



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF:

EACG (690-300)

18 MAY 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Five-Year Limitation on Foreign Employment

1. References:

a. Department of Defense Civilian Personnel Manual 1400.25-M, CPM Basic Installment No.11, Chapter 301, Subchapter 4, dated 24 Aug 1988, subject: Rotation of Employees from Foreign Areas.

b. Office of the Assistant Secretary of Defense (OASD) Memorandum dated 26 Mar 97, subject: Five Year Limitation on Foreign Employment.

c. EUSA Regulation 690-3, Extension of Overseas Tours Beyond Five Years.

2. The purpose of this memorandum is to reemphasize the foreign area rotation policy established by the Department of Defense in April 1966 (reference 1a) and to establish additional EUSA guidelines on extension of overseas tours beyond five-years. It has been DoD policy since 1966 to limit employment in the overseas area to five years for appropriated fund civilian employees who occupy positions in the competitive service. This was reasserted by the Office of the Assistant Secretary of Defense (OSD) in a memorandum issued in 1997 (reference 1b). The five-year limitation on employment in foreign areas allows for the continuous assessment of the civilian workforce requirements and ensures that management has the necessary flexibility to regulate the ever-changing foreign area workforce while providing career-enhancing experiences for its employees. Extensions are not intended to provide for permanent employment in the foreign area, but are to provide short-term management flexibility in meeting their mission needs.

3. In order to meet the intent and spirit of the DoD limitation on foreign employment, within EUSA, extensions beyond the five-year limitation should be the exception and not the norm. Tour extension decisions must be made on a case-by-case basis using valid mission-related, nondiscriminatory reasons and will only be approved in situations where a particular urgent and unique organizational need demands extension of an employee. These situations may include the following:

a. Continued need for the employee's skills when there is a documented history of difficulty in filling the position.

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b. The need to maintain stability during mandated staff reductions or reorganizations.

c. The requirement to retain an employee in order to complete a special project.

4. Consideration of the factors identified in paragraph 3 is considered to be in the best interest of Eighth Army because it will provide greater fairness in how decisions are made on extensions and it will ensure a continuous infusion of personnel from outside Korea who will bring fresh ideas and varied experiences to the command. Provisions related to documentation on extension decisions contained in reference 1c remain in effect. Approvals for extensions beyond five years are to be approved only by major subordinate commanders and the EUSA Chief of Staff in accordance with reference 1c above. This authority cannot be redelegated.

5. At this time, approximately 35% of the EUSA U.S. civilian appropriated fund workforce have exceeded the DoD five-year limitation. I am establishing a command objective to reduce that percentage to no more than 25% by 30 September 2005. I believe that this can be attained over the next four years without undue work disruption, and the increased level of rotation will contribute to the vitality and productivity of this command. In support of this overall command objective I am directing that each commander with delegated authority to approve tour extensions beyond five years, in accordance with reference 1c, prepare a plan of action that will describe how they will attain this goal for organizations under their command. This plan is to be submitted to the EUSA Chief of Staff by 29 May 2001.

6. The Korea Civilian Personnel Operations Center will maintain statistics on tour extensions and will provide a monthly report to the Deputy Assistant Chief of Staff, G-1 (Civilian Personnel) in order that the effects of this policy can be tracked and evaluated.



DANIEL R. ZANINI
Lieutenant General, USA
Commanding

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