



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERCP

11 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 10, Overseas Tour

1. References:

a. Department of Defense (DOD) CPM 1400.25—M, Chapter 301, Subchapter 4, Rotation of Employees from Foreign Areas, dated 24 August 1988.

b. AR-690-300, Chapter 301, Subchapter 5, Overseas Employment and Rotation of U.S. Citizens, dated 15 October 1988.

c. Office of the Assistant Secretary of Defense Memorandum, subject: Five-Year Limitation on Foreign Employment, dated 26 March 1997.

d. USAREUR Supplement 1 to AR 690-300, Chapter 301, Overseas Employment, dated 15 June 1999.

e. United States Army Europe (USAREUR) Command Memorandum AEAGA-CE, subject: USAREUR Overseas Tour Extension Policy for DOD Civilian Employees, dated 7 May 2002.

2. This policy supersedes Headquarters, 21st Theater Army Area Command, Civilian Tour Policy, dated 22 June 1998.

3. It is the policy of the DOD, Department of Army (DA), and USAREUR that U.S. employees, who are serving on overseas tours, be limited to five years in an overseas area. Reference 1a allows, on a case-by-case basis, extensions beyond the five-year limitation in extremely rare situations. Under reference 1e, the U.S. Army in Europe has assigned to the 21st TSC the goal of having no more than 80 U.S. civilian employees in the competitive service serving on overseas tours of more than five years. The 21st TSC should achieve this goal by 30 September 2003. The goal for 30 September 2004 will be released periodically.

a. Employees who are registered in the DOD Priority Placement Program (PPP), have submitted applications for retirement, or have received an extension to work downrange or in a combat zone will not count against the numeric goal (80).

b. Progress toward meeting numeric goal will be checked twice a year and briefed through the Civilian Personnel Advisory (CPA) office, 21st TSC. Each major subordinate unit of the

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21st TSC should advise the CPA office of how many non-exempt U.S. civilian employees are serving on overseas tours longer than five years.

4. A management decision to either extend or not extend a civilian employee's overseas tour beyond five years is not a privilege or benefit of employment and is not subject to grievance procedures. Extensions beyond five years are exceptions to policy and therefore should be rare and in all cases must be justified. Overseas tour extension decisions must be fair and free from all unlawful discrimination, and managers should not use overseas tour extensions as a substitute for good management practices. Performance and disciplinary problems should be handled through appropriate channels. Effective this date, the procedures for requesting an overseas tour extension for an employee who has been overseas for longer than five years will be as follows:

a. Management must consider extensions of less than two years, e.g. 8 months, 18 months especially when the mission which the employee's extension is based on will not last for a longer period, or required cross training is needed.

b. Organizations, when submitting extension requests, are required to submit an internal plan for their organization on how they will achieve Army in Europe's numeric goal (80) by 1 October 2003. The plan will be updated and submitted with every extension request. The plan will include the names of all employees on overseas tours regardless of the length of time overseas, the employee's current Date of Estimated Return Overseas (DEROS) and the date the employees will or have reached being overseas for more than five years. Management will also identify which employees they plan to extend or not extend. The plan will reflect the most current data and identify employees currently enrolled in the PPP, those approved for an administrative extension in order to meet retirement eligibility and employees with an approved humanitarian or hardship extension.

c. Brigade Commanders with subordinate battalions will be allowed the flexibility to consider battalions in the aggregate or part of the brigade or separately.

d. Brigade Commanders/Staff Chiefs will inform the non-extended employee by a memorandum that he/she will not be extended and provide a copy to the CPA office.

e. Employees extended to achieve retirement eligibility will be informed by a memorandum from their Brigade Commander/Staff Chief, that no additional overseas tour extensions will be granted, except for compelling and urgent mission related reasons. The employee will be required to sign the memorandum acknowledging the conditions for receiving an administrative extension in order to be eligible to retire and will retire (Enclosure).

f. Administrative extensions not to exceed six months may be granted for hardships, such as allowing the employee's children to complete the school year or for medical reasons. Employees

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receiving short-term administrative extensions will not be given subsequent extensions unless circumstances have dramatically changed from the reason listed in the initial approved overseas tour request.

5. Employees on Overseas Limited Appointments (OSL).

a. There are four employees in the command, who have OSL appointments, which are not covered under the Army in Europe's numeric goal (80). These appointments are unique and were used when a hiring freeze was imposed several years ago. However, since 1993, no new OSL appointments were allowed. USAREUR has directed that every effort should be made to convert OSL employees to permanent positions.

b. A decision to convert an OSL appointee must reflect a mission need, not solely for the purpose of converting.

6. Employees not extended, or who decline the offer to be extended.

a. Employees, who have not been extended or do not wish to be extended, must be provided the appropriate CPAC form, indicating their non-extension, by their supervisor or appropriate management official.

b. Brigade Commanders/Staff Chiefs must ensure employees who are not extended register in the PPP six months prior to their DEROS date. Failure to register in the PPP within seven calendar days of notification of non-extension, and within six months of his/her DEROS subjects the employee to removal for cause.

c. If the employee still has reemployment rights to a position in the U.S. at a grade equal to or higher than the one occupied six months before completion of the overseas tour, the employee will apply to exercise these rights within seven calendar days after receiving notice of the decision.

7. Processing an overseas tour extension request.

a. In addition to the Brigade Commander's/Staff Chief's decision paper, which describes the mission related criteria outlining the need for the employee to be extended and an explanation of the adverse impact that will occur if the employee is not extended, overseas tour extension requests for over five years will include the following:

(1) The organization's plan to reach the Army in Europe's numeric goal (80).

(2) Certification from the employee's supervisor that the employee is proficient in his/her knowledge, skills and abilities (KSA's). The supervisor is not required to provide justification

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on how the employee has remained proficient in his/her KSA's, but need only provide a statement.

(3) Certification that the employee has adjusted to the overseas environment. A one-sentence statement reflecting that the employee has adjusted will be sufficient.

(4) AE Form 690-300.301C-R will be used if an administrative extension is granted. All other extensions are documented on the CPAC form, Request For Determination Of Overseas Tour Extension. For OSL employees, an SF 52, Request for Personnel Action, is required.

(5) A copy of the most recent performance rating indicating the employee has received at least a fully successful rating.

(6) The organization should submit to the CPA office two copies of the documentation listed above. The CPA office will verify that organizations are meeting their rotation plan goals. The CPA office will also coordinate with other offices such as the SJA office. After the Commanding General (CG) has approved the package, the CPA office will notify the POC listed in the organization's decision paper.

8. All overseas tour extensions that will put the employee over the five-year mark must be approved by the CG. The authority to approve overseas tour extensions beyond five years cannot be re-delegated below the CG's level.

9. The initial overseas tour for an employee hired from the U.S. is three years. Up to an additional two years can be authorized by the Brigade Commander/Staff Chiefs. Any overseas tour extensions after the initial three years and an additional two years must be submitted to the CPA office for coordination and approval by the CG.

10. Selecting officials need to consider the impact on their numeric goal when considering recruitment selections.

11. Brigade Commanders/Staff Chiefs are not required to provide the employee with the reason(s) he/she is not being extended, but if an Equal Employment Opportunity complaint is filed, they must be in a position to show meritorious reasons why the employee was not extended.

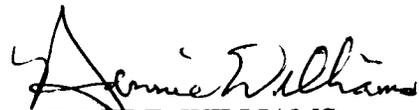
12. The decision to extend an employees' overseas tour is a management initiative that is based on resource and mission requirements. If circumstances change, management may withdraw the request for an overseas tour extension before it is effective. In such cases, the employee should be informed of the reason(s) for the withdrawal and given maximum notification that their overseas tour will end. As a minimum, six months notification will be provided so registration into the PPP can occur in a timely manner.

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13. The point of contact is the Chief, Civilian Personnel Advisory Office, 484-7191.

14. FIRST IN SUPPORT!



BENNIE E. WILLIAMS
Major General, USA
Commanding

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