

EIGHTH ARMY REGULATION 690-3

CIVILIAN PERSONNEL (690)

Extension of Overseas Tours Beyond Five Years

01 November 2000

UNCLASSIFIED

HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

EUSA Regulation
No. 690-3

1 November 2000

(Effective: 10 November 2000)
Civilian Personnel

EXTENSION OF OVERSEAS TOURS BEYOND FIVE YEARS

SUPPLEMENTATION. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of HQ EUSA, ATTN: EAGA-CP-SES, Unit #15236, APO AP 96205-0009.

INTERNAL CONTROL PROCESS. This regulation does not contain management control procedures.

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*This regulation supersedes EUSA Reg 690-3, 2 September 1987.

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1. PURPOSE. To supplement relevant policies of the Department of Defense (DOD) and Department of the Army (DA), and to provide implementing procedures for the administration of overseas tours beyond five years for civilian employees.

2. APPLICABILITY.

a. This regulation applies to Eighth United States Army (EUSA) elements and United States Forces Korea (USFK) joint positions occupied by Army employees, its subordinate commands and assigned units. Application to non-EUSA activities will be described herein except as specified in negotiated civilian personnel servicing agreements or as prescribed in separate major command policy. The following classes of employees are not covered under this regulation:

(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. A position shall not be placed in this category unless the position description clearly specifies that the above duties and special knowledge are required;

(2) Employees who are family members accompanying military or civilian employees of the DOD Components who are stationed in the area, and were hired under the Schedule A appointing authority. (For this purpose, family members are defined as the spouse, unmarried children, step-children, 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) Civilian Intelligence Personnel Management System employees. (This excludes Defense Civilian Intelligence Personnel System Department of the Army employees in units or organizations subordinate to U.S. Army Intelligence and Security Command, which are now subject to the five-year rotation policy);

(7) Employees who were employed before 24 August 1988 in GS-6 or below or nonsupervisory wage grade positions who 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 is subject to the five-year rotation policy; and

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

b. Employees who are subject to the five-year limitation, may automatically continue their employment beyond five years, provided they are registered in the Priority Placement Program (PPP) within the time period specified in their rotation agreement. This normally will be six months prior to completion of five consecutive years overseas. Failure to register or refusal to accept a valid PPP job offer may result in direct return to the United States or separation from Federal service.

c. Selection of employees who are subject to the five-year limitation from different overseas areas will automatically extend the employees' tour to the length of tour as required by the gaining activity (i.e., 24 months for an accompanied tour area and 12 months for an unaccompanied tour area).

3. REFERENCES. The following are related publications:

- a. AR 690-300, Chapter 301 (Overseas Employment).
- b. AR 690-300, Chapter 352 (Reemployment Rights).
- c. DOD Instruction 1400.25-M (Civilian Personnel Manual).
- d. DOD Manual 1400.20-1-M (DOD Program for Stability of Civilian Employment).
- e. USFK Reg 690-4 (Overseas Tours of Duty).
- f. USFK Reg 690-52 (Civilian and/or Family Member Misconduct).
- g. USFK Reg 690-250 (Delegation of Authority for Civilian Personnel Administration).
- h. USCINCPACINST 1350 1B (Misconduct of Family Members), 26 Mar 91.
- i. USFK Memorandum, EAGA-CP-LPM, Subject: Anthrax Vaccination Policy for Emergency Essential Civilians (EECs), 4 Sep 98.

4. EXPLANATION OF ABBREVIATIONS. Abbreviations used in this regulation are explained in the glossary.

5. AUTHORITY.

a. The Commanding General (CG), EUSA, has authority to grant extensions of overseas tours beyond five years for civilian employees of EUSA Staff; Army employees assigned to joint staff positions of USFK; and major subordinate commands assigned under his/her jurisdiction, and to delegate this approval authority to the extent described in this regulation.

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b. The CG, 19th Theater Support Command (TSC) is delegated approval authority to grant extensions beyond five years for 19th TSC Civilian employees. This authority may be further delegated to the Chief of Staff (CofS), 19th TSC.

c. The CG, 2nd Infantry Division (ID) is delegated approval authority to grant extensions beyond five years for 2nd ID civilian employees. This authority may be further delegated to the CofS, 2nd ID.

d. The CofS, EUSA is delegated authority to grant extensions beyond five years for civilian employees of all other assigned units as follows:

- (1) HQ, EUSA.
- (2) USA Troop Command Korea.
- (3) 17th Aviation Brigade.
- (4) UNC Security BN.
- (5) 18th MEDCOM.
- (6) USA Combat Support Coord Team #1.
- (7) USA Combat Support Coord Team #2.
- (8) USA Combat Support Coord Team #3.
- (9) 8th MP Brigade.
- (10) 6th Cavalry Brigade.
- (11) 8th PERSCOM.
- (12) 175th Finance Command.
- (13) USA Contracting Command Korea.

6. 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 this regulation.

b. Commanders and Chiefs of non-EUSA elements and other DOD activities in the Republic of Korea (ROK), that are serviced by the Korea Civilian Personnel Operating Center (CPOC) and the Civilian Personnel Advisory Centers (CPACs), review extension requests to ensure compliance with criteria of this regulation as provided in negotiated civilian personnel servicing agreements.

- c. The Assistant CofS, G1, Civilian Personnel Division (CPD), develops, coordinates and issues policy governing overseas tour extensions.
- d. The CPOC determines the overseas tour expiration date of serviced employees, manages input and reports, and issues notification packages, through the CPACs, to management six to eight months prior to the tour expiration date.
- e. The 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., Areas I & III - one-year tour of duty and Areas II and IV - two-year tour 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 good management practice.
- 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 XX of the collective bargaining agreement "encourages" management to communicate with employees regarding the basis for non-extension decision. Management decisions not to propose tour extensions or disapprove proposed extensions are neither grievable nor appealable.
- h. Career program managers recommend tour extensions based on consideration of EUSA policy in paragraph 7 below, as related to individual career programs and employee development, when applicable.
- i. Employees accept or decline management proposals for overseas tour extensions and provide timely feedback, as required, on their intentions to utilize the various options for return placement. Employees may request short-term extensions, as described in paragraph 8 below. Long-term extensions as described in paragraph 9 below, are not requested by employees, but are initiated by management only.
- 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. The organization having administrative control (unit of which has budgetary control over the employee's position) is responsible for the final decision on proposed tour extensions.
- k. The CPOC will coordinate the tour extension approval/disapproval with the continental U. S. (CONUS) activity maintaining the employee's return rights, or arrange for PPP registration.

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7. POLICY.

a. It is EUSA's policy that extension of overseas tours beyond five years is a management option to be utilized to meet mission requirements of the command. It is EUSA's policy to encourage CONUS and foreign area interchange of employees; to provide employees career development opportunities; and to support the Department of Army mission goal of maintaining a cadre of mobile, experienced employees. Extension decisions will be made on a case-by-case basis, based on a conclusion that the extension is in the best interest of the command and that the employee and his/her family members have successfully adapted to the overseas environment.

b. EUSA personnel and their family members are required by Article III of the U.S. ROK Status of Forces Agreement (SOFA) to respect the laws of the ROK and to abstain from any activity inconsistent with the spirit of the agreement. Ensuring respect for Korean law and the Korean community is an important part of the individual employee's responsibility for both self and family members. This ambassadorial role of each U.S. employee and family member outside of the U. S. is an additional requirement of the interest of the efficiency of U.S. Government service.

c. The employee's overall record must indicate that the employee and his/her family members have adapted to the overseas environment. Ration control violations, non-participation in Noncombatant Evacuation Operation (NEO) exercises, and misconduct or disruptive behavior, by the employee or his/her family members, are examples of unsuccessful adaptation to the overseas environment. Officials with the authority to approve extensions must consider these factors before granting or disapproving an extension.

d. The decision whether or not to extend an employee is merely a management decision that is independent and in no way reflects on the employee's performance or conduct.

e. Supervisors, managers and commanders are encouraged to communicate with employees regarding the basis for a non-extension of tour. Communicating a personnel management decision enhances the employee's understanding of the basis for the decision and improves management/employee relations.

8. SHORT-TERM EXTENSIONS. Requests for short-term extensions are initiated by employees and are normally not to exceed six months, and may be approved only when the circumstances are supported by written documentation. The following criteria are applicable to short-term extensions of overseas tours beyond five years and must be met before such extensions can be approved:

a. There must be a continuing need for the services of the employee for the duration of the proposed extension;

b. There must be circumstances that would justify granting the extension for compassionate reasons or for some compelling personal situation of the employee;

c. The employee's current performance rating must be fully successful or better;

- d. The employee must be current in the knowledge, skills, and abilities required in the job;
- e. The tour extension would not be detrimental to mission accomplishment; and
- f. The employee has signed a Statement of Understanding, consenting to the conditions required to occupy a designated Emergency Essential position, if applicable.

9. LONG-TERM EXTENSIONS. Long-term 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 are applicable to such tour extensions and must be met before approval can be granted.

- a. The tour extension is in the interest of the command;
- b. There must be a continuing need for the services of the employee for the duration of the proposed extension;
- c. The employee's current performance rating must be *fully successful or better*;
- d. The employee must be current in the knowledge, skills, and abilities required in the job;
- e. The employee has signed a Statement of Understanding, consenting to the conditions required to occupy a designated Emergency Essential position, if applicable;
- f. The employee's overall record must indicate that the employee and his/her family members have adapted to the overseas environment. Ration control violations, non-participation in NEO exercises, and misconduct or disruptive behavior by the employee or his/her family members are examples of behavior that indicate that he/she and his/her family members have not successfully adapted to the overseas environment. Officials with the authority to approve extensions must consider these factors before granting or disapproving an extension; and
- g. Extension of the tour would be consistent with EUSA policy described in paragraph 7 above.

10. DOCUMENTATION.

- a. Short-term extensions may be approved only when the circumstances are supported by written documentation addressing all of the criteria of subparagraphs 8a through f above.
- b. Long-term extensions may be approved only when the circumstances are supported by written documentation addressing all of the criteria of subparagraphs 9a through g above.
- c. Documentation will be coordinated with the servicing CPAC, however, documentation is primarily the responsibility of the first-level supervisor of the employee for whom extension is sought.

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d. Tour extension proposal packages will contain the following (see app B):

- (1) Employee's name;
- (2) Employee's position title, series, grade, and duty station;
- (3) Employee's total years of continuous overseas service if the extension is approved;
- (4) The date the employee has completed (or will complete) five years of continuous overseas service;
- (5) Supervisory statement that the employee's current performance rating is fully successful or better;
- (6) Supervisory statement that the employee is current in the knowledge, skills, and abilities required to perform the duties of the position;
- (7) Supervisory written statement that the employee's and his/hers family member's overall record indicates adaptation to the overseas environment (only applicable to long-term extensions);
- (8) Supervisory statement that the employee has signed a Statement of Understanding, consenting to the conditions required for occupying a designated emergency essential position, if applicable;
- (9) 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;
- (10) 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 7; and
- (11) A statement of employee options if the tour extension is not approved.

11. PROCEDURES.

a. The CPOC will compute each employee's date eligible for return from overseas (DEROS) and total overseas employment time and input into the employee data file. The CPOC, through 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 CPOC 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 are originated by the first level of supervision above the employee being considered for extension. Supervisors will prepare the extension proposal documentation packages and submit them through the chain of command to the appropriate approval authority (paragraph 5). Samples of the format and the required enclosures/ procedures are depicted at Appendix A and Appendix B.

d. After approval/disapproval, extension packets are forwarded to the servicing CPAC.

e. 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 the normal time frame standards:

(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 employees' DEROS).

(2) Long-term 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 employees' DEROS).

f. 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 8.

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

h. 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.

i. Extension proposals for which approval authority is not delegated in paragraph 5 are sent for coordination by staff principals to the CPD, ATTN: EAGA-CP-SES, Unit #15236, APO AP 96205-0009. After coordination, the extension proposals are submitted by staff principals to the appropriate authority.

Users are invited to send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ACoFS, G-1, ATTN: EAGA-CP-SES, APO AP 96205-0009. This publication is available for access on the EUSA Intranet.

FOR THE COMMANDER:

OFFICIAL:
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COL, GS
Chief of Staff



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- CP-17 Material Maintenance Management
- CP-18 Engineers & Scientists (R&C)
- CP-20 Quality Assurance Specialist (Ammunition Surveillance)
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- 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

APPENDIX A

EXTENSION OF OVERSEAS TOURS BEYOND FIVE YEARS

A-1. PURPOSE. To provide the current format required to request approval to extend continuous overseas service beyond five years for civilian employees.

A-2. PROCEDURES.

a. Extension Proposal Package.

(1) 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 is shown in Appendix B (pages B-1 and B-2). The wording may be modified for individual circumstances. The Staff Summary Sheet will include the following as tabs:

(a) Extension Approval. (Sample at page B-3).

(b) Extension Disapproval. (Sample at page B-4).

(c) Completion of Tour Memo. (Sample at pages B-5, B-6, and B-7).

(d) Career Program Manager Statement (when applicable). The statement must address the impact the proposed tour extension will have on the career development of the employee and on the career program as a whole. (Sample at page B-8).

(e) Provost Marshal Office (PMO) Record Check. (Sample at page B-9).

(f) Request for Ration Control Check (USFK Form 217)/Ration Control Monthly Sales Summary (USFK Form 210). (Sample at page B-10 and B-11).

(g) Statement of Release. (Sample at page B-12).

b. Coordinating the extension proposal package.

(1) The first level supervisor above the employee being considered for extension will be responsible for the coordination of the tour extension packet. Additionally, the packet will be routed through Resource Management to ensure that appropriate funding will be available and through the CPACs for technical review. Packets may be routed simultaneously to each coordinator to expedite the process. For the employee's privacy, 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 to the approving official.

***This Appendix supersedes Memorandum, EUSA, EAGA-CP-SES, 3 August 1998.**

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(2) The extension packet, to include the results of the PMO Record check, the Request for Ration Control Check and the Ration Control Monthly Sales Summary, will be forwarded to the servicing CPAC after the approving official's decision to extend or not to extend the employee's extension of overseas tour beyond five years.

APPENDIX B

**PROCEDURES/INFORMATION FOR COMPLETING EXTENSION PACKAGES
(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 FCRM. Under ACTION block, insert COORD.

Block 3. Under TO: Enter EAGA-CP. 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./Mrs _____.

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 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. If approval for the extension is granted, Mr./Ms. _____'s continuous employment overseas will extend beyond five years. It is DOD policy to limit civilian employment in foreign areas to five years; however, at the request of management, extension beyond the five-year limitation may be granted on an individual case basis for an employee who is rated: 1) successful level 3 or better; 2) current in the knowledge, skills, and abilities required for the job; and 3) has successfully adapted to the overseas work and cultural environment.

b. Mr./Ms. _____ will complete/has completed ___ years of continuous overseas service in (month) 20___. ___ months of continuous overseas service in Korea will be completed in (month/year).

c. Mr./Ms. _____'s latest performance appraisal is (successful level 1, successful level 2, successful level 3). (Writer may list commendations, performance and suggestion awards as well as self-development activities the employee has completed which will better prepare him/her for future assignments.)

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(Office Symbol)

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

d. In this section the writer should provide management's justification for extension which may be related to cost effectiveness, continuity of organizational efficiency, or other mission-oriented issues which show that the extension is in the best interest of the command, Army, and the employee. In unusual cases, justification can be based on personal circumstances of the employee. Writer must also indicate that the employee has signed the Statement of Understanding, consenting to the conditions required for occupying a designated emergency essential position, if applicable.

e. This section should provide supplementary consideration, if applicable, for extensions beyond five years that apply to employees in DA civilian career programs. These considerations relate to career development opportunities for both CONUS and overseas employees in the applicable career program. NOTE: Career Program Manager must make a statement addressing the impact of the proposed tour extension on the career development of the employee and on the career program as a whole.

f. 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 PMO and/or Ration Control section.)

g. The employee has (no) reemployment rights to a position in CONUS.

3. ALTERNATIVES: a. Approve the request for a ____ month extension to (date) by signing the document at TAB X.

b. Disapprove the request for extension by signing the document at TAB X-1.

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.

6 Encls

1. TAB X, Extension Approval
2. TAB X-1, Extension Disapproval
3. TAB A, Completion of Tour Memo
4. TAB B, PMO Record Check
5. TAB C, Career Program Manager Statement
6. TAB D, Ration Control Monthly Sales Summary

Signature Block
Chief of Your Staff Section

S A M P L E

(Office Symbol of Requesting Organization)

MEMORANDUM THRU (Organization Requesting Extension)

FOR Headquarters, 34th Support Group, Area II Civilian Personnel Advisory Center,
ATTN: EANC-SA-CPAC, Unit #15333, APO AP 96205-0177

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

1. Approval is granted to extend the overseas tour of Mr./Ms. _____ for ___ year(s) until (date). Please ensure that this action is coordinated with the activity maintaining return rights for the employee, if applicable.
2. This approval is subject to the understanding and agreement to register for return placement in the United States under provisions of the Department of Defense Priority Placement Program, if applicable, or to make other arrangements acceptable to the command at least six months prior to expiration of this extension.

Authorizing Official's Signature

S A M P L E

(Office Symbol of Requesting Organization)

MEMORANDUM THRU (Organization Requesting Extension)

FOR Headquarters, 34th Support Group, Area II Civilian Personnel Advisory Center,
ATTN: EANC-SA-CPAC, Unit #15333, APO AP 96205-0177

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

1. The request to extend the overseas tour of Mr./Ms. _____ is disapproved.
2. Extension would not be consistent with Army and command policy to promote US-foreign area interchange of employees.
3. Please arrange within seven days to counsel Mr./Mr. _____ on his/her options for return placement assistance and registration in the Department of Defense Priority Placement Program, if applicable.

Authorizing Official's Signature



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
CIVILIAN PERSONNEL OPERATIONS CENTER
UNIT #15015
APO AP 96218-0171

S: Date

Date

EANC-CPOC-US (690-300)

MEMORANDUM FOR

SUBJECT: Notification of Expiration of Overseas Tour of _____

1. The above named employee, assigned to your organization, will complete the period of service under his current overseas tour on (date). It is management's prerogative to grant an extension or elect not to extend an employee's overseas tour. Please review information furnished in paragraph 2 below and provide your written decision to your Civilian Personnel Advisory Center (CPAC) representative identified in paragraph 5 below not later than (date 30 days from notice).

2. Records maintained by this office reflect the following information for subject employee:

- a. Title/Pay Plan/Series/Grade: _____
- b. Position Designated Emergency Essential: Yes ___ No ___
- c. Length of Tour: _____
- d. Date Current Overseas tour will expire: _____
- e. Date Employee became subject to five year rotation: _____
- f. Number of years of continuous foreign service at end of current tour: _____
- g. Reemployment rights: Yes ___ No ___
- h. Eligible for Registration in Priority Placement Program (PPP): Yes ___ No ___
- i. Eligible for Renewal Agreement Travel: Yes ___ No ___

3. If a decision is made to extend the employee, complete the documentation at Encl 1, gain final approval through your chain of command and return to the CPAC. The CPAC representative will coordinate with the employee to complete the extension documentation and assist him with renewal/Permanent Change of Station travel and/or PPP registration as appropriate.

4. If an extension will go beyond five years, approval is required of the MACOM commander unless delegated below that level. Follow the instructions of your MACOM for requesting extensions beyond five years. Note, also, that employees with reemployment rights to a CONUS activity must obtain concurrence from that activity to extend their reemployment rights beyond five years.

5. If you elect not to extend the employee for another overseas tour, complete the documentation at Enclosure 2 and after obtaining the employee's acknowledgment, return it to your CPAC representative for further processing.

6. Your CPAC representative is _____.

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MEMORANDUM FOR (Employee)

SUBJECT: Notification of Expiration of Overseas Tour

1. Your current tour will expire on (date). Under provisions of the Department of Defense rotation program and your rotation agreement, you will be required to return to the U.S. The information provided below describes the procedures available to facilitate your return depending on your return rights status:

If you meet one of the category's specified below, you will need to register in the Priority Placement Program (PPP):

- a) You do not have return rights; or
- b) Your return rights are to a lower grade; or
- c) Your return rights have been abolished

2. You will need to contact your servicing Civilian Personnel Advisory Center (CPAC) within seven days for an appointment. You are eligible to register in the PPP up to four/six months prior to the end of your tour.

(Typed Name & Signature of Supervisor) Date

I UNDERSTAND THAT I WILL NOT BE OFFERED AN ADDITIONAL TOUR OF DUTY

(Typed Name and Signature of Employee) Date

1ST END

TO: CPAC

Returned as requested.

(Typed Name & Signature of Supervisor) Date

MEMORANDUM FOR (Employee)

SUBJECT: Notification of Expiration of Overseas Tour

1. Your current overseas tour will expire on _____. I have reviewed your conduct and performance and have decided to offer you an additional tour of duty subject to approval by the appropriate authority. Please complete the endorsement below and return to me.

2. Emergency Essential Civilians (EEC) are required to initiate anthrax immunization and receive medical certification to their physical suitability for the EEC position. The supervisor of the EEC will certify that the employee has met the EEC requirements by initialing the applicable space below. The EEC's tour extension will not be processed without the supervisor's certification.

- a. EEC meets physical requirements of the position: _____
- b. EEC has initiated Anthrax Immunization: _____
- c. EEC is exempt from Anthrax Immunization: _____

3. If you have a transportation agreement and you decide to remain for an additional 24 month tour, you would be eligible to take renewal agreement travel (RAT) provided you sign a new transportation agreement. The time frame during which you may take RAT varies and will be explained to you by the Civilian Personnel Advisory Center (CPAC) upon request.

4. Any further questions you may have should be directed to your servicing CPAC.

(Typed Name and Signature of Supervisor)

(Date)

TO SUPERVISOR

At the expiration of my current tour: (Please check mark the appropriate statement)

_____ I wish to exercise my return rights back to my CONUS installation.

_____ I request registration in the Priority Placement Program (PPP). I will contact the CPAC within seven days for an appointment and registration counseling.

_____ I accept the _____ 12 month or _____ 24 month extension to my current tour of duty and request the following options:

_____ I am eligible for Renewal Agreement Travel. I request travel during the period of: _____ to _____.

_____ I am not eligible for Renewal Agreement Travel.

_____ I request to remain for only _____ months; therefore, I am not eligible for renewal agreement travel for this period.

(Typed Name and Signature of Employee)

(Date)

S A M P L E

Office Symbol (Career Program Functional Manager)

Date

MEMORANDUM FOR Commander, 34th Area Support Group, Seoul Civilian Personnel
Office, ATTN: EANC-SA-CPAC, APO AP 96205-0177

SUBJECT: Overseas Tour Extension - (Name, SSN)

1. A tour extension for _____ (Name) _____ would not conflict with the Civilian Career Program ___ objectives and policies, and has no perceived negative impact on his/her career development.
2. Career Program Manager's comments. (optional)

SIGNATURE
NAME
TITLE

EUSA Reg 690-3

REQUEST FOR RATION CONTROL CHECK (USFK Reg 60-1)							
SECTION I – TO BE COMPLETED BY REQUESTER							
TO: CDR, USFK ATTN: FKJ1-DM UNIT #15237 APO AP 96205-0010			FROM:			DATE	
1. REQUEST A RECORDS CHECK BE CONDUCTED FOR THE FOLLOWING INDIVIDUAL:							
NAME:		SSN:		GRADE:			
DATE ARRIVED REPUBLIC OF KOREA (ROK):				DEROS:			
2. PURPOSE OF THIS REQUEST IS:							
<input type="checkbox"/> Extension/curtailment of foreign service tour. <input type="checkbox"/> Recommendation for award/reenlistment/preemployment check. <input type="checkbox"/> Other:							
NAME, GRADE, AND TITLE			SIGNATURE			PHONE NUMBER	
SECTION II – TO BE COMPLETED BY DATA MGT DIV							
TO			FROM: CDR, USFK ATTN: FKJ1-DM UNIT #15237 APO AP 96205-0010			DATE	
1. A RECORDS CHECK WAS CONDUCTED FOR THE ABOVE INDIVIDUAL, AND DISCLOSED THE FOLLOWING:							
<input type="checkbox"/> No record of derogatory information as of _____ <input type="checkbox"/> Information listed as of _____							
DATE	TYPE	AUTH	SPENT	DATE	TYPE	AUTH	SPENT
2. REMARKS: (Use reverse side, if necessary)							
NAME, GRADE, AND TITLE			SIGNATURE			PHONE NUMBER	

S A M P L E

STATEMENT OF RELEASE

This form is to be completed by Sponsors and Family Members 18 years and older.

I, _____, SSN _____, hereby authorize _____ (Command) _____ Law and Order section or any Provost Marshal or Military Police office within USFK/EUSA permission to release any information from any file maintained by such offices pertaining to myself to any USFK/EUSA official who requires access to such information in the processing of [my] [my sponsor's] overseas tour extension.

(If applicable) I authorize release of information on file of the following minor family members:

	<u>NAME</u>	<u>SSN</u>	<u>RELATIONSHIP</u>	<u>DOB</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

(Signature)

(Date)

GLOSSARY

ABBREVIATIONS

CG	Commanding General
CofS	Chief of Staff
CPOC	Civilian Personnel Operations Center
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Division
DA	Department of the Army
DEROS	Date Eligible for Return from Overseas
DOD	Department of Defense
EEC	Emergency Essential Civilian
EUSA	Eighth United States Army
ID	Infantry Division
PPP	Priority Placement Program
RAT	Return Agreement Travel
ROK	Republic of Korea
TSC	Theater Support Command
U.S.	United States (of America)
USA	United States Army