



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-CB

21 July 2015

MEMORANDUM FOR

HQ USAREUR Staff Principals
Commanders of USAREUR Major Subordinate Commands
Commander, USANATO Brigade

SUBJECT: Delegation of Authority for Foreign Area Tour Extensions and Waivers of Physical Presence Requirement

This memorandum expires in 2 years.

1. Supersession. This memorandum supersedes memorandum, USAREUR, AEPE-CB, 11 December 2014, subject: Delegation of Authority to Extend Overseas Tours.

2. References.

a. Department of Defense Instruction 1400.25 (DODI 1400.25), Volume 1230, subject: Employment in Foreign Areas and Employee Return Rights.

b. Memorandum, HQDA, DAPE-CPZ, 30 August 2012, subject: Foreign Area Employment – Overseas Tours.

c. Memorandum, HQDA, SASA, 30 May 2014, subject: Delegation of Authority – Foreign Area Tour Extensions and Waivers of Physical Presence Requirement.

d. [Army in Europe Supplement 1 to AR 690-300.301](#), Overseas Employment.

3. Background and Purpose. DODI 1400.25 ([ref 2a](#)) requires all U.S. appropriated fund employees in the competitive service to be limited to a period of 5 continuous years of employment in any foreign area, unless the employment is interrupted by at least 2 years of physical presence in the United States or a nonforeign area. HQDA directives ([ref 2b and c](#)) specify that the CG, USAREUR, may continue to exercise the previously granted authority to grant tour extensions. This memorandum updates and synchronizes previously issued policy and procedures with DOD and HQDA policy.

4. Authority for Foreign Area Tour Extensions Up to 5 Years. The authority to approve requests for tour extensions up to the 5-year limit remains as prescribed by [AE Supplement 1 to AR 690-300.301](#) ([ref 2d](#), paras 5-3a(1) and (2)) and, for clarification, this authority also applies to the United States Army North Atlantic Treaty Organization Brigade (USANATO Bde).

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5. Delegation of Authority for Foreign Area Tour Extensions Beyond 5 Years. I hereby delegate authority to approve requests for exception to the policy of 5-year limits on overseas tours for appropriated fund U.S. competitive service employees as follows:

a. Initial Tour Extensions Beyond 5 Years up to a Total of 7 Years.

(1) General officers (GOs), Senior Executive Service (SES) members, HQ USAREUR staff principals (and their equivalents) and commanders of USAREUR MSCs may approve foreign area tour extensions beyond 5 years and up to 7 years.

(2) The Deputy Chief of Staff (DCS), G1, USAREUR, may approve tour extensions beyond 5 years and up to 7 years for employees of the 2d Cavalry Regiment, 10th Army Air and Missile Defense Command, 12th Combat Aviation Brigade, 173d Airborne Brigade Combat Team, and the USANATO Bde.

(3) Extension requests must be documented in writing, articulate a business case for retaining the employee in the overseas location, and provide a succession plan for replacing the employee by the end of the extension period. These extensions will not exceed 2 years after the 5-year limit date.

b. Subsequent Tour Extensions Beyond a Total of 7 Years.

(1) The DCS, G1, USAREUR, may approve foreign area tour extensions beyond a total of 7 years.

(2) The extension requests must be documented in writing, address unanticipated events or circumstances that resulted in the failure of the succession plan included in the approval package of the employee's first extension, articulate the business case for retaining the employee, and provide a new succession plan for replacing the employee by the end of the subsequent extension. These extensions will not exceed 2 years.

6. Waivers of the 2-Year Physical Presence Requirement. In accordance with references [2b](#) and [c](#), I hereby delegate authority for the USAREUR DCG to approve hiring-action waivers for applicants who have been physically present in the United States or a nonforeign area for at least 1 year, but less than 2 years. This delegation applies to applicable civilian employees in HQ USAREUR, USAREUR MSCs, the

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USANATO Bde, and other USAREUR-assigned units. Procedures and guidance for requesting and approving these waivers are as follows:

a. The hiring supervisor will—

(1) Write a memorandum addressed to the USAREUR DCG to request the waiver. The memorandum must explain why the applicant is essential to accomplishing a mission, goal, or command activity, and be signed by the requesting supervisor's staff principal (or equivalent) or commander, as applicable.

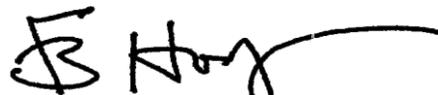
(2) Prepare a staff action summary (SAS) ([AE Form 1-10A](#)) with the memorandum in [subparagraph a](#) above attached as a RED TAB.

(3) Use the Task Management Tool (TMT) to route the SAS through the USAREUR G1 to the USAREUR DCG for requested approval.

b. The USAREUR G1 and the USAREUR DCG will consider the waiver only if the applicant has been physically present in the United States or a nonforeign area for at least 1 year and has qualifications that are significantly higher than any other applicant.

c. If the USAREUR DCG approves the request to waive the 2-year physical-presence requirement, the hiring official will send a copy of the DCG-approved SAS to the servicing civilian personnel advisory center with the selection certificate.

7. POC. The POC is the Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 314-537-1532, civilian 0049-(0)611-143-1532.



FREDERICK "BEN" HODGES
Lieutenant General, USA
Commanding

CF:
USAREUR Specialized Commands