



Department of Defense Education Activity ADMINISTRATIVE INSTRUCTION

JUN 19 2013 5666.01
DATE

HUMAN RESOURCES DIRECTORATE

SUBJECT: Five-Year Limitation on Competitive Service Employment in Foreign Areas

- References:
- (a) Director, Department of Defense Education Activity Memorandum, "DoD Program for Stability of Civilian Employment Expansion of Registration of Area of Referral," May 15, 2009 (hereby canceled)
 - (b) DoD Instruction 1400.25, Volume 1230, "DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights," July 26, 2012
 - (c) Section 1586 of title 10, United States Code
 - (d) Joint Federal Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition
 - (e) DoD Civilian Personnel Advisory Service Web Site, "Department of Defense Priority Placement Program (PPP) Handbook," July 2011, as amended¹

1. PURPOSE. This Administrative Instruction cancels and incorporates Reference (a) and establishes policy and responsibilities for the rotation of civilian employees in foreign areas in accordance with Reference (b).

2. APPLICABILITY. This Administrative Instruction applies to:

- a. The Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors").
- b. General Schedule (GS) employees in the competitive service.

¹ Available at <http://dayapps.cpms.osd.mil/public/manindex.cfm>

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

a. Competitive service employees assigned or appointed in foreign areas with career or career-conditional status are subject to the Department of Defense (DoD) rotation policy, and their period of foreign area employment shall be limited to 5 continuous years unless interrupted by at least 2 years of physical presence in the United States or nonforeign area. The Director, DoDEA may, on a case-by-case basis, approve a shorter period of physical presence in the United States or nonforeign area than the 2 years required.

(1) The 5 year foreign area limitation is computed by counting all foreign area service in a DoD position in the competitive service that has not been interrupted by at least 2 years of physical presence in the United States.

(2) The limitation established by subparagraph 4.a. does not apply to:

(a) Nonappropriated Fund employees.

(b) Educators in the DoD Dependents Schools.

(c) Employees who are family members and who are accompanying military members or civilian employees stationed in the area. This exemption ceases to apply upon the departure of the sponsor from the area. Unmarried dependent children may be retained in a position past the age of 23 until such time as their sponsor departs the foreign duty station or its commuting area, or the sponsor completes the current period of service requirement, whichever occurs first.

(d) Employees who have been employed continuously in a foreign area since April 1, 1966 through the present.

(e) Employees who were employed before August 24, 1988, in positions at GS-6 or below or in nonsupervisory wage grade positions, and who have remained continuously employed at those levels.

b. Overseas experiences are considered career broadening opportunities that can help build enterprise-spanning perspective, competency in joint inter-agency matters, and global and cultural awareness. Further, this experience can help foster a deeper understanding of the interplay of operations and policy and of leadership in a global environment.

c. Exceptions to the DoD rotation policy limiting foreign employment to 5 years may be granted under rare and limited circumstances. It is a management decision to extend an overseas tour and not an employee entitlement. A non-concurrence and/or disapproval of a tour extension request at any level shall be considered a final determination. No higher level of authority is required.

(1) Tour extensions beyond 5 years are rare and limited to those cases where there is a potential disruption to the continuity of essential operations.

(a) A proposal of a single extension must be based on written rationale that articulates a business case for retaining the employee in the overseas location, and provides a workforce succession plan for replacing the employee by the end of the extension (not to exceed 2 years).

(b) A subsequent extension request after an initial extension beyond 5 years must address unanticipated events or circumstances that resulted in the failure of the workforce succession plan that was included in the approval package for the first extension. Subsequent extension requests must be submitted to the Director, DoDEA for approval or disapproval.

(2) Tour extensions beyond the initial tour of duty will be coordinated through the chain of command with appropriate documentation to the appropriate official (as designated in Appendix 4 of enclosure) who will make the final decision on a tour extension.

d. Supervisors are required to conduct effective succession planning to ensure continuity of position functions and requirements, and the accomplishment of DoDEA's mission.

(1) Supervisors will anticipate vacancies, to the maximum extent possible, and have an effective succession plan in place.

(2) Supervisors will begin the recruitment process 6 to 9 months in advance of anticipated vacancies to ensure continuity of the position requirements and the requisite talent to perform the functions of the position.

e. Employees shall be granted statutory return rights in accordance with section 1586 of title 10, United States Code, (Reference (c)) for a period of 5 years of continuous employment in a foreign or nonforeign area with DoDEA or another DoD Component.

5. RESPONSIBILITIES

a. DIRECTOR, DODEA. The Director, DoDEA, shall:

(1) Ensure the fair and equitable implementation of this Administrative Instruction.

(2) Approve or disapprove tour extensions according to the level of authority outlined in Table. Tour Extension Authorities (Appendix 4 to enclosure).

(3) Approve or disapprove, on a case-by-case basis, exceptions to the requirement for 2 years of physical presence in the United States or nonforeign area.

(4) Delegate authority, in writing, for tour extensions beyond 5 years in the overseas area to the Area Directors and Associate Director for Financial and Business Operations (Associate Director, FBO).

b. ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS (ASSOCIATE DIRECTOR, FBO). The Associate Director, FBO, shall:

(1) Ensure compliance with the requirements of the policies of this Administrative Instruction.

(2) Conduct effective succession planning to ensure continuity of position functions and requirements to accomplish DoDEA's mission. Ensure supervisors anticipate vacancies, to the maximum extent possible, have effective succession plans in place, and begin the recruitment process 6 to 9 months in advance of anticipated vacancies to ensure continuity of the position requirements and the requisite talent to perform the functions of the position.

(3) Approve or disapprove tour extensions according to the level of authority outlined in Table. Tour Extension Authorities (Appendix 4 to enclosure).

c. DIRECTOR OF HUMAN RESOURCES DIRECTORATE, DODEA (DIRECTOR, HRD). The Director, HRD, shall:

(1) Provide advice and guidance on this Administrative Instruction.

(2) Monitor the program requirements and implementation and provide oversight to ensure compliance with the policies of this Administrative Instruction.

d. DODEA AREA DIRECTORS. The DoDEA Area Directors shall:

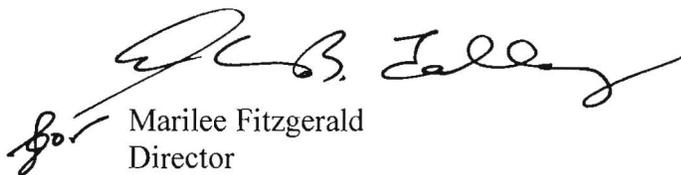
(1) Monitor the implementation of, and ensure compliance with, the requirements of the policies of this Administrative Instruction.

(2) Conduct effective succession planning to ensure continuity of position functions and requirements to accomplish DoDEA's mission. Ensure supervisors anticipate vacancies, to the maximum extent possible, have effective succession plans in place, and begin the recruitment process 6 to 9 months in advance of anticipated vacancies to ensure continuity of the position requirements and the requisite talent to perform the functions of the position.

(3) Approve or disapprove tour extensions according to the level of authority outlined in Table. Tour Extension Authorities (Appendix 4 to enclosure).

6. PROCEDURES. See Enclosure.

7. EFFECTIVE DATE. This Administrative Instruction is effective immediately.


Marilee Fitzgerald
Director

Enclosure:

Procedures and Use of Sample Memorandum

Glossary

ENCLOSURE

PROCEDURES AND USE OF SAMPLE MEMORANDUM

1. EXPIRATION OF TOUR OF DUTY OR OVERSEAS TOUR. The Area Human Resources Office (HRO) will notify management of upcoming employee tour expiration dates, to include; expiration of initial tour of duty and completion of 5 years or more of overseas employment. The HRO will provide supervisors with a completed Notification Memorandum (Appendix 1 or 2 to this enclosure) no later than 9 months prior to the employee's established rotation date.

a. Completion of Initial Tour of Duty. If the supervisor recommends a tour extension, he/she must coordinate a completed Tour Extension Request Memorandum (Appendix 3 to this enclosure) through the chain of command to the appropriate official (as designated in Appendix 4 of this enclosure) for approval or disapproval.

(1) If the requested tour extension is approved, a completed Expiration of Initial Overseas Tour Memorandum (Appendix 5 to this enclosure) will be provided to the employee. The employee should indicate his/her intent to exercise return rights, register in the DoD Priority Placement Program (PPP), or accept the tour extension by completing the employee endorsement page of the memorandum.

(a) If the employee's endorsement indicates that he/she is requesting to exercise return rights or register in PPP, the supervisor will provide the HRO with written notification of the employee's decision. The HRO will forward the completed Completion of Overseas Tour Memorandum (Appendix 6 to this enclosure) to the supervisor. The supervisor will then notify the employee of rotation options by providing him/her with the completed memorandum.

(b) If the employee's endorsement indicates that he/she is accepting the tour extension, the supervisor will then notify the employee in writing of the approved length (additional months) of the tour extension.

(2) If the request to extend is not recommended or disapproved, the HRO will forward the completed Completion of Overseas Tour Memorandum (Appendix 6 to this enclosure) to the supervisor. The supervisor will then notify the employee of rotation options by providing him/her with the completed memorandum.

b. Completion of 5 Years or More of Overseas Employment. If the supervisor recommends a tour extension, he/she must coordinate a completed Tour Extension Request (Appendix 7 to this enclosure) through the chain of command to the appropriate authority (as designated in Appendix 4 to this enclosure) for approval or disapproval.

(1) If the requested tour extension is approved, a completed Expiration of Overseas Tour Memorandum (Appendix 8 to this enclosure) will be provided to the employee to notify the employee of the expiration of the overseas tour. The employee should indicate his/her intent to

exercise return rights, register in DoD PPP, or accept the tour extension by completing the employee endorsement page of the memorandum.

(a) If the employee's endorsement indicates that he/she is requesting to exercise return rights or register in PPP, the supervisor will provide the HRO with written notification of the employee's decision. The HRO will forward the completed Completion of Overseas Tour Memorandum (Appendix 6 to this enclosure) to the supervisor. The supervisor will then notify the employee of rotation options by providing him/her with the completed memorandum.

(b) If the employee's endorsement indicates that he or she is accepting the extension of tour, the supervisor will then notify the employee in writing of the approved length (additional months) of the tour extension.

(2) If the request to extend is disapproved, the HRO will forward the completed Completion of Overseas Tour Memorandum (Appendix 6 to this enclosure) to the supervisor. The supervisor will then notify the employee of rotation options by providing him/her with the completed memorandum.

c. Non-Extension of Tour. If the supervisor does not recommend a tour extension, he/she must take the following actions:

(1) The supervisor must coordinate the decision through the HRO and advise his/her chain of command of the decision not to extend an employee's tour.

(2) Once coordination has been accomplished, the HRO will forward a completed Completion of Overseas Tour Memorandum (Appendix 6 to this enclosure) to the supervisor. The supervisor will then notify the employee of rotation options by providing him/her with the completed memorandum. The decision not to extend must be provided to the employee as soon as possible.

2. TOUR EXTENSION REQUESTS. Tour extension requests must be in writing, and submitted through management channels to the designated official (see Appendix 4 to this enclosure). The first-level supervisor will initiate the request and forward it through the chain of command to the appropriate official for approval or disapproval. A non-concurrence and/or disapproval of a tour extension request at any level shall be considered a final determination. No higher level of authority is required.

3. TYPES OF TOUR EXTENSION REQUESTS

a. Extension Beyond First Tour of Duty. The decision to extend the assignment up to 5 years may be made as early as 9 months, but not later than 6 months before the scheduled assignment expiration date. The standard tours of duty are specified in Appendix Q of the Joint Travel Regulations, Volume 2 (Reference (d)).

b. Extension Beyond 5 Years. Extensions beyond 5 years are rare and limited to those cases where there is a potential disruption to the continuity of essential operations. Retention of high-performing staff members is not in and of itself a basis for an extension. There must be a documented effort to recruit for the position showing all reasonable efforts have been exhausted to no avail. Extension requests are to be initiated no later than 6 months prior to the expiration of the employee's tour. A copy of any approved extension must be forwarded to the Human Resources Director for informational purposes.

c. Short-Term Extension. Short-term extensions (6 months or less) for compassionate or personal reasons may be granted by the Area Director or Associate Director, FBO. Subsequent tour extensions will not be considered or granted once a short-term extension has been granted. The following are examples of situations that may warrant short-term extensions:

- (1) To allow children to complete the current school year.
- (2) To allow an employee or spouse to complete an educational program.
- (3) To allow an employee or family member to complete medical treatment that is immediately necessary as documented by a medical practitioner (excluding chronic medical conditions).
- (4) To permit an employee to retire if the employee will be eligible to retire during the extension period.

4. NON-EXTENSION OF TOUR ASSIGNMENT. Employees will be notified in writing that the assignment will not be extended and advised of return options available upon completion of the assignment (e.g., exercise of return rights, registration in the DoD PPP, retirement). Employees rotated through the use of the DoD PPP will be registered in the program no earlier than 6 months or as prescribed in chapter 5, section C.2.a. of the DoD PPP Operations Manual (Reference (e)), and no later than 30 days, prior to the expiration of their tour. (See Appendix 9 to this enclosure)

Appendixes

1. Sample Notification Memorandum (Initial Tour)
2. Sample Notification Memorandum (Beyond 5 Years)
3. Sample Initial Tour Extension Request
4. Tour Extension Authorities
5. Sample Expiration of Initial Overseas Tour Memorandum
6. Sample Completion of Overseas Tour Memorandum
7. Sample Tour Extension Request (Beyond 5 Years)
8. Sample Expiration of Overseas Tour Memorandum
9. PPP Registration Procedures for Non-Extension of Tour

APPENDIX 1 TO ENCLOSURE

SAMPLE NOTIFICATION MEMORANDUM (INITIAL TOUR)

MEMORANDUM FOR (SUPERVISOR NAME)

SUBJECT: Notification of Expiration of Initial Overseas Tour of (EMPLOYEE NAME)

The overseas tour of the above employee will expire on _____, for a total of _____ years of overseas employment. In accordance with the DoD Rotation Policy and the employee's overseas employment agreement, any tour extension is at the discretion of management. Tour extensions up to a total of 5 years may be approved or disapproved by the 2nd level Supervisor.

Accordingly, you must decide whether or not to extend your employee. Requests must contain the length of the tour extension requested, a narrative description of compelling reasons justifying the extension, and any other supporting documentation. Extension requests are to be forwarded to the area Human Resources Office (HRO) as soon as the decision has been made to recommend a tour extension. In order to allow both management and the employee the time to comply with administrative requirements, the decision to extend an employee should be made 8 months prior to the employee's established rotation date.

1. If you decide to extend, take the following actions:

a. You must coordinate your decision through the HRO. You will submit the request for extension memorandum to the 2nd level supervisor for review and approval or disapproval.

b. If the request to extend is approved, the HRO will forward a completed copy of the memorandum, "Expiration of Initial Overseas Tour," to you. You must then notify the employee by providing him/her with the completed memorandum. Obtain the employee's endorsement and then provide it to the HRO.

(1) If the employee's endorsement indicates that the employee desires to rotate, the HRO will forward the completed memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum.

(2) If the employee's endorsement indicates that he or she is requesting to be extended, you must notify the employee in writing of the approved length (additional months) of tour extension.

c. If the request to extend is disapproved by the 2nd level supervisor, the HRO will forward the completed memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum.

2. If you decide not to extend the employee, take the following actions:

a. You must coordinate your decision through the HRO.

b. Once coordination has been accomplished, the HRO will forward a completed copy of the memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum. The decision not to extend must be provided to the employee as soon as possible.

If you have any questions, please contact _____ at DSN _____.

Supervisory Human Resources Specialist

APPENDIX 2 TO ENCLOSURE

SAMPLE NOTIFICATION MEMORANDUM (BEYOND 5 YEARS)

MEMORANDUM FOR (SUPERVISOR NAME)

SUBJECT: Notification of Expiration of Overseas Tour of (EMPLOYEE NAME)

The overseas tour of the above employee will expire on _____, for a total of _____ year(s) of overseas employment. In accordance with the DoD Rotation Policy and the employee's overseas employment agreement, any tour extension is at the discretion of management. Tour extensions beyond 5 years may be approved or disapproved by the (Director, DoDDS-E; the Director, DoDDS-P/DDESS-Guam; Director, DDESS/DoDDS-Cuba; Associate Director, FBO; or the Director, DoDEA). You must coordinate this decision through the chain of command.

Accordingly, you must decide whether or not to extend your employee. Requests must contain the length of the tour extension requested, a written rationale that articulates a business case for retaining the employee in the overseas location, a workforce succession plan for replacing the employee by the end of the extension, and any other supporting documentation. Extension requests are to be forwarded to the area Human Resources Office (HRO) as soon as the decision has been made to recommend a tour extension. In order to allow both management and the employee the time to comply with administrative requirements, the decision to extend an employee should be made 8 months prior to the employee's established rotation date.

1. If you decide to extend, take the following actions:

a. You must coordinate your decision through the HRO. You will submit the request for extension through the chain of command to the (Director, DoDDS-E; the Director, DoDDS-P/DDESS-Guam; Director, DDESS/DoDDS-Cuba; Associate Director, FBO; or the Director, DoDEA) for review and approval. If the employee had previously received a tour extension beyond 5 years, any subsequent extension request must be approved by the Director, DoDEA.

b. If the request to extend is approved, the HRO will forward a completed copy of the memorandum, "Expiration of Overseas Tour," to you. You must then notify the employee by providing him/her with the completed memorandum. Obtain the employee's endorsement and then provide it to the HRO.

(1) If the employee's endorsement indicates that the employee desires to rotate, the HRO will forward the completed memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum.

(2) If the employee's endorsement indicates that he or she wishes to be extended, you must notify the employee in writing of the approved length (additional months) of tour extension.

c. If the request to extend is disapproved, the HRO will forward the completed memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum.

2. If you decide not to extend the employee, take the following actions:

a. You must coordinate your decision through the HRO and advise your chain of command of the decision not to extend the employee's tour.

b. Once coordination has been accomplished, the HRO will forward a completed copy of the memorandum, "Completion of Overseas Tour," to you. You must then notify the employee by providing him or her with the completed memorandum. The decision not to extend must be provided to the employee as soon as possible.

If you have any questions, please contact _____ at DSN _____.

Supervisory Human Resources Specialist

APPENDIX 3 TO ENCLOSURE

SAMPLE INITIAL TOUR EXTENSION REQUEST

MEMORANDUM FOR (2nd LEVEL SUPERVISOR)

SUBJECT: Tour Extension Request for (EMPLOYEE NAME)

The initial overseas tour of the above employee expires on _____, for a total of _____ year(s) of overseas employment. In accordance with the DoD Rotation Policy and the employee's overseas employment agreement, any tour extension is at the discretion of management. I am requesting a tour extension of _____ months for (Employee Name, Job Title, Series, Grade, Duty Station). The following compelling reasons justify the extension of this initial tour: (Insert narrative statement)

I certify the employee's performance is at least fully successful and the employee is current in the knowledge, skills, and abilities required to perform the duties of his/her position.

(SUPERVISOR)

Date

Endorsement

To: Human Resources Office

_____ I approve the request to extend the employee's tour for _____ months.

_____ I do not approve the extension of this employee's tour.

(2nd LEVEL SUPERVISOR)

Date

APPENDIX 4 TO ENCLOSURETable. Tour Extension Authorities

TOUR EXTENSION AUTHORITIES				
TYPE OF TOUR EXTENSION REQUEST	OFFICIAL			
	1 st Level Supervisor	2 nd Level Supervisor	Area Director or Associate Director, FBO*	Director, DoDEA
Extension Beyond Initial Tour of Duty (Not to Exceed 5 Years)	◇	⦿		
Extension Beyond 5 Years Initial Extension Request (Not to Exceed 2 Years)	◇	Δ	⦿	
Extension Beyond 5 Years Subsequent Extension Request (Not to Exceed 2 Years)	◇	Δ	Δ	⦿
Short-Term Extension Beyond 5 Years (6 Months or Less)	◇	Δ	⦿	

*The authority to approve or disapprove initial extensions requests beyond 5 years and short-term extension requests for employees of the Office of General Counsel and Diversity Management & Equal Opportunity office is delegated to the Associate Director, FBO.

Key:

◇ - *Recommend Extension*

Δ - *Concur, or Non-Concur/Disapprove*

⦿ - *Approve, or Disapprove*

APPENDIX 5 TO ENCLOSURE

SAMPLE EXPIRATION OF INITIAL OVERSEAS TOUR MEMORANDUM

MEMORANDUM FOR (EMPLOYEE NAME)

SUBJECT: Expiration of Initial Overseas Tour

Your current overseas tour will expire on _____. Management has agreed to extend your tour for _____ months. You may either elect to return to the United States or remain in the overseas area. Please complete the Employee Endorsement on the attached page to indicate your desire by checking the appropriate statement. If you are contemplating separation, whether by resignation or retirement, contact your Human Resources Specialist, _____.

If you wish to remain in the overseas area, please specify the number of months you are requesting to stay, up to a maximum of 24 months. If you stay an additional tour of duty, you may be eligible to take renewal agreement travel provided you sign a new transportation agreement. The time frame during which you can take renewal travel varies, depending on the length of the initial and renewal tours of duty, and will be explained to you by a specialist in the Human Resources Office (HRO) upon request.

The paragraphs below describe the procedures to accomplish your desired outcome. Failure to request and accept return assignment may result in your separation from employment. You may:

1. Register in the DoD Priority Placement Program (PPP) if you do not have return rights, or if you have return rights to a position at a grade lower than the position you currently hold. You may register in the PPP up to _____ months prior to the end of your tour. A specialist in the HRO will contact you and assist you in registering for the PPP.

2. Accept a tour extension to remain in the overseas area for up to an additional 24 months.

Please complete the following Employee Endorsement and forward it to your supervisor. If you have any questions, please contact _____ at DSN _____.

(SUPERVISOR)

Employee Endorsement – Expiration of Initial Overseas Tour

To Supervisor: _____

At the expiration of my initial overseas tour, my intent is to:

_____ exercise my return rights or return to the United States.

_____ register in the DoD Priority Placement Program.

_____ accept approval of the extension to stay an additional _____ months.

Employee Signature

Date

APPENDIX 6 TO ENCLOSURE

SAMPLE COMPLETION OF OVERSEAS TOUR MEMORANDUM

MEMORANDUM FOR (EMPLOYEE NAME)

SUBJECT: Completion of Overseas Tour

(Option 1-Employees without Return Rights)

Your current overseas tour expires on _____. Under the provisions of the DoD rotation program and your employment agreement, you will be required to return to the United States. Because you do not have return rights to a continuing position in the United States, you are required to register in the DoD Priority Placement Program (PPP) to secure a return assignment to the United States. Your eligibility for PPP registration begins _____ months prior to the end of your tour on _____.

(Option 2-Employees with Return Rights to a Lower Grade Position)

Your current overseas tour expires on _____. Under the provisions of the DoD rotation program and your employment agreement, you will be required to return to the United States. Since you have return rights to a position in a lower grade, you are eligible to register in the DoD Priority Placement Program (PPP) to secure a return assignment to the United States. Your eligibility for PPP registration begins _____ months prior to the end of your tour on _____.

(Option 3-Employees with Return Rights to an Equivalent or Higher Grade Position)

Your current overseas tour expires on _____. Since you have return rights to the same or higher level grade position, you are not eligible to register in the DoD Priority Placement Program (PPP). We will contact your former agency to activate your return rights.

Please contact your servicing human resources specialist, _____, at DSN _____ to schedule an appointment within 7 days from receipt of this memorandum. Eligible employees must be available to register within 7 workdays after notification that their tour is not being extended, or be subject to separation if no return rights exist.

(SUPERVISOR)

Receipt Acknowledged:

Employee Signature

Date

APPENDIX 7 TO ENCLOSURE

SAMPLE TOUR EXTENSION REQUEST (BEYOND 5 YEARS)

MEMORANDUM FOR (DIRECTOR, DODDS-E; THE DIRECTOR, DODDS-P/DDESS-GUAM; DIRECTOR, DDESS/DODDS-CUBA; ASSOCIATE DIRECTOR, FBO; OR THE DIRECTOR, DODEA)

THROUGH: (2nd LEVEL SUPERVISOR OR AREA DIRECTOR)

SUBJECT: Tour Extension Request for (EMPLOYEE NAME)

The overseas tour of the above employee expires on _____, for a total of _____ year(s) of overseas employment. (Employee Name) arrived overseas on (Date), and completed (or will complete) 5 years of continuous overseas employment on (Date). In accordance with the DoD Rotation Policy and the employee's overseas employment agreement, any tour extension is at the discretion of management. The following information is forwarded to request approval of a tour extension of _____ months for (Employee's Name, Job Title, Series, Grade, Duty Station).

I certify the employee's performance is at an acceptable level and the employee is current in the knowledge, skills, and abilities required to perform the duties of his/her position. (Employee Name) has adapted successfully to the foreign working and cultural environment.

Reason for the request that articulates a business case for retaining the employee in the overseas location and why the amount of requested time is necessary, and a workforce succession plan for replacing the employee by the end of the extension:

Statement and demonstration of efforts made to locate a suitable replacement, or unanticipated events or circumstances that resulted in the failure of the workforce succession plan:

(Employee Name) has return rights to (Job Title, Series, Grade, and Duty Location). His/her return rights expire on (Date), and (will/will not) be extended by the agency which granted them.

-OR-

(Employee Name) does not have return rights.

(SUPERVISOR)

Date

1st Endorsement

To: (APPROVAL OFFICIAL)

_____ I concur with the request to extend the tour for _____ months.

_____ I do not concur.

(2ND LEVEL SUPERVISOR)

Date

2nd Endorsement

To: Human Resources Office -OR- Director, DoDEA

_____ I approve the request to extend the employee's tour for _____ months.

_____ I do not approve the extension of this employee's tour.

(AREA DIRECTOR OR
ASSOCIATE DIRECTOR, FBO)

Date

3rd Endorsement (Only required for subsequent tour extension requests.)

To: Office of Director, DoDEA

_____ I approve the request to extend the tour for _____ months.

_____ I do not approve the extension of this employee's tour.

(DIRECTOR, DODEA)

Date

APPENDIX 8 TO ENCLOSURE

SAMPLE EXPIRATION OF OVERSEAS TOUR MEMORANDUM

MEMORANDUM FOR (EMPLOYEE NAME)

SUBJECT: Expiration of Overseas Tour

Your current overseas tour will expire on _____. Management has agreed to extend your tour for _____ months. You may either elect to return to the United States or remain in the overseas area. Please complete the Employee Endorsement on the attached page to indicate your desires by checking the appropriate statement. If you are contemplating separation, whether by resignation or retirement, contact your Human Resources Specialist, _____.

If you wish to remain in the overseas area, your request must specify the number of months you are requesting to stay, up to a maximum of 24 months. If you stay an additional tour of duty, you may be eligible to take renewal agreement travel provided you sign a new transportation agreement. The time frame during which you can take renewal travel varies, depending on the length of the initial and renewal tours of duty, and will be explained to you by a specialist in the Human Resources Office (HRO) upon request.

The paragraphs below describe the procedures to accomplish your desired outcome. Failure to request and accept return assignment may result in your separation from employment. You may:

1. Register in the DoD Priority Placement Program (PPP) if you do not have return rights, or if you have return rights to a position at a grade lower than the position you currently hold. You may register in the PPP up to _____ months prior to the end of your tour. A specialist in the HRO will contact you and assist you in registering for the PPP.

2. Accept a tour extension to remain in the overseas area for up to an additional 24 months.

Please complete the following Employee Endorsement and forward it to your supervisor. If you have any questions, please contact _____ at DSN _____.

(SUPERVISOR)

Employee Endorsement – Expiration of Overseas Tour

To Supervisor: _____

At the expiration of my current tour, my intent is to:

_____ exercise my return rights or return to the United States.

_____ register in the DoD Priority Placement Program.

_____ accept approval of the extension to stay an additional _____ months.

Employee Signature

Date

APPENDIX 9 TO ENCLOSURE

PPP REGISTRATION PROCEDURES FOR NON-EXTENSION OF TOUR

1. ELIGIBILITY. Upon notification of non-extension of the overseas tour or after declining a tour extension, an employee is eligible to register in PPP and must contact the HRO within 7 workdays to register in the PPP. If the employee is advised of the extension decision prior to the dates prescribed in chapter 5, section C.2. of Reference (e), the 7-workday period does not begin until the registration eligibility window opens (e.g., 6 months before completion of a 2 or 3-year tour).

2. REGISTRATION. Registration of DoDEA non-displaced overseas employees serving under a 5-year limitation may continue, provided the area of referral, skills, and grade expand as follows:

a. Upon initial registration for the first 90 days, as a minimum, employees must provide an updated resume and register for their current skill and for DoD activities within the zone last recruited or resided prior to the overseas tour or any zone closer to the overseas area, or within a broad area (e.g., states, region or the entire zone).

b. At the expiration of 90 days without a valid offer, the HRO will amend an employee's registration to:

(1) Add up to 5 skills for which registrant is well-qualified and expand the registration area to two complete zones.

(2) Register (employees with return rights) for a lower grade for all grades down to, but not including, the grade to which return rights exist (subject to the 3 GS grades or equivalent limitation).

(3) Register (employees without return rights) for the next lower grade. This applies only if stipulated in the employee's rotation agreement or extension to the employee's rotation agreement.

c. At the expiration of 180 days without a valid offer, the HRO will amend an employee's registration to expand the registration area to all four zones for referral to include all of the CONUS. Employees unwilling to expand their registration may be subject to separation from the Federal Government.

(1) Employees with return rights to a lower grade remain in Program A of the PPP until they are placed, decline a valid offer, renew their agreement, are within 30 days of departure from the overseas area to exercise return rights, or until they are directed to return, whichever occurs first.

(2) Employees without return rights who are completing an overseas tour may remain in Program A until they are placed, decline a valid offer, renew their agreement, or until they are directed to return, whichever occurs first.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CONUS	Continental United States
DDESS/ DoDDS-Cuba	Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba
DoDDS-E	Department of Defense Dependents Schools, Europe
DoDDS-P/ DDESS-Guam	Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam
DoDEA	Department of Defense Education Activity
FBO	Finance Business and Operations
GS	General Schedule
HRO	Human Resources Office
PPP	Priority Placement Program

PART II. DEFINITIONS

non-displaced overseas employees. An employee satisfactorily completing a tour of duty (or, in some cases, the equivalent of a tour) in a foreign area, a U.S. territory or possession, or in the states of Alaska and Hawaii, who is not affected by reduction-in-force, or transfer of function.

Program A. The portion of the PPP that applies to employees affected by reduction in force, declination of transfer of function, declination of a covered management reassignment out of the commuting area and return from overseas.

regions. One of 10 broad geographic areas within the United States used for PPP registration and program administration purposes. Each region consists of 2 or more states.

renewal agreement travel. Travel and transportation allowance for the employee and dependents to return home on leave, between overseas tours of duty.

succession plan. A succession plan defines the required human resources needed to perform and achieve the Agency's mission by identifying expected vacancies and competencies for positions, determining critical positions, developing a recruitment strategy, and also makes certain the Agency has sufficient staff with the required knowledge, skills, and experience to ensure successful mission accomplishment.

tour of duty. The standard tours of duty are specified in Appendix Q of the Joint Travel Regulations, Volume 2 (Reference (d)).

zone. One of 4 broad geographic areas within the United States used for PPP registration and program administration purposes. Each zone consists of 2 or more regions.

ATTACHMENT 2

FREQUENTLY ASKED QUESTIONS

1. What is the DoD policy on limiting civilian employment in foreign areas?

It is DoD policy to limit the employment of civilian competitive service employees in foreign areas to 5 years. This typically equates to one foreign area tour (36 months) and one renewal agreement tour of duty (24 months). The policy was established to provide management the necessary flexibility to regulate the ever-changing foreign area workforce requirements, provide a continuous flow of jobs for newly assigned personnel, and to provide career-enhancing opportunities for employees.

2. Are employees on temporary or term appointments covered by the DoD policy?

Yes. The DoD policy to limit the employment period to 5 years applies to all DoD positions in the competitive civil service in foreign areas. However, because most time-limited appointments are normally made for less than 5 years, the employee's appointment should expire before exceeding 5 years in the foreign area.

3. Can a previously exempt employee become subject to the rotation policy?

Yes. An exempt employee may become subject to the rotation policy. When an employee moves from a non-covered position to a covered position, the employee signs a rotation agreement for a period of time equivalent to one renewal agreement tour of duty and is immediately subject to the provisions of the rotation policy. All immediately preceding employment in a covered position in the competitive service with DoD, not interrupted by 2 years of physical presence in the United States or nonforeign area, is then used in computing the 5-year period.

4. I am a family member on a career appointment hired locally and my sponsor has departed the foreign area. Am I still exempt from the rotation policy?

No. Locally hired family members on career or career-conditional appointments who lose their family-member status must inform their servicing area Human Resources office of the status change. These employees become subject to rotation and must sign a rotation agreement. All immediately preceding employment with the DoD in a civilian, appropriated fund capacity, not interrupted by 2 years of physical presence in the United States or nonforeign area, shall then be included in computing the 5-year period.

5. I was appointed to my current position in the foreign area with a Veterans Recruitment Appointment (VRA). Does the 5-year time limitation begin counting from the date I was appointed to the VRA appointment, or the date I was converted to a competitive, career/career-conditional appointment?

VRA appointees are initially hired for a 2-year period on an excepted service appointment. Upon successful completion of the 2-year period, VRA appointees are converted to a permanent career/career-conditional appointment. Although you are initially on an excepted service appointment the position is in the competitive service. The 5-year foreign area limitation would begin on the date of your initial VRA appointment.

6. I am a career employee originally hired from the United States, and have a rotation agreement. Last week, I married a member of the Uniformed Services and I am now a family member. Am I exempt from the rotation policy now?

No. Although you may be a family member for other purposes, you are bound by your originating appointment and the provisions of your rotation agreement and thus not exempt. In order to be exempt due to family member status, an employee would have to be hired on a family member appointment.

7. I am a career employee on a rotation agreement who has been working for 11 years with DoDEA in a hard-to-fill position. Will I continue to be extended? Am I exempt from the rotation policy?

No. Employees in hard-to-fill positions will not be automatically extended and are not exempt from the rotation policy. Management is responsible for effective succession planning to identify and recruit for hard-to-fill positions well in advance of such a position being vacated due to an employee's rotation from the foreign area. Management may need to recruit for positions up to 9 months in advance of the projected vacancy date.

8. Do employees married to host country nationals receive any special consideration when they request an extension to their tour?

No. Neither DoD nor DoDEA policies make any distinction based upon the marital status of the employee. Tour extension decisions must be based on resource and mission requirements and be in the best interest of the agency.

9. Are there any circumstances where the approving authority may grant a tour extension of less than 24 months?

Yes. If the position occupied by the employee is not expected to continue for at least 2 years, the approving authority may grant an extension of a lesser duration to meet operational

requirements. If it is later determined that the position occupied by the employee will continue for at least 2 years, the original extension decision may be amended to allow for a full 24-month extension. Management also has the option to grant short-term extensions for compassionate or personal reasons on an individual basis.

10. What are the employment options for those who must return to the United States?

All career/career conditional employees who went overseas from a DoDEA activity have statutory reemployment rights to their former position for 5 years. Employees who went overseas from another DoD component may also have reemployment rights with their agency. Employees who do not have reemployment rights, or who choose not to exercise them because they are to a lower graded position than the one they currently hold, are required to register for placement through the DoD Priority Placement Program (PPP).

11. I accepted a 36 month overseas assignment. I am only part-way through my tour. I have decided I do not wish to stay and complete my assignment. What do I need to do?

Your first step should be to set up a meeting with your supervisor to discuss the reason(s) you do not wish to complete your tour and to determine if there are any possible alternatives to returning to the United States. If after this meeting, you wish to formalize your request, submit it in writing to your supervisor.

Curtailment of an overseas assignment can be extremely costly. You could be liable for both the move to the overseas area as well as your return to the United States. Employees are not entitled to travel and transportation allowances for their return trip unless their request for tour curtailment and/or release from transportation agreement are approved and the reasons for curtailment are found acceptable by management.

12. After my initial tour, I signed a rotation agreement for an additional 24 months. I have decided I would like to exercise my return rights and not complete the remaining 18 months of my tour. What do I need to do?

You must submit a request for curtailment of your tour to your supervisor. The authorizing official for your curtailment will be the same level of authority that approved your extension. If you used any transportation entitlements on your current tour, you must also request a release from your transportation agreement requirements.

13. Can management withdraw an approved tour extension after the employee was notified it was approved and has taken Renewal Agreement Travel (RAT)?

Yes. A management official who is authorized to approve tour extensions may curtail tours and correct improperly extended tours. The employee would be provided a written explanation as to

why the tour expiration date is being changed, indicating that the employee would need to exercise return rights, if entitled, or register in PPP. In this case, management would waive repayment of RAT as long as the employee was within the RAT window and traveled based upon the approved tour extension.

For Additional Information: (571) 372-0578 or DSN (312) 372-0578, Human Resources Directorate, Policy & Strategic Initiatives Division