CPO will notify the overseas processing station that a 24-month accompanied tour has been approved or change the employee's tour status if the employee originally came to the Republic of Korea on an unaccompanied tour.
- h. The authorization of family members in the Republic of Korea under the provisions of paragraph 9 of this regulation will terminate when the requesting employee vacates the position. Future incumbents of the position will not be authorized family members in the Republic of Korea unless approval is obtained under the provisions of this regulation.

10. OTHER SITUATIONS. Since incumbents of key and essential positions must reside in government housing, such employees with duty stations other than those listed in paragraph 8a above will not be authorized family members in the Republic of Korea unless government family housing is available.

The proponent of this regulation is the office of the Civilian Personnel Director. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: CPJ-SES, APO SF 96301-0010.

FOR THE COMMANDER:

OFFICIAL:

H. L. OLSON
Major General, USA
Chief of Staff



JEROME E. KUCZERO

JEROME E. KUCZERO
2LT, USA
Assistant Adjutant General

1 Appendix

- A. Request for Authorization of an Accompanied
Tour for an Employee Selected for a Position
in a Normally Unaccompanied Tour Area

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APPENDIX A

DISPOSITION FORM

For use of this form, see AR 340-15: the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL CPJ-SES	SUBJECT Request for Authorization of an Accompanied Tour for an Employee Selected for a Position in a Normally Unaccompanied Tour Area
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TO	FROM	DATE	CMT 1
1. Reference: a. _____ Position Title, Series, and Grade. b. _____ Duty Location.			
2. Under the provisions of USFK Reg 690-4, I request that the position and duty location for which I've been selected be approved as a 24-month accompanied tour.			
3. I have been fully advised and am aware of the living conditions at the location. Further, I understand that should my family reside within the area of the duty location, the nearest Department of Defense Dependents Schools, commissary, post exchange, and medical facilities are located _____ miles from the duty location. One-way travel time is approximately _____ minutes.			
4. If my family and I reside in _____ and commute to my duty location that is _____ miles away, are only entitled to receive the living quarters allowance for the duty location, which is \$_____, rather than the living quarters allowance for the area in which we plan to reside, which is \$_____. I am aware that the living quarters allowance received under these conditions may be insufficient to cover actual living expenses.			
5. Additionally, in accordance with USFK Reg 690-4, the following information is provided:			
a. Names, relationship, and ages of family members: (1) _____ (4) _____ (2) _____ (5) _____ (3) _____ (6) _____			
b. Specific educational and medical needs of family members.			
c. Location where residence would be established.			
d. Previous residence or firsthand knowledge of the living conditions in the Republic of Korea.			
<p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature Block)</p>			