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DEPARTMENT OF THE ARMY

INSTALLATION MANAGEMENT COMMAND PACIFIC HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU UNIT #15746 APO AP 96218-5746

AMIM-DAG-ZA (690-3)

2 4 SEP 2021

MEMORANDUM FOR ALL U.S. CIVILIAN EMPLOYEES ASSIGNED TO UNITED STATES ARMY GARRISON (USAG) DAEGU

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-66, Curtailment of Overseas Tours

1. References:

- a. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel, Part B: Civilian Employees Only/Section 11 d: Service Agreements (Tour of Duty Requirements), C5884.
- b. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel Part L: Service Agreements/Section 5: Agreement Violation, C5576.
- c. DoDI 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights.
 - d. AR 690-300, Employment, 3 April 2019.
 - e. AK Reg 690-3, Overseas Tours of Duty, 8 January 2018
- 2. Purpose: To establish criteria for granting a curtailment of overseas tours.
- 3. Applicability: All Appropriated Fund (AF) Department of the Army Civilian (DAC) Appropriated Fund personnel assigned to USAG Daegu in Area IV.
- 4. General: The date eligible to return from overseas (DEROS) is important to the Garrison's succession planning and strength management systems. It is the key element in replacement forecasting, vacancy announcement, identification and selection process. Civilian employees provide invaluable experience, expertise and continuity. Management of the civilian workforce is especially important in the overseas area where the tours are limited. Consequently, command expectation is that each civilian employee will serve their complete tour of duty. The standard tour of duty for civilian employees in Area IV is 36 months for an initial overseas tour, and 24 months for any subsequent tour extension.

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Curtailment of Overseas Tours

5. Policy:

- a. Effective 16 March 2016, all requests for tour curtailment will be closely monitored; and, only approved on a case by case basis by the approving authority, the Deputy to the Garrison Commander (DGC). Employees requesting a tour curtailment within the first 12 months of permanent change of station (PCS) will be liable for all travel and transportation allowances and cost associated with the move to and from OCONUS. Employees requesting a tour curtailment before their complete tour of duty is fulfilled (12-36 months) will be liable for all travel and transportation allowances and cost associated with the move from OCONUS. Employees requesting a tour curtailment before completing a tour extension will be liable for all Renewal Agreement Travel (RAT) and transportation allowances and cost associated with the government paid trip to and from OCONUS.
- b. Exceptions: Exceptions are not automatic and must be for reasons acceptable to the approving authority IAW with JTR, Vol 2, C5884. The Deputy to the Garrison Commander is the approval/ disapproval authority. Some examples of exceptionable reasons for release from tour of duty requirements include:
 - (1) Illness.
 - (2) Release for the government's convenience.
- (3) Unforeseen emergencies that require employee's immediate presence in CONUS.
 - (4) Extreme personal hardship for circumstances beyond employee's control.
 - (5) Significant changes in employee's employment situation.
- c. Tour Curtailment. Requests for tour curtailment will include the following (Appendix B):
 - (1) Staff Summary Sheet.
 - (2) Memo Request for Curtailment of Overseas Tour.
 - (3) Supporting documentation.
 - (4) Succession Plan.

AMIM-DAG-ZA (690-3)

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6. Procedure:

- a. Management Directed. Supervisor may consider curtailing an employee's tour IAW reasons aforementioned in paragraph 5b. When a decision is made to curtail an employee's tour, the supervisor informs the employee in writing of the reason for the curtailment, and request signature on a Notice of Curtailment of Overseas Tour Memo (Encl 1). Maximum notification of no less than 45 days, will be given to the employee for our-processing successfully. Supervisors will prepare and submit to the approving authority, request to curtail the employee's tour, support documentation (if any), and a succession plan to address the staff challenges resulting from the request for tour curtailment.
- b. Employee Initiated. Employee should discuss their request for tour curtailment with his/her immediate supervisor and then submit a written request, which includes the reasons for the request. If the employee has been in the overseas theater for less than one year, he/she will also need to request a release from his/her transportation agreement. Supervisors will review tour curtailment request and forward the request, supporting documentation, and succession plan with their recommendation to the Directorate of Human Resource (DHR) for review and action.
- c. Command. All requests for tour curtailment will be approved/disapproved by the Deputy to the Garrison Commander (DGC). Managers/ employees will be informed in writing of the decision.

7. The point of contact for this memorandum is the Directorate of Human Resource, USAG Daegu at DSN 763-4310.

3 Encls

Annex A. Request memo Sample

Annex B. Approval memo

Annex C. Summary sheet Sample

BAIAN P. SCHOELLHORN

COL, AR

Commanding

Appendix A



DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU UNIT #15746

APO AP 96218-5746

Office Symbol (690-300)

D	a	t	e	

MEMORANDUM FOR Commander, United States Army Garrison Daegu, Unit #15746, APO AP 96218-5746

SUBJECT: Request for Curtailment of Overseas Tour - XXXXX

- 1. References:
- a. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel, Part B: Civilian Employees Only/Section 11d: Service Agreements (Tour of Duty Requirements).
 - b. AR 690-300, Civilian Personnel Employment, 3 April 2019
- 2. Reasons for request:
- 3. The following additional information is provided:
 - a. Date arrived Korea:
 - b. Previous duty station:
 - c. Date transportation agreement expires:
 - d. Current DEROS:
 - e. Requested DEROS:
 - f. I did/did not take Renewal Agreement Travel (RAT).
 - g. Date RAT completed:
- 4. The point of contact for this memorandum is the undersigned at 763- or e-mail.

//Requestor's Signature Block//
EMPLOYEE NAME
Duty position

Appendix B



DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU UNIT #15746 APO AP 96218-5746

AMIM-DAG-ZB (690-300)

MEMORANDUM FOR Director, Area IV Civilian Personnel Advisory Center, USA CHRA, Korea Region, Unit #15746, APO AP 96218-5746

SUBJECT: Request for Curtailment of Overseas Tour - Mr. XXXXXXX, USAG Daegu

- 1. I approved / disapproved the request to curtail XXXXXXX overseas tour.
- 2. The point of contact for this memorandum is the undersigned at 763-6231 or Raymond.s.myers4@mail.mil.

RAYMOND S. MYERS Deputy to the Garrison Commander

Appendix C

STAFF SUMMARY SHEET	CMD GRP LOG NO (Onl) CMD GRP DATE RECEIV	the state of the s
US ARMY GARRISON DAEGU	Other:	Urgent:

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DEPUTY GARRISON COMMANDER:							
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CO	MMAND SEF	RGEANT M	AJOR:				
GARRISON COMMANDER:							