



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGH-A

21 July 2023

MEMORANDUM FOR All Appropriated Fund Personnel Employed by USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #21, Garrison Enforcement of the Department of Defense (DoD) Civilian Overseas Tour Rotation

1. REFERENCES:

a. DoD Instruction 1400.25, Volume 1230, Paragraph 4(h) & Enclosure 2, Paragraph 5(a)(3)(c).

b. Army Regulation 690-300, Chapter 301, 1979, paragraph 5- 5(d).

2. The DoD civilian employee rotation policy limits overseas tours for competitive service employees to five years. This policy serves to increase employment opportunities for military spouses and family members, increase developmental opportunities for employees in the United States, periodically renew the knowledge and competencies of the overseas workforce, enhance the interoperability of employees, and promote a joint perspective in the workforce.

3. At the beginning of an overseas tour, each employee signs a Rotation Agreement acknowledging the tour limitation and agreeing to apply for a return assignment in the United States, either through exercise of return rights or enrollment in the Priority Placement Program (PPP), at the conclusion of their tour.

4. Employees properly enrolled in the PPP who reach the end of their overseas tours are allowed to remain at the overseas duty station until they receive one valid job offer through the program. When an employee declines a valid PPP offer, the intent of the rotation program is not met, and the employee is subject to removal from federal service for violation of the rotation agreement and failure to accept a management directed reassignment.

5. As with any other significant personnel matter, it is imperative that supervisors take prompt action when a subordinate employee declines a PPP offer. The Stuttgart CPAC will notify the supervisor if an employee declines a valid PPP offer. Within five working days of notification of a declination, the supervisor must contact the Employee Relations Specialist at the Stuttgart CPAC (DSN: 593-7003) to discuss appropriate courses of action, including removal from federal service. Employees who decline a PPP offer after their Date Eligible for Return from Overseas (DEROS) should be off the Garrison rolls (via resignation, retirement, or removal) within 45 days of the declination.

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6. Consistent application of this policy will promote transparency, trust, and fair and equitable treatment of all employees across the Garrison. Supervisors will be held accountable for anything less than strict adherence to this important policy.

7. The point of contact for this policy is the USAG Stuttgart Director of Human Resources at DSN: (314) 596-2406 or Commercial: 49 (0)9641-70596-2406.



G. KIRK ALEXANDER
COL, FA
Commanding