DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HMS

15 March 2010

MEMORANDUM FOR IMCOM-Europe Division Chiefs, RIST Chiefs, HNLFOA Division Chiefs, and USAG Commanders

SUBJECT: IMCOM-Europe Policy on Overseas Tour Extensions

This memorandum expires on 1 March 2012.

1. References:

a. DOD Instruction 1400.25-V301.4, Rotation of Employees From Foreign Areas.

b. AE Supplement 1 to AR 690-300.301, Overseas Employment.

c. Memorandum, IMA, IMAH-HRD-C, 27 July 2006, subject: US Army Installation Management Agency Policy Memorandum #30, Extension of Overseas Tours Beyond 5 Years.

2. One reason the Department of Defense limits overseas tours for civilian employees is to provide CONUS employees developmental assignments OCONUS, which will allow them to return to CONUS with increased knowledge and skills. Managers must consider this use of OCONUS civilian positions as a training base and return OCONUS-experienced employees to CONUS or to other positions that will further develop the employee. A systematic approach ensures requests for overseas tour extensions (OTEXs) are based on valid mission requirements, are justified according to OTEX criteria, are coordinated with appropriate career program managers (CPMs) and career field managers (CFMs), and are determined in a consistent and nondiscriminatory manner.

a. Overseas tours for civilian employees are normally limited to 3 years. Initial tours may be extended to up to 5 years. Extensions of tours beyond 5 years are a management option. They are neither automatic nor a right of the employee. Requests for tour extensions beyond 5 years must be based on mission requirements, career-development opportunities, or situations of a humanitarian nature. To be eligible for an extension, the employee must be rated at least as a valued performer (fully successful); be current in the knowledge, skills, and abilities required for the position; and have successfully adapted to the foreign work and cultural environment.

(1) Only the Region Director (RD), IMCOM-Europe, may approve requests to extend an employee's tour beyond 5 years for employees assigned to IMCOM-Europe. The RD will also review the selections of all candidates from other geographic areas whose overseas tour would result in them serving more than 5 years in one or more overseas areas. An official offer of

employment will not be made without the RD's approval of the selection. The RD will consult with HQ IMCOM on all IMCOM-Europe Civilian Executive Development Assignment Program (CEDAP) positions to determine if position incumbents will be considered for a rotational assignment under CEDAP or if the position will be filled with a CEDAP employee from another organization.

(2) Garrison commanders are delegated the authority to approve OTEX requests beyond the initial tour, but not to exceed 5 years. This authority will not be redelegated.

b. Extensions beyond the initial tour for IMCOM-Europe region staff office employees may be approved only by the RD. The term *IMCOM-Europe region staff office* includes all organizations that fall directly under the Chief of Staff, IMCOM-Europe (for example, Administrative Services Office (ASO), Operations Center, region installation support teams (RISTs), Host Nation Liaison Field Operating Activity (HNLFOA)).

c. Any manager or supervisor in an employee's chain of command may elect to not request an extension.

d. Overseas tours for employees registered in the Priority Placement Program (PPP) will not be extended and these employees will not be removed from the PPP.

3. Requests for OTEX must be prepared and processed as explained in the enclosure.

a. The employee's chain of command must be involved in OTEX reviews. This includes—

(1) Evaluating 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.

(2) Addressing the availability of surplus employees with substantial time remaining on their tours in the recommendation to the approving authority.

(3) Ensuring justifications for tour extensions comply with current DOD regulations and IMCOM policies.

b. The supervisor will recommend approval or disapprove an OTEX request within 30 days after receiving AE Form 690-300.301B.

c. Garrison OTEX requests must be sent through the chain of command for decision and through the designated CPM or CFM (e below). The CFM for all IMCOM-Europe CF 29 employees is the Chief of Staff, IMCOM-Europe. (A list of CPMs and CFMs is at

https://imcom.eep.army.mil/sites/hrd/wd/Career%20Program%20Manager%20%20Career%20Field%20Manager/Forms/AllItems.aspx.)

(1) Out-of-cycle OTEX requests (for example, hiring, CEDAP) beyond 5 years must be sent by e-mail to imaextensions@eur.army.mil as soon as possible after receiving the request from the civilian personnel advisory center (CPAC) or director of human resources (DHR). This will ensure maximum recruitment flexibility.

(2) For the quarterly OTEX Advisory Board, the OTEX POC will upload the OTEX package into the IMCOM-Europe SharePoint portal by date prescribed by the ASO. If the portal is not working, the packages may be sent by e-mail to imaextensions@eur.army.mil. The portal is at *https://portal.eur.army.mil/sites/imcom-e/staff/aso/otex/default.aspx.*

d. IMCOM-Europe region staff office (para 2b) OTEX requests must be sent through the applicable chief, designated CPM or CFM (e below), and Chief of Staff, IMCOM-Europe (for CEDAP employees). These OTEX requests must be sent to the ASO as explained in c(1) and (2) above.

e. CPMs or CFMs will indicate concurrence or nonconcurrence with OTEX requests before they forward them. As part of the decision-making process, CPMs and CFMs will consider the criteria for approving extensions and document how the employee's tour extension will meet the criteria. Unless a tour extension meets the criteria of being required for a specific humanitarian situation, the tour extension must further career development.

(1) If an employee's tour extension is to be based on career development or significant mission accomplishment—

(a) The employee must have an individual development plan (IDP) that notes how the overseas assignment is a career-broadening experience and an important part of the employee's career progression.

(b) The IDP should also be annotated to explain how the employee's tour extension will enhance mission accomplishment.

(2) The CPM or CFM will review the employee's IDP and refer to specific items that support career development and the relationship to the organization's mission in the concurrence package. The CPM or CFM must avoid including personal opinions, personal observations and inferences, second-guessing, or peripheral, extraneous factors when evaluating the OTEX package and recommending concurrence or nonconcurrence.

f. The ASO will send RD decisions on OTEX extensions to the appropriate garrison POC or IMCOM-Europe region staff office within 3 workdays after the decision is made.

(1) If the request is approved, the garrison DHR or employee supervisor will have the employee sign part F of AE Form 690-300.301B and the rotation agreement (DA Form 5369-R), and send the decision package to the CPAC.

(2) If the request is disapproved, the employee's manager or supervisor will notify the employee within 2 workdays after receiving the decision to not extend and direct the employee to register in PPP within 7 workdays after being notified (but no more than 6 months before the end of the current tour) or exercise other available options (for example, retire, resign).

4. The policy in this memorandum will be incorporated into a permanent AE publication before this memorandum expires.

5. The POC is Mr. Zawalski, DSN 379-8522, civilian 011-49-6202-80-8522, or e-mail: raymond.zawalski2@eur.army.mil.

Encl

DIANE M. DEVENS
Director

Processing Overseas Tour Extension Requests and Preparing Documents for the Overseas Tour Extension Advisory Board

1. Purpose. This enclosure establishes procedures for processing requests for overseas tour extensions (OTEXs) in IMCOM-Europe. The OTEX Advisory Board (OAB) will meet at least quarterly to present OTEX requests to the Region Director (RD), IMCOM-Europe. The OAB will ensure OTEX requests are—

a. Based on valid mission requirements.

b. Justified in accordance with OTEX criteria.

c. Coordinated with the appropriate career program manager (CPM) or career field manager (CFM).

d. Determined in a consistent and nondiscriminatory manner.

2. Responsibilities and Procedures. The civilian personnel advisory center (CPAC) will initiate all OTEX actions.

a. DA civilian employees have the responsibility to plan their follow-on assignments with their supervisors and the appropriate chain of command at least 1 year before their date expected to return from overseas (DEROS). DA civilian employees arrive overseas with a DEROS and over the course of their first 3 years should decide with the guidance of their supervisors if they want to extend for another 2 years to further develop their skills.

(1) DA civilian employees will request a meeting with their supervisors 1 year before their DEROS for face-to-face counseling on follow-on job assignments or extension possibilities.

(2) Because return rights expire after 5 years, an employee's agreement to extend will mean that the employee may be enrolled in the Priority Placement Program (PPP) when the extension expires.

(3) Employees must consider long- and mid-term training plans in relationship to their DEROS. Employees will coordinate with their supervisors before applying for such training.

b. Managers and supervisors will discuss career options with their DA civilian employees at least 1 year before the employee's DEROS. Although employees are responsible for requesting this meeting, managers and supervisors are responsible for tracking DEROS dates and ensuring employees get career counseling in a timely manner. Managers and supervisors will—

(1) Prepare extension-proposal documentation packages that include the following:

(a) AE Form 690-300.301B, Overseas Tour Extension, Request for Decision.

(b) A written justification.

(c) DA Form 5369-R, Rotation Agreement - Employees Recruited From the United States.

(2) Recommend approval or disapprove. If disapproving the tour extension, the only actions that are required are to discuss the disapproval with the employee, have the employee sign AE Form 690-300.301B, and forward the signed paperwork to the CPAC. If the employee declines signature, the form should be annotated, signed, and dated by the supervisor to show the date and time when the employee was presented the notice and that the employee refused to sign it.

(3) If recommending approval of the extension, forward the OTEX packet to the appropriate CPM or CFM.

NOTE: Employees will not sign part F of AE Form 690-300.301B until the RD has signed the form.

c. CPMs and CFMs will—

(1) Complete part C of AE Form 690-300.301B and provide a written justification if nonconcurring with of an extension request.

(2) Forward the OTEX packet for approving-authority signature.

d. Colonel USAG commanders and IMCOM-Europe region staff office chiefs will—

(1) Review CPM and CFM recommendations and, if recommending approval of a tour extension, consider the following:

(a) Mission needs.

(b) The organization's ability to offer continued employment throughout the period of the extension.

(c) Whether or not the extension will result in the employee's loss of return rights.

(d) The effect the extension will have on the organization's ability to place surplus employees within the organization.

(2) Sign AE Form 690-300.301B to recommend approval or disapproval. Disapprovals will not be forwarded; they will be returned to the immediate supervisor, who will take the actions in paragraph 3c.

(3) Complete OTEX support data document (attached tab).

(4) Appoint a garrison POC for all OTEX actions.

(5) Ensure the completed OTEX packet, including a written justification for extending the tour, is uploaded into the IMCOM-Europe SharePoint portal by the date assigned by the ASO, where the packets will be reviewed and prepared for presentation to the OAB.

e. The OAB will—

(1) Meet quarterly to review OTEX requests that are ready for a final decision.

(2) Include the following:

(a) RD and Chief of Staff, IMCOM-Europe.

(b) Representatives from CHRA-E, the IMCOM Equal Employment Opportunity Forward Functional Support Team, and a legal advisor.

(c) All of the following who have personnel being recommended for tour extensions:

1. IMCOM-Europe region staff office chiefs (down to the division and branch levels).

2. CPMs and CFMs who provided a recommendation.

3. Garrison commanders or their representatives.

(d) Other attendees as determined by the RD.

f. Garrison commanders and IMCOM-Europe region staff office chiefs (or their representatives) will be prepared to discuss every OTEX request at the OAB meeting in relation to the following when making approval recommendations:

(1) Payroll Spend-Plan/Affordability (provided by IMCOM Resource Management Forward Functional Support Team).

(2) Vacancy rate (provided by IMCOM Resource Management Forward Functional Support Team).

(3) Hard-to-fill positions in the garrison or staff office (provided by the Service Support Branch, Mission Support Division, Host Nation Liaison Field Operating Activity).

(4) The proposed course of action if the OTEX is disapproved (provided by the USAG commander or IMCOM-Europe region staff office chief of the affected employee).

g. The Administrative Services Office (ASO) will—

(1) Schedule the OAB meetings.

(2) Arrange for the logistic support for OAB meetings.

(3) Provide the information in f(1) through (3) above for OTEX packets to garrison commanders and IMCOM-Europe region staff office chiefs at least 5 workdays before OAB meetings.

(4) Return OTEX packets to garrison POCs (d(4) above) and IMCOM-Europe region staff office after a decision is made.

h. The RD will—

(1) Appoint OAB members in writing.

(2) Make a final decision on each OTEX request after the OAB meeting.

3. After-Decision Actions. After the quarterly OAB meeting—

a. OTEX packets with the RD's decision will be sent to the IMCOM-Europe region staff office or garrison POC within 3 workdays. The packet will include a memorandum signed by the RD indicating approval or disapproval of the tour extension.

b. If the request is approved, the garrison human-resources director or employee's supervisor will have the employee sign part F of AE Form 690-300.301B and the rotation agreement (DA Form 5369-R), and send the decision package to the servicing CPAC.

c. If the request is disapproved, the employee's manager or supervisor will notify the employee within 2 workdays after receiving the decision to not extend and direct the employee to register in the PPP within 7 workdays after being notified (but no more than 6 months before the end of the current tour) or exercise other available options (for example, retire, resign).

d. Employees will—

(1) Accept or decline management's proposals for tour extensions and provide timely notification of their intent to exercise their return rights or separate from Federal service. Employees may request short-term extensions for compassionate or personal reasons. Long-term extensions (more than 6 months) may be initiated only by management.

(2) Schedule an appointment with the servicing CPAC to register in the PPP, if eligible, or exercise another available option. Registration is required within 7 workdays (but no earlier than 6 months before the end of the current tour) after being notified of nonextension.

(3) Be subject to removal from Federal service if they fail to register in the PPP or refuse to accept a valid PPP job offer.

4. POC. The ASO is the POC for the procedures in this document. The ASO may be contacted at DSN 370-7679 or e-mail: mbx.imcom.extension@eur.army.mil.

Tab:
OTEX Support Data