



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND HEADQUARTERS  
UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMG-ZB

12 Oct 2023

MEMORANDUM FOR Directors & Office Chiefs, United States Army Garrison  
Humphreys

SUBJECT: Command Policy #12 - Overseas Tour Extensions (OTEX)

1. References:

- a. DoD Instruction 1400.25, Vol. 1230, Employment in Foreign Areas and Employee Return Rights.
- b. Memorandum, HQDA, DAPE-CPZ, subject: Foreign Area Employment – Overseas Tour.
- c. AMC Checklist for Overseas Tour Extension (OTEX) Beyond Seven Years.
- d. HQ IMCOM Policy Memorandum 690-22 – Extensions of Foreign Area Tours, Return Rights, and Waivers of Physical Presence.
- e. IMCOM Civilian HR Delegation Authorities Matrix, Version 02-2022.
- f. Army in Korea Regulation 690-3, Civilian Personnel, Overseas Tour Extensions.

2. General:

- a. The DHR manages the garrison OTEX program, processes the OTEX packets within 72 hours of receipt from the CPAC and forwards them to the appropriate garrison directorate/office with a copy of the OTEX Worksheet (Enclosure). All OTEX requests are returned to the DHR for processing.
- b. It is the supervisor's decision to consider recommending extension of an employee's overseas tour. OTEXs and administrative extension of statutory return rights may be disapproved at the lowest level within the chain of command. Supervisors electing not to request an extension will complete the OTEX Worksheet and obtain employee acknowledgement.
- c. The Garrison Commander may approve extensions of overseas tours up to a maximum of 5 years. -Overseas tours not separated by a two (2) year presence in CONUS or Non-Foreign area will be considered a continuation of the same tour for OTEX purposes. For extensions beyond 5 years, the Garrison Commander may recommend approval and

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must forward the packet to the IMCOM Pacific Director for endorsement. HQ IMCOM is the approving authority for OTEX requests for 5-7 years. HQ, AMC is the approving authority for OTEX requests beyond 7 years.

d. Waivers of Physical Presence. The CG, HQ AMC is the approving authority for waivers of physical presence. A physical presence waiver is required when an employee in the competitive service, subject to the five-year limitation, is returning to a foreign service area without completing the required two-year physical presence in the U.S. or Non-Foreign area.

e. An OTEX request must demonstrate that a tour extension is necessary to continue the quality of service and support to the Command. The justification should be based on unique skills of the individual or position.

f. All extension requests must meet the substantive and procedural requirements set forth in Ref. f. An extension request beyond 5 years must contain a written rationale for retaining the employee in the overseas location and shall provide a workforce succession plan for replacing the employee by the end of the extension. An OTEX request over 5 years shall not be considered until the succession plan has been completed up to a tentative job offer. OTEX requests requiring higher headquarters' approval (beyond five years) will be submitted no later than eight months prior to expiration of the tour for Commanding General, IMCOM approval, and no later than nine months prior for Commanding General, AMC approval.

3. Point of contact for this memorandum is the Deputy to the Garrison Commander, USAGH, at DSN 315-757-9049 or email: daniel.m.hancock6.civ@army.mil.



RYAN K. WORKMAN  
COL, AR  
Commanding

## Enclosure: Instructions for Completing the OTEX Worksheet

### 1. Instructions for Completing the OTEX Worksheet

a. Part A, Section 1: Employee Information. Ensure data is correct and verify TDA paragraph and line number of the valid position. Contact the Manpower Branch at [manpower.USAGHumphreys@army.mil](mailto:manpower.USAGHumphreys@army.mil). Resource Management Online (RMOL) must be updated to reflect the alignment of this employee to this TDA paragraph and line number.

b. Part A, Section 2: Return Rights.

(1) If the employee has return rights to an organization outside of IMCOM Pacific AOR, request to the former organization to extend those return rights must be requested and documented prior to submitting an OTEX request to IMCOM Pacific. Include a copy of the coordination and the approval/disapproval decision, with the OTEX request.

(2) If the employee has return rights to IMCOM Directorate Pacific and seeking an extension of these return rights, a request to extend the return rights must be submitted simultaneously with the OTEX request.

c. Part A, Section 3: Overseas Tours of Duty and OTEX History. Starting with the most recent, list all tours of duty separately with a brief reason for all OTEX (i.e., mission requirement, medical, special project, etc.).

d. Part A, Section 4: Previous Recruitment History. Analyze and document historical experience in filling the position the last time it was filled. This history should include prior recruitment methods and time to fill the position. Requests for OTEX beyond five years may not be approved if there has not been a documented attempt to fill the position in the last five years.

e. Part A, Section 5: Justification. Reason for requesting the OTEX. Each OTEX request shall be based on a written rationale that articulates a business case for retaining the employee in the overseas position. Justification should include explanation of unanticipated events or circumstances that require an extension of this employee in this position. Extension requests based on compassionate or personal reasons that extend the employee's tour beyond five years up to seven years of overseas service may be submitted for consideration and approval. The following are some examples of when an extension request may be considered based on compassionate or personal reasons.

(1) To allow dependent children to complete the current school year, and the subsequent year, providing the extension will not exceed the seventh year of overseas service.

(2) To allow the employee to finish an educational and/or long-term training program (e.g. Army War College, formal developmental assignment).

(3) To allow the employee or an employee's family member to receive medical treatment.

(4) To allow employee to retire if the employee is eligible for retirement within six months to one year from the end of the tour extension being granted.

f. Part A, Section 6: Succession Plan. The plan for filling the position at the end of the OTEX. Succession Plans must be a meaningful plan of action, with projected timelines whereby an employee vacates a position, and the replacement employee is transitioned to the departing employee's position. Plans may be updated or adjusted as necessary to reach the end goal of attracting and hiring another highly qualified employee while avoiding or mitigating any negative impact on the mission. OTEX requests that are missing this information will be returned without action. Requests may be resubmitted but must include updated Commander's signature to ensure leadership is aware of the status and requirement. Supporting arguments in a succession plan might include:

(1) If the plan involves employees where no succession is imminent. The request must include the placement of the employee at the end of the extension. Example text: Six months prior to the end of the extension the employee will be placed in PPP; the employee will retire; or the employee will receive a management-directed reassignment.

(2) Plan to develop internal employees to fill gaps caused by rotations and unexpected long recruitment efforts.

g. Part A, Section 7: Compliance with Succession Plan. Required for all OTEX requests. If the succession has yet to be successful, the request must explain what unexpected circumstances caused the initial succession plan to fail, resulting in the inability to replace the employee. The explanation must detail the events or circumstances that had a direct impact on the previous succession plan(s).

h. Part B: Supervisor Decision.

(1) Supervisors electing not to request an extension will complete the OTEX Worksheet and are not required to obtain higher level disapproval of an extension. All decisions will be properly documented on the IMCOM Pacific Overseas Tour Worksheet. A copy will be provided to the employee. Supervisors will complete Part A, Section 1 only, sign at Part B, and proceed to Part K.

(2) If the supervisor decides to request an OTEX, the supervisor will complete all of Part A, sign at Part B, and route thru the Directorate of Resource Management (Part C) and Directorate of Human Resources (Part D) prior to obtaining Garrison

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Commander decision in Part E. For extensions requiring higher level approval, DHR will proceed with the remaining routing for appropriate approvals.

i. Parts C-J: Staffing approval routing. To be completed in sequential order by the identified individual or appropriate staff action officer.

j. Part K: Employee Acknowledgement. The last step in the OTEX process is to obtain the employee's acknowledgement of the OTEX decision – Not Extended, Approved Extension or Disapproved Extension. For OTEX requests beyond five years, DHR will submit completed OTEX Worksheet to the IMCOM Pacific, G1, Civilian Personnel inbox, [usarmy.shafter.id-pacific.mbx.g1-civilian-hr@mail.mil](mailto:usarmy.shafter.id-pacific.mbx.g1-civilian-hr@mail.mil).