

US Army Garrison Humphreys Standard Operating Procedures (SOP) for Overseas Tour Extensions

Overseas Tour Extension (OTEX)

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1. Introduction

1-1. Purpose. The purpose of this USAG Humphreys Overseas Tour Extension Standard Operating Procedures (SOP) is to define the procedures and process required when requesting and submitting an OTEX packet for approval. Compliance with this SOP is mandatory for all Garrison Directorates and Special Staff Offices.

1-2. References.

a. HQ IMCOM Policy Memorandum 690-22, Extensions of Foreign Area Tours, Return Rights, and Waivers of Physical Presence, 5 February 2018.

b. DoD Priority Placement Program (PPP) Handbook, 26 July 2011.

c. DOD Instruction 1400.25, Vol. 1230, Employment in Foreign Areas and Employee Return Rights, 26 July 2012.

d. Policy Memorandum 690-950-2, IMCOM Civilian Succession Management, HQ IM COM, 12 September 2017.

1-3. Applicability. This SOP applies to all US appropriated fund IMCOM employees in the competitive service, as well as Defense Civilian Intelligence Personnel System (DCIPS) employees serving in the foreign IMCOM-Pacific Area of Responsibility, unless excluded by reference 1a.

1-4. General.

a. An Overseas Tour Extension is a **PRIVILEGE** not a **RIGHT** and is **Non-GRIEVABLE**. 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. Justification should be based on unique skills of the individual or the position. An OTEX shall not be considered until the succession plan has been completed.

b. It is the supervisor's decision to **CONSIDER** extending an employee's overseas tour. Supervisors **ARE NOT** required to obtain higher-level approval for a non-consideration. Supervisors will use IMCOM-Pacific Form 690-22 (IMCOM-Pacific Overseas Tour Extension Request) to document all requests for extensions and decisions of non-consideration. Supervisors must provide a copy of the approved OTEX and or disapproved OTEX to the employee.

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c. Extensions exceeding an employee's initial tour of duty (3 years) must be CONSIDERED for extension by the supervisor, RECOMMENDED for approval by the director, and APPROVED by the Garrison Commander. If the Director elects to not recommend for approval, the OTEX is returned to the supervisor without action and the supervisor must provide a copy of the disapproved OTEX to the employee.

d. 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.

e. If the employee has return rights to an organization outside IMCOM-Pacific, a request to the former organization to extend those return rights must be coordinated and documented prior to submitting an OTEX request to IMCOM-Pacific. A copy of the coordination must be attached to the OTEX going forward.

f. As of November 2019 employees that have valid return rights, regardless if to the same, lower or higher grade, the employee is INELIGIBLE to register in PPP.

1-5. Eligibility.

- a. Must be rated fully successful or higher.
- b. Is current in the knowledge, skills, and abilities required for the position
- c. Meets all the conditions of employment required of the position.

2. Responsibilities.

2-1. Directorate of Human Resources (DHR)

a. Prepare USFK Form 237-E, Request for Provost Marshal Record Check and USFK Form 217-E, Request for Ration Control check for all requested OTEXs.

b. Initiate the IMCOM-Pacific OTEX worksheet by completing PART A, Employee Information and forward to the appropriate directorate supervisor or manager 1 year prior to the individuals scheduled DEROS.

c. Forward OTEX to the appropriate approval authority (i.e., Garrison Commander, IMCOM-Pacific, IMCOM HQ, or AMC, G1) for signature and or recommendation depending on the number of years requested.

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d. Track OTEX weekly from start to finish.

e. Prepare DA Form 5369-R, Rotation Agreement and email to employee if approved for his/her signature. Upon receipt from employee, upload form into the Defense Civilian Personnel Data System (DCPDS).

f. Forward a copy of the completed OTEX packet to the employee, his/her supervisor and Resource Management for record keeping.

g. Maintain both an electronic and hard copy of the OTEX and destroy IAW AR 25-400-2, The Army Records Information Management System (ARIMS) guidance.

2-2. Assigned Directorate Supervisor/Manager.

a. Complete the following sections on the IMCOM-Pacific OTEX Worksheet:

(1) Section 3, Overseas Tours of Duty and OTEX History.

(2) Section 4, Previous Recruitment History.

(3) Section 5, Justification for OTEX.

(4) Section 6, Succession Plan.

(5) Section 7, Section Compliance with Succession Plan.

b. PART B: Supervisor Decision. Check appropriate box and forward OTEX to the Resource Management Office (RMO).

2-3. Resource Management Office (RMO).

a. Resource Management office will validate the OTEX request against the Table of Distribution and Allowance (TDA) and concur or non-concur and forward completed OTEX to the DHR for final processing.

b. If RMO concurs with request, it will be forwarded to the DHR for final processing.

c. If RMO non-concurs with request, it will be returned to the originating directorate stating reason for non-concurrence.

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3. Overseas Tour Extension Procedures.

3-1. Process. The OTEX process starts with the supervisor's desire to retain an employee and continues until OTEX has been disapproved by either the Supervisor, Director, Resource Management Office, or Deputy to the Garrison Commander, or the Garrison Commander.

a. The DHR tracks all Civilian employee DEROS dates and prepares IMCOM-Pacific Form 690-22, Overseas Tour Extension Request, and forwards it to the employee's supervisor with a suspense of five days.

b. Supervisor completes Sections 3,4,5,6,7, and Part B: Supervisor Decision and forwards to RM for concurrence or non-concurrence.

c. RM reviews the OTEX, concur, or non-concur, and forwards to the DHR. If RM non-concurs, OTEX is returned to the originating office explaining the non-concurrence.

d. Upon receipt from RM, the DHR will review, attach all required documents, and submit to Command Group for approval (five years or below) or recommend approval (over five years).

e. The DHR will send electronically to IMCOM-Pacific, update OTEX tracker and check status weekly.

f. Upon receipt of OTEX packet from IMCOM-Pacific, the DHR will:

(1) Review packet for all required signatures.

(2) Prepare DA Form 5369-R, Rotation Agreement.

(3) Send Rotation Agreement and OTEX to employee for signature and return to DHR within two days.

(4) Upon receipt of OTEX from employee, the DHR will upload OTEX into AutoNOA, send a completed copy to the employee and supervisor for their record and update the tracker with the new DEROS date. The DHR will also send a congratulation letter with instructions for obtaining a new Letter of Employment and renewal of their Common Access Card (CAC).

(5) The DHR will maintain a copy of the OTEX until the employee departs the organization.

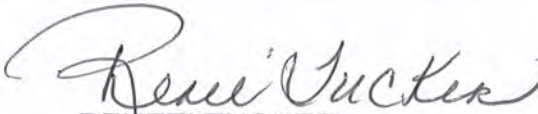
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3-2. Overseas Tour Extension Example. To view the sample OTEX, highlight the link below, right click and select “open hyperlink” and the document will open.

[SAMPLE OTEX.pdf](#)

3-3. Overseas Tour Extension Checklist

OTEX Documentation	Yes	No	NA	Remarks
1. Did you complete sections 2, 3, 4,5,6,7 and sign off in PART B: Supv. Decision?				
2. Does the employee have return rights?				
3. Did the employee request an extension of his/her return rights?				
4. Did you attached a copy of the return rights communication?				
5. Did you attach a copy of the previous OTEX?				
6. Is the employee currently registered in PPP?				


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