



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HRD-C

0 8 SEP 2008

MEMORANDUM FOR IMCOM-Europe Region Staff and USAG Commanders

SUBJECT: IMCOM-Europe Policy on Overseas Tour Extensions

This memorandum expires in 1 year.

1. One reason the Department of Defense limits overseas tours for civilian employees is to provide CONUS employees developmental assignments OCONUS, which will allow them to return to CONUS with increased knowledge and skills. Managers must consider this use of OCONUS civilian positions as a training base and return OCONUS-experienced employees to CONUS or to other positions that will further develop the employee. A systematic approach ensures requests for overseas tour extensions (OTEXs) are based on valid mission requirements, are justified according to OTEX criteria, are coordinated with appropriate career program managers (CPMs) and career field managers (CFMs), and are determined in a consistent and nondiscriminatory manner.

a. Overseas tours for civilian employees are normally limited to 5 years. Extensions of tours beyond 5 years are a management option. They are neither automatic nor a right of the employee. Requests for tour extensions beyond 5 years must be based on mission requirements, career-development opportunities, or situations of a humanitarian nature. To be eligible for an extension, the employee must be rated at least as a valued performer (fully successful); be current in the knowledge, skills, and abilities required for the position; and have successfully adapted to the foreign work and cultural environment.

(1) Only the Region Director (RD), IMCOM-Europe, may approve requests to extend an employee's tour beyond 5 years for employees assigned to IMCOM-Europe. The RD will also review the selections of all candidates from other geographic areas whose overseas tour would result in them serving more than 5 years in one or more overseas areas. An official offer of employment will not be made without the RD's approval of the selection. The RD will consult with HQ IMCOM on all IMCOM-Europe Civilian Executive Development Assignment Program (CEDAP) positions to determine if position incumbents will be considered for a rotational assignment under CEDAP or if the position will be filled with a CEDAP employee from another organization.

(2) Garrison commanders are delegated the authority to approve OTEX requests beyond the initial tour, but not to exceed 5 years. This authority will not be redelegated.

b. Extensions beyond the initial tour for region staff office employees may be approved only by the RD.

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- c. Any manager or supervisor in the chain of command may disapprove an extension.
 - d. Employees will not be removed from the Priority Placement Program (PPP) if they are enrolled.
2. Requests for OTEX must be prepared and processed as explained in the enclosure.
- a. The employee's chain of command must be involved in OTEX reviews. This includes—
 - (1) Evaluating 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.
 - (2) Addressing the availability of surplus employees with substantial time remaining on their tours in the recommendation to the approving authority.
 - (3) Ensuring justifications for tour extensions comply with current DOD regulations and IMCOM Policy Memorandum 30 (<http://www.imcom.army.mil/site/hr/policymemo.asp>).
 - b. The supervisor will recommend approval or disapprove an OTEX request within 30 days after receiving AE Form 690-300.301B.
 - c. Garrison OTEX requests must be sent through the chain of command for decision and through the designated CPM or CFM. (The CFM for all IMCOM-Europe CF 29 employees is the Chief of Staff, IMCOM-Europe.) Requests for OTEX beyond 5 years must be e-mailed to extensions@ima-e.army.mil no fewer than 60 days after receiving the request from the civilian personnel advisory center (CPAC) or director of human resources (DHR). This will ensure maximum recruitment flexibility.
 - d. Region staff office OTEX requests must be sent through the division chief, designated CPM or CFM (when appropriate), and Chief of Staff, IMCOM-Europe (for CEDAP employees). These OTEX requests must be e-mailed to extensions@ima-e.army.mil no fewer than 60 days after receiving the request from the Human Resources Division, IMCOM-Europe.
 - e. The Management Support Office, IMCOM-Europe, will send RD decisions on OTEX extensions to the appropriate garrison POC or region staff division within 3 workdays after the decision is made.
 - (1) If the request is approved, the garrison DHR or employee supervisor will have the employee sign part F of AE Form 690-300.301B and the rotation agreement (DA Form 5369-R), and send the decision package to the CPAC.

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(2) If the request is disapproved, the employee's manager or supervisor will notify the employee within 2 workdays after receiving the decision to not extend and direct the employee to register in PPP within 7 workdays after being notified (but no more than 6 months before the end of the current tour) or exercise other available options (for example, retire, resign).

3. The policy in this memorandum will be incorporated into a permanent AE publication before this memorandum expires.

4. The POC is Mr. Zawalski, DSN 379-8522, civilian 011-49-6202-80-8522, or e-mail: raymond.zawalski2@eur.army.mil.

A handwritten signature in black ink, appearing to read 'Diane M. Devens', with a large, stylized flourish at the end.

DIANE M. DEVENS
Director

Encl

Processing Overseas Tour Extension Requests and Preparing Documents for the Overseas Tour Extension Advisory Board

1. Purpose. This enclosure establishes procedures for processing requests for overseas tour extensions (OTEXs) in IMCOM-Europe. The OTEX Advisory Board (OAB) will meet at least quarterly to present OTEX requests to the Region Director (RD), IMCOM-Europe. The OAB will ensure OTEX requests are—

- a. Based on valid mission requirements.
- b. Justified in accordance with OTEX criteria.
- c. Coordinated with the appropriate career program manager (CPM) or career field manager (CFM).
- d. Determined in a consistent and nondiscriminatory manner.

2. Responsibilities and Procedures. The civilian personnel advisory center (CPAC) will initiate all OTEX actions.

a. DA civilian employees have the responsibility to plan their follow-on assignments with their supervisors and the appropriate chain of command at least 1 year before their date expected to return from overseas (DEROS). DA civilian employees arrive overseas with a DEROS and over the course of their first 3 years should decide with the guidance of their supervisors if they want to extend for another 2 years to further develop their skills.

(1) DA civilian employees will request a meeting with their supervisors 1 year before their DEROS for face-to-face counseling on follow-on job assignments or extension possibilities.

(2) Because return rights expire after 5 years, an employee's agreement to extend will mean that the employee may be enrolled in the Priority Placement Program (PPP) when the extension expires.

(3) Employees must consider long- and mid-term training plans in relationship to their DEROS. Employees will coordinate with their supervisors before applying for such training.

b. Managers and supervisors will discuss career options with their DA civilian employees at least 1 year before the employee's DEROS. Although employees are responsible for requesting this meeting, managers and supervisors are responsible for tracking DEROS dates and ensuring employees get career counseling in a timely manner. Managers and supervisors will—

(1) Prepare extension-proposal documentation packages that include the following:

- (a) AE Form 690-300.301B, Overseas Tour Extension, Request for Decision.
- (b) A written justification.

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(c) DA Form 5369-R, Rotation Agreement - Employees Recruited From the United States.

(2) Recommend approval or disapprove. If disapproving the tour extension, the only actions that are required are to discuss the disapproval with the employee, have the employee sign AE Form 690-300.301B, and forward the signed paperwork to the CPAC. If the employee declines signature, the form should be annotated, signed, and dated by the supervisor to show the date and time when the employee was presented the notice and that the employee refused to sign it.

(3) If recommending approval of the extension, forward the OTEX packet to the appropriate CPM or CFM.

NOTE: Employees will not sign part F of AE Form 690-300.301B until the RD has signed the form.

c. CPMs and CFMs will—

(1) Complete part C of AE Form 690-300.301B and provide a written justification if nonconcurring with of an extension request.

(2) Forward the OTEX packet for approving-authority signature.

d. Colonel USAG commanders and region staff division chiefs will—

(1) Review CPM and CFM recommendations and, if recommending approval of a tour extension, consider the following:

(a) Mission needs.

(b) The organization's ability to offer continued employment throughout the period of the extension.

(c) Whether or not the extension will result in the employee's loss of return rights.

(d) The effect the extension will have on the organization's ability to place surplus employees within the organization.

(2) Sign AE Form 690-300.301B to recommend approval or disapproval.

(3) Complete OTEX support data document (attached tab).

(4) Appoint a garrison POC for all OTEX actions.

(5) Ensure the completed OTEX packet, including a written justification for extending the tour, is forwarded to the *IMCOM-E, Extensions Inbox*, where the packets will be reviewed and prepared for presentation to the OAB.

e. The OAB will—

(1) Meet quarterly to review OTEX requests that are ready for a final decision.

(2) Include the following:

(a) RD and Chief of Staff, IMCOM-Europe.

(b) Representatives from the Office of the Judge Advocate, HQ USAREUR/7A; CHRA-E; and the Equal Employment Opportunity Office, IMCOM-Europe.

(c) All of the following who have personnel being recommended for tour extensions:

1. Region staff division and branch chiefs.

2. CPMs and CFMs who provided a recommendation.

3. Garrison commanders or their representatives.

(d) Other attendees as determined by the RD.

f. Garrison commanders and region division chiefs (or their representatives) will be prepared to discuss every OTEX request at the OAB meeting in relation to the following when making approval recommendations:

(1) Payroll Spend-Plan/Affordability (provided by Resource Management Division (RMD), IMCOM-Europe).

(2) Vacancy rate (provided by RMD).

(3) Hard-to-fill positions in the garrison or staff office (provided by the Human Resources Division (HRD), IMCOM-Europe).

(4) The proposed course of action if the OTEX is disapproved (provided by the USAG commander or region division chief of the affected employee).

g. The MSO will—

(1) Schedule the OAB meetings.

(2) Arrange for the logistic support for OAB meetings.

(3) Provide the information in f(1) through (3) above for OTEX packets to garrison commanders and region division chiefs at least 5 workdays before OAB meetings.

(4) Return OTEX packets to garrison POCs (d(4) above) and region staff divisions after a decision is made.

h. The RD will—

(1) Appoint OAB members in writing.

(2) Make a final decision on each OTEX request after the OAB meeting.

3. After-Decision Actions. After the monthly OAB meeting—

a. OTEX packets with the RD's decision will be sent to the region staff office or garrison POC within 3 workdays. The packet will include a memorandum signed by the RD indicating approval or disapproval of the tour extension.

b. If the request is approved, the garrison human-resources director or employee's supervisor will have the employee sign part F of AE Form 690-300.301B and the rotation agreement (DA Form 5369-R), and send the decision package to the servicing CPAC.

c. If the request is disapproved, the employee's manager or supervisor will notify the employee within 2 workdays after receiving the decision to not extend and direct the employee to register in the PPP within 7 workdays after being notified (but no more than 6 months before the end of the current tour) or exercise other available options (for example, retire, resign).

d. Employees will—

(1) Accept or decline management's proposals for tour extensions and provide timely notification of their intent to exercise their return rights or separate from Federal service. Employees may request short-term extensions for compassionate or personal reasons. Long-term extensions (more than 6 months) may be initiated only by management.

(2) Schedule an appointment with the servicing CPAC to register in the PPP, if eligible, or exercise another available option. Registration is required within 7 workdays (but no earlier than 6 months before the end of the current tour) after being notified of nonextension.

(3) Be subject to removal from Federal service if they fail to register in the PPP or refuse to accept a valid PPP job offer.

4. POC. The MSO is the POC for the procedures in this document. The MSO may be contacted at DSN 370-3351 or e-mail: mbx.imcom.extension@eur.army.mil.

Attached tab:
OTEX Support Data

OTEX SUPPORT DATA

Is this an SGO position?

Yes No

Is this employee in a permanent position on the TDA?

Yes No

Is this position an overhire?

Yes No

Are funds available?

Yes No

Will this extension affect the placement of surplus employees?

Yes No

Justification (Check all boxes that apply.)

- Mission
- Humanitarian
- Career development
- Extending this person fits within the work year spend plan