

Headquarters
Eighth Army
Unit #15236
APO AP 96271-5236

Army in Korea
Regulation 690-3

8 January 2018

Civilian Personnel
OVERSEAS TOUR EXTENSIONS

*This regulation supersedes Army in Korea Regulation 690-3, dated 7 December 2009.

FOR THE COMMANDER:

CHRISTOPHER P. TAYLOR
Colonel, GS
Chief of Staff

OFFICIAL:



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Summary. This regulation provides policy and procedures for the establishment and extension of overseas tours for U.S. citizen employees of Eighth Army (8A), its subordinate commands and assigned units. This regulation is consistent with statutory and regulatory guidance issued by the Department of Defense (DoD) and Department of the Army (DA).

Summary of Change. This publication has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to 8A personnel, its subordinate commands and assigned units, unless excluded by Department of Defense Instruction (DoDI) 1400.25, Vol 1230, Department of Defense (DoD) Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights.

Supplementation. Further supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from the Commander, 8A, ATTN: DHRM, Unit #15236, APO AP 96271-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_AG/.

Records Management. Identification, maintenance and disposition of records created as a result of processes prescribed by this regulation is accordance with AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at: <https://www.arims.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Commander, 8A, ATTN: DHRM, Unit #15236, APO AP 96271-5236. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, 8A, ATTN: DHRM, Unit #15236, APO AP 96271-5236.

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Chapter 1

Introduction

1-1. Purpose

To supplement relevant Department of Defense (DoD), Department of Army (DA), and United States Army Pacific (USARPAC) policies regarding overseas tours of duty, and to provide implementing procedures for the administration of overseas tours beyond five years.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations used in this regulation are explained in the glossary. Relevant terms are defined below.

a. Activity commanders. Commanders of major subordinate commands and assigned or attached units.

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.

1-4. Authority

a. The USARPAC Commanding General (CG) has the authority to grant extensions beyond seven years for 8A personnel.

b. The 8A CG is delegated the approval authority to grant extensions beyond five years and up to seven years for 8A personnel and subordinate units.

c. The Staff Principals, O-6 or equivalent have the approval authority to grant extensions up to five years in accordance with internal procedures.

1-5. Responsibilities

a. The USARPAC CG, establishes policy for extension of overseas tours and renders decisions on tour extension requests for which authority has not been delegated as described in paragraph 1-4 of this regulation.

b. The 8A, Directorate of Human Resources Management (DHRM), develops, coordinates and issues local policies governing overseas tours of duty and tour extensions. The Director, Human Resources Management 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 interest of the Army.

c. Servicing Civilian Personnel Advisory Centers (CPACs) are responsible for administering tours of duty for U.S. citizen employees in accordance with the provisions of this regulation.

(1) CPACs will coordinate tour extension approvals/disapprovals with the continental U.S. (CONUS) activity maintaining the employee's return rights, or arrange for DoD Priority Placement Program (PPP) registration. Servicing CPACs manage the overseas tour expiration date of serviced employees, input and report, and issue notification packages to the employee's

management and DHRM 12 months prior to the tour expiration date.

(2) Servicing 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., 12, 24 or 36 month tours of duty); exercise of return rights and register in the PPP.

d. 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 sound management practices. Managers must maintain copies of tour extension records, counsel and advise employee of final tour extension decision.

e. Supervisors, managers, and commanders at any level of the chain of command below the level which is delegated approval authority, may disapprove tour extensions. Management decisions not to request tour extensions or disapprove requested extensions are not grievable or appealable.

(1) The approving authority must ensure that the organization can continue to employ the individual for the length of the extension. Employee must meet conditions of employment applicable to the position assigned. This includes maintaining the appropriate security clearance, meeting physical requirements and other conditions required of the position.

(2) If the position occupied by the employee is not expected to continue for at least 2 years, or for the tour length applicable to the assigned area the approving authority may grant an extension of less than 12 or 24 months to meet operational requirements. If it is later determined that the position occupied by the employee will continue for the required tour length applicable to the tour length area the original extension decision may be amended to allow for a full 12 or 24 month extension.

f. Managers and supervisors will provide documentation of their decisions to approve or disapprove the employees' tour extension to DHRM and CPAC.

g. For employees covered by formal DA career programs (AR 690-950), the approving authority will consult with the appropriate Activity Career Program Manager (ACPM) before approving an extension of an employee's tour beyond five years. ACPMs will—

(1) Address the availability of surplus employees with substantial time remaining on their tours in their recommendation to the approving authority on decisions to extend those employees.

(2) Evaluate 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.

(3) Make a recommendation to the approving authority in writing.

h. Employees accept or decline management proposals for overseas tour extensions and provide timely feedback on their intentions to utilize the various options for return placement. Tour extensions are initiated by management only.

i. 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 request packages and routing through proper channels as described in appendix B, paragraph B-2 and appendix C, paragraph C-2. The organization having administrative control is responsible for the final decision on requested tour extensions unless they choose to delegate this authority.

1-6. Policy

a. DoD policy on overseas employment of civilian employees limits overseas tours to five continuous years. At the request of management, extensions beyond five years may be authorized.

(1) Extensions are designed to provide management flexibility to meet mission requirements that cannot otherwise be met, and will be reviewed on a case-by-case basis.

(2) To be eligible for a tour extension beyond five years, the approving official must ensure that the employee:

- (a) Continues to be rated fully successful or higher.
- (b) Is current in the knowledge, skills, and abilities required for the position.
- (c) Has successfully adapted to the overseas work and cultural environment.
- (d) Meets all the conditions of employment required of the position.

b. The Command recognizes that tour extensions beyond the five-year limit are sometimes necessary. Employees are not entitled to a tour extension. Tour extensions are strictly management decisions, based on mission-related reasons. Decisions to extend employees beyond five years will be on a case-by-case basis and supported by mission-related requirements. Management decisions not to extend an employee are excluded from the DoD Administrative Grievance System.

Note: If a supervisor or manager in the employee's chain of command disapproves the extension based on the employee or position not meeting DoD or locally developed criteria, the request should not be forwarded to the approving authority.

Chapter 2 Overseas Tours of Duty

The Department of Defense Joint Travel Regulations (JTR) establish tour lengths for DoD civilian employees working in Korea. At the discretion of the command, tours may be designated as accompanied or unaccompanied tours. The standard tour of duty for civilians in Korea, with the exception of Area I, is 36 months for an initial overseas tour, and 24 months for any subsequent tour extensions. Effective 30 June 2016, Area I has been designated as a 12-month unaccompanied tour.

- a. In accordance with the JTR, accompanied tours in Area I is 12 months unaccompanied.
- b. Employees who do not have family members will have the same standard tour of duty as employees who are accompanied by family members at each location.

Chapter 3 Overseas Tour Extensions

3-1. Approval

Administrative Tour Extensions while deployed or entered active duty (AD).

a. Civilian employees whose overseas tours expire while they are deployed to support official missions on temporary duty (TDY) or temporary change of station (TCS) orders may have their overseas tour administratively extended up to 12 months after the date they return from deployment. This extension will allow time for management to make a tour extension decision and enable the employee to register in the DoD PPP.

b. Civilian employees who entered on active duty (AD) and took military leave or leave without pay (LWOP) from their civilian positions will have their overseas tour dates (both current tour end date, and if the employees had not worked five years overseas before serving on AD, the five-year tour date) administratively extended for the equivalent of the entire period they served on AD. If civilian employees are placed on AD and participate in contingency operations for a period of 180 days or more; and if the adjusted tour date is less than 18 months from the date of return, an additional adjustment will be made to extend the tour end date to 18 months from the date of return to civilian duty. This will ensure the employee has at least one year before being required to register in PPP (six months before the expiration of their current tour) or to exercise re-employment rights. The tour, however, may be curtailed if the employee requests this and management agrees. If the employee is already registered in PPP and has to be pulled because of being called to AD, once the employee returns and completes the tour readjustment period they will be re-registered in PPP.

c. The adjustment to tour dates in paragraphs a and b above does not change the five-year time limit for statutory return rights to an employee's former position in the United States. Only the organization that granted the return rights has the authority to extend those rights beyond the original five-year date.

d. When returning from deployment or active duty the employee must notify the servicing CPAC, so the DEROS can be adjusted appropriately.

3-2. Termination of Family Member Status

a. Locally Hired Family Members.

(1) Locally hired family members on career or career-conditional appointments who lose family-member status due to sponsor's retirement, divorce, legal separation, or permanent departure from the area must inform the CPAC of the status change. Management may allow these employees to remain employed overseas and be subject to a rotation agreement if employee meets criteria in paragraphs 1-6a(2) and 3-2a.

(2) In Areas where family member status is applicable, the initial rotation agreement for family members who lose family-member status will be 24 months. The rotation-agreement effective date will be the status-change effective date.

(3) When the initial rotation agreement is complete, all periods of appropriated fund (APF) employment in a foreign area will be used to compute the five-year limit on overseas employment. If the five-year limit is met at the completion of the rotation agreement, the employee may be immediately subject to rotation to the United States or considered for tour extension.

b. Other Change in Appointment or Exemption Status.

(1) The effective date of the rotation agreement for an employee whose position status changes from “exempt from rotation” to “covered under the DoD rotation policy” will be the status-change effective date. The rotation agreement for these employees will be 24 months unless located in Area I, which will be 12 months.

(2) The rotation agreement for nonappropriated fund (NAF) employees who are converted to APF employment will be 24 months unless located in Area I, which will be 12 months.

(3) The rotation agreement for employees subject to the provisions of the DoD rotation policy, who are on temporary, term, or overseas limited NTE appointments who are subsequently converted to career or career-conditional appointments will be 24 months unless located in Area I, which will be 12 months.

(4) When the initial period of time in the rotation agreement is complete, all periods of APF employment will be used to compute the five-year limit. If the five-year limit will be met at the completion of the rotation agreement, the employee may be immediately subject to rotation to the United States or considered for tour extension.

c. Curtailment and Improperly Extended Overseas Tours. Persons authorized to approve extensions beyond the initial overseas tour may:

(1) Curtail overseas tours. The employee must be informed in writing of the reason for the curtailment. Reasons to curtail tours include the following:

- (a) Change in the organization’s mission.
- (b) Major restructuring of the organization to include loss of the position.
- (c) Downsizing within the organization.

(2) Correct improperly extended overseas tours. The employee must be informed in writing why the tour expiration date is being corrected. Improperly extended tours include those that were approved:

(a) Without management first determining that the position would continue for the length of the approved extension.

(c) Based on an employee’s incorrect date estimated return from overseas (DEROS).

3-3. Documentation

a. Tour extension decisions should be documented on a memorandum and other required documents. Documentation will be coordinated with the servicing CPAC; however, to ensure consistency when making tour extension decisions, the approving authority should maintain a roster of employees that identifies the following:

- (1) Employees who were considered for tour extensions.
- (2) Employees who were extended.

(3) Employees who were not extended.

(4) The reasons for management's decision to extend employees.

b. When making tour extension decisions, approving authorities will not:

(1) Base decisions not to extend an individual on the individual's history of filing complaints, acting as a witness or employee representative at a hearing or making contact with an office responsible for investigations and processing complaints. Such a decision may be interpreted as reprisal against the employee. Reprisal is a prohibited personnel practice that exposes Army to liability and justifies disciplinary action against individuals involved in the retaliatory action (5 U.S.C. §2302).

(2) Use tour extensions as a substitute for handling performance and conduct based problems that are properly handled through appropriate personnel procedures.

(3) Base the decision or any part of the decision on factors that violate the anti-discrimination statutes (e.g., race, national origin, religion, sex, age, or disability).

3-4. Procedures

a. The employee's DEROS and total overseas employment time will be computed and input into the employee data file. Applicant candidates who have less than 12 months remaining on their overseas tour will require an approved overseas tour extension by the appropriate approving authority. Supervisors will receive autogenerated emails 12 months prior to the expiration of an employee's DEROS informing them to submit a request for either a nonextension or an extension. The autogenerated email will contain the following:

(1) The employee's name, last four of 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 requests 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 request package.

(8) References on tour extension policy, referencing this regulation as a minimum.

b. Extensions up to 5 years: Upon receiving a tour expiration notification for an employee (12 months prior to employee DEROS), supervisors may extend the employee using AK Form 690-3E with O-6 or Directorate Level approval. Supervisors must forward the completed, signed form to 8A G1/DHRM.

c. Requests for tour extensions beyond five years are originated by the first level of supervision above the employee being considered for extension. Supervisors will prepare the extension request packages and route them according to internal processes prior to higher level authority approval. Procedures, instructions and required enclosures for completing tour extension request packages for five to seven years are depicted in appendix B. Procedures, instructions and required enclosures for completing tour extension packages for beyond seven years are depicted in appendix C. Examples of request memorandums are provided in appendix D. After approval/disapproval, extension packages are forwarded to the servicing CPAC.

d. Due to potential impact on organization staffing, mission requirements and career plans for employees, tour extension requests should be initiated and processed quickly in order to retain maximum recruitment flexibility. For administrative extensions, requests should be initiated as soon as possible after the situation occurs/arises prior to employees' DEROS. Approval decisions should be rendered within 30 days after requests are initiated.

e. 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 administrative extension as described in paragraph 3-4c above.

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

g. Procedures for review and approval of tour extensions for other DoD components or commands not covered by this regulation will be specified by the parent command or activity.

h. Extension requests for which approval authority is not delegated in paragraph 1-4 are sent for coordination by staff principals to the DHRM, ATTN: DHRM, Unit #15236, APO AP 96271-5236. After coordination, the extension requests are forwarded to the appropriate authority for a decision.

Appendix A References

AR 10-87, Army Commands, Army Service Component Commands, and Direct Reporting Units.

AR 690-300, Employment, Chapter 301, Overseas Employment & Chapter 352, Reemployment Rights.

AR 690-950, Career Management.

Assistant Secretary of Defense Memorandum, Subject: Civilian Expeditionary Workforce Program Office Business Rules, 2 December 2013.

DoD Instruction 1400.20, DoD Program for Stability of Civilian Employment.

DoD Instruction 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights.

DoD Priority Placement Program Handbook, July 2011.

Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees.

Memorandum, Headquarters, Department of the Army (HQDA), G-1, DAPE-CPZ, Subject: Foreign Area Employment – Overseas Tours, 30 August 2012.

Memorandum, Under Secretary of Defense, Subject: Building Increased Civilian deployment Capacity”, February 12, 2008, with Incorporating Change 1, December 8, 2010.

Title 10 USC, Chapter 81, Section 1586.

USARPAC Policy Memorandum 16-05, Subject: U.S. Army, Pacific (USARPAC) Foreign Area Employment Overseas Tours – Policy Memorandum 16-5, 20 June 2016.

USFK Regulation 40-7, Individual Medical Readiness (IMR).

Appendix B Procedures/Instructions for Completing Extension Packages for Extension of Overseas Tours Five to Seven Years

B-1. Purpose

To provide the procedures and instructions for preparing tour extension packages required to request 8A CG approval to extend continuous overseas service five to seven years for civilian employees.

B-2. Procedures

a. Upon receipt of tour expiration notification for an employee, supervisors must prepare a Staff Summary Sheet (SSS) to request a tour extension approval.

b. Extension Request Package - The appropriate SSS (EA Form 108E), requesting tour extension approval must be signed by the senior commanders/directors. The SSS will include the following as tabs:

(1) TAB X - AK Form 690-3E.

(2) TAB A - Overseas Tour Extension request memorandum endorsed by Senior Commander/Director.

(3) TAB B - Provost Marshal Office (PMO) Record Check (USFK Form 237-E).

(4) TAB C - Ration Control Check (USFK Form 217-E).

(5) TAB D - Letter of Lateness (if extension request package is submitted less than six months from DEROS).

(6) TAB E - Legal Review (will be attached by DHRM).

c. The request memorandum will include a performance statement, business case, and succession plan for extending the employee. A sample request memorandum is shown in appendix D. The wording may be modified for individual circumstances.

d. The supervisor must complete AK Form 690-3E, Part A and Part B. Career Program Manager completes Part C as an enclosure to the memorandum.

e. The supervisor must forward the tour extension packages to 8A G1/DHRM via hard copy or email no later than 6 months prior to employee's DEROS. If received within 6 months prior to employee's DEROS, a letter of lateness signed by the Commander/Director is required.

f. Coordinating the extension request package.

(1) The employee's first level supervisor is responsible for the coordination of the tour extension package with O-6 or Directorate Level approval. The package must be routed through the Activity Career Program Manager if applicable and DHRM to the appropriate approval authority. It is required that Unit Commanders or first level supervisors conduct a PMO and Ration Control Check for their employees' tour extension for their use and decision making process.

(2) The approving official's decision will be forwarded through the DHRM to the servicing CPAC for appropriate action.

Appendix C Procedures/Instructions for Completing Extension Packages for Extension of Overseas Tours beyond Seven Years

C-1. Purpose

To provide the procedures and instructions for preparing tour extension packages required to request USARPAC CG approval to extend continuous overseas service beyond seven years for civilian employees.

C-2. Procedures

a. Upon receipt of tour expiration notification for an employee, supervisors must prepare a Staff Summary Sheet (SSS) to request a tour extension approval.

b. Extension Request Package - The appropriate SSS (EA Form 108E) requesting tour extension approval must be signed by the senior commanders/directors. The SSS will include the following as tabs:

- (1) TAB X - Overseas Tour Extension request memorandum.
- (2) TAB A - Legal Review (document will be added by DHRM).
- (3) TAB B - Previous Overseas Tour Extension (OTEX) package.
- (4) TAB C - PMO Check (USFK Form 237-E) and Ration Control Check (USFK Form 217-E).
- (5) TAB D - Letter of Lateness is required for extensions submitted less than six months from DEROS.
- (6) TAB E - Supporting Documents for succession plan failure.

c. The request memorandum will include a performance statement, business case, the failure of the previous success plan, and a new succession plan. A sample request memorandum is shown in appendix D. The wording may be modified for individual circumstances.

d. Management should begin the process at least 9 months prior to the employee's DEROS.

e. The new succession plan cannot replicate the previously submitted succession plan.

f. Coordinating the extension request package.

(1) The employee's first level supervisor is responsible for the coordination of the tour extension package. The package must be routed through the Activity Career Program Manager if applicable and DHRM to the appropriate approval authority. It is required that Unit Commanders or first level supervisors conduct a PMO and Ration Control Check for their employees tour extension for their use and decision making process.

(2) The approving official's decision will be forwarded through the DHRM to the servicing CPAC for appropriate action.

Appendix D Templates

D-1. Sample Memo 5-7 Years



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT # 15236
APO AP 96271-5236

Office Symbol

MEMORANDUM FOR Commanding General, Eighth Army (8A), Unit #15236, APO AP 96271-5236

SUBJECT: Tour Extension Request for Mr. John Doe

1. The purpose of this memorandum is to request approval of a tour extension of XX months for Mr. John Doe, Position Title, GS-XXXX-XX, Unit, Headquarters, Eighth Army, USAG Humphreys, Korea.
2. Mr. Doe arrived overseas on DD MONTH YEAR, and will complete XX years of continuous employment on DD MONTH YEAR.
3. I certify the employee's performance is at an acceptable level. Mr. Doe is current in the knowledge, skills, and abilities required in performing the duties of his position. He has adapted successfully to the foreign working and cultural environment.
4. Business Case: (Insert here)

Please refer to Foreign Area Overseas Tour Procedural Guidance, paragraphs 5.a. (below) for explanation of Business Case.

[Para 5.a. Organizations will present a detailed business case for retaining the employee in his/her current position rather than replacing him/her. The business case must be based on valid, mission-related, non-discriminatory criteria and clearly articulate the specific reasons and rationale why the extension is necessary.]

5. Succession Plan and Succession Plan Failure: (Insert here)

Please refer to Foreign Area Overseas Tour Procedural Guidance, paragraphs 5.b. (below) for explanation of Succession Plan and Succession Plan Failure.

[Para 5.b. Succession Plan. Organizations will articulate a business case for retaining the employee in the overseas location and provide a workforce succession plan for replacing the employee by the end of the tour extension period without disrupting mission accomplishment. This will be a plan to reach the goal of replacing the employee with another highly qualified

negative impacts on the organization's or USARPAC's employee and avoiding/mitigating any mission. A plan that merely states, "we will advertise the position six to nine months prior to the end of the extension", does not provide the details required of an adequate succession plan, and will not be deemed sufficient to justify an overseas tour extension.]

(1) If recruiting is part of the plan, address when the recruitment is expected to begin, the recruitment area and options to be used and why it is believed the options and recruitment area will provide an adequate applicant pool of high quality applicants. If the plan includes training or other alternatives, a detailed explanation of the plan must be provided.

(2) Managers of Organizations will address back-up plans or internal development strategies (such as cross-training, rotational, or developmental assignments) as needed that will prepare the current employee to fill in the gaps caused by the rotation of employees who have met the five year limit and help in the event of unexpectedly prolonged recruitment efforts.

6. I highly recommend the extension of Mr. Doe for an additional XX months overseas tour of duty until DD MONTH YEAR. His tour extension is in the best interest of the command.

7. The point of contact for this memorandum is Ms. Jane Doe, Position Title, Unit, Headquarters, Eighth Army, USAG Humphreys, Korea, at DSN XXX-XXXX or email at jane.doe.civ@mail.mil.

STAFF PRINCIPAL/SPECIAL STAFF
Signature Block

D-2. Sample Memo beyond 7 Years



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT # 15236
APO AP 96271-5236

EACG

MEMORANDUM FOR Commanding General, United States Army Pacific (APCG), Fort Shafter, Hawaii 96858-5100

SUBJECT: Tour Extension Request for Mr. John Doe

1. The purpose of this memorandum is to request approval of a tour extension of XX months for Mr. John Doe, Position Title, GS-XXXX-XX, Unit, Headquarters, Eighth Army, USAG Humphreys, Korea.
2. Mr. Doe arrived overseas on DD MONTH YEAR, and will complete XX years of continuous employment on DD MONTH YEAR.
3. I certify the employee's performance is at an acceptable level. Mr. Doe is current in the knowledge, skills, and abilities required in performing the duties of his position. He has adapted successfully to the foreign working and cultural environment.
4. Business Case: (Insert here) Please refer to AR 25-50, Ch.2-4., b.(4). and fig. 2-1.

Please refer to Foreign Area Overseas Tour Procedural Guidance, paragraphs 5.a. (below) for explanation of Business Case.

[Para 5.a. Organizations will present a detailed business case for retaining the employee in his/her current position rather than replacing him/her. The business case must be based on valid, mission-related, non-discriminatory criteria and clearly articulate the specific reasons and rationale why the extension is necessary.]

5. Succession Plan Failure: (Insert here) Please refer to AR 25-50, Ch.2-4., b.(4). and fig. 2-1.

Please refer to Foreign Area Overseas Tour Procedural Guidance, paragraphs 5.c. (below) for explanation of Succession Plan Failure.

[Para 5.c. Organizations must address this for subsequent tour extensions that if approved will take the employee beyond a total of seven years. Managers must explain in detail how unanticipated events or circumstances caused the initial succession plan and back-up plan to fail, resulting in their inability to replace the current employee.]

Explain why these events or circumstances reasonably could not have been anticipated and why they had such a negative impact on the initial succession plan and backup plan.

6. New Succession Plan: (Insert here) Please refer to AR 25-50, Ch.2-4., b.(4). and fig. 2-1.

Please refer to Foreign Area Overseas Tour Procedural Guidance, paragraphs 5.c. (below) for explanation of Succession Plan Failure.

[Para 5.c.(2). The new succession plan must address specific strategies or steps to correct or mitigate the events or circumstances that resulted in the failure of the previous plan if they may again be a factor and use those events or circumstances to identify other potential events or circumstances that may negatively impact the new plan. Additionally it must not replicate the failed succession plan.]

7. I highly recommend the extension of Mr. Doe for an additional XX months overseas tour of duty until DD MONTH YEAR. His tour extension is in the best interest of the command.

8. The point of contact for this memorandum is Ms. Jane Doe, Position Title, Unit, Headquarters, Eighth Army, USAG Humphreys, Korea, at DSN XXX-XXXX or email at jane.doe.civ@mail.mil.

Commander
Lieutenant General, USA
Commanding

_____ Extension Approved for _____ Months
_____ Extension Disapproved

Commander
General, USA
Commanding

Appendix E Career Programs

CP-10, Civilian Personnel Administration.

CP-11, Comptroller.

CP-12, Safety Management.

CP-13, Supply Management.

CP-14, Contracting & Acquisition.

CP-15, Quality & Reliability Assurance.

CP-16, Engineers & Scientist (Non-Construction).

CP-17, Material Maintenance Management.

CP-18, Engineers & Scientists (R&C).

CP-20, Quality Assurance Specialist (Ammunition Surveillance).

CP-22, Public Affairs & Communication Media.

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.

CP-36, Modeling and Simulation (M&S).

CP-50, Military Personnel Management.

Glossary

Section I. Abbreviations

ACPM	Activity Career Program Manager
AD	Active Duty
CG	Commanding General
CHRA-FE	Civilian Human Resources Agency – Far East
CofS	Chief of Staff
CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DEROS	Date Eligible for Return from Overseas
DHRM	Directorate of Human Resources Management
DoD	Department of the Defense
EEC	Emergency Essential Civilian
ESC	Support Command (Expeditionary)
8A	Eighth Army
ID	Infantry Division
JTR	Joint Travel Regulations
LWOP	Leave without Pay
OTEX	Overseas Tour Extension
PMO	Provost Marshal Office
PPP	Priority Placement Program
RAT	Renewal Agreement Travel
ROK	Republic of Korea
RPA	Request for Personnel Action
SSS	Staff Summary Sheet
TCS	Temporary Change of Station

TDY	Temporary Duty
U.S.	United States
U.S.A.	United States of America
USARPAC	United States Army, Pacific
USFK	United States Force Korea

Section II. Terms

Activity Commanders. Commanders of major subordinate commands and assigned or attached units.

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.