



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

AEPE-CB

19 September 2016

MEMORANDUM FOR

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

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

This memorandum expires in 2 years.

1. Supersession. This memorandum supersedes memorandum, USAREUR, AEPE-CB, 21 July 2015, subject: Delegation of Authority for Foreign Area Tour Extensions and Waivers of Physical Presence Requirement.

NOTE: According to references [2a through d](#), [AE Supplement 1 to AR 690-300.301](#), paragraphs 5-3b(1)(a) thru (d), are no longer in effect. This delegation implements revised DOD and HQDA policy and takes precedence over paragraph 5-3b(1) and any other conflicting provisions of the AE Supplement 1.

2. References.

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

b. AR 690-300, Employment; Chapter 301, Overseas Employment; Subchapter 5, Overseas Employment and Rotation of U.S. Citizens.

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

d. Memorandum, HQDA, SAMR, 12 February 2016, subject: Delegation of Civilian Human Resources Authorities Version 02-2016, effective February 12, 2016: Revision to Delegation of Civilian Human Resources Authorities Matrix and Execution, Publication, and Transmission of Delegation #22 (specifically, matrix #19).

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

3. Background. DODI 1400.25 ([ref 2a](#)) requires a command-approved extension for any U.S. appropriated-fund employees in the competitive service to continue an overseas assignment in an approved status for any period of employment in any foreign area

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that exceeds 5 continuous years, unless the period of employment is interrupted by at least 2 years of physical presence in the United States or a nonforeign area. Army policy ([ref 2b as superseded by ref 2a, c, and d](#)) delegates the CG, USAREUR, authority to grant tour extensions and waivers of the physical-presence requirement. This memorandum updates USAREUR delegations of authority for the tour-extension and waiver policy to synchronize them with DOD and HQDA policy.

4. Delegation of Authority for Foreign-Area Tour Extensions Beyond 5 Years.

I hereby delegate authority to—

a. The DCG, USAREUR, to approve any initial foreign-area tour extensions of up to 2 years after the 5th year of overseas service (that is, from 5 to up to 7 years) for civilian employees assigned to HQ USAREUR, USAREUR non-general-officer major subordinate commands (currently that is, 2d Cavalry Regiment, 10th Army Air and Missile Defense Command, 12th Combat Aviation Brigade, 19th Battlefield Coordination Detachment, 173d Airborne Brigade Combat Team), the United States Army North Atlantic Treaty Organization Brigade (USANATO Bde), and by exception (as noted in [para 4b](#) below) the 21st Sustainment Command (21st SC) and the Seventh Army Training Command (7th ATC). In the event of an extended absence, approval authority resides with the CG, USAREUR.

b. The Commander, 21st SC, and the Commander, 7th ATC, to approve initial foreign-area tour extensions of up to 2 years after the 5th year of overseas service (that is, from 5 to up to 7 years) for personnel assigned to their commands and for personnel assigned to subordinate organizations. These commands will send such initial-extension requests to the DCG, USAREUR, only by exception (for example, extended absence of the commander). This authority may not be further delegated.

c. The DCG, USAREUR, to approve all subsequent extensions after an initial extension past 5 years of overseas service, for civilian employees assigned to HQ USAREUR, the 21st SC, the 7th ATC, the 2d Cavalry Brigade, the 10th Army Air and Missile Defense Command, the 12th Combat Aviation Brigade, the 19th Battlefield Coordination Detachment, the 173d Airborne Brigade Combat Team, and the USANATO Bde. In the event of an extended absence, approval authority resides with the CG, USAREUR.

5. Tour Extension Requests.

a. Organizations will send all tour-extension requests for DCG, USAREUR, approval through the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR, for review, processing, and a CPD recommendation to the USAREUR DCG.

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b. All requests for extension must clearly articulate the mission requirement that makes it critical to extend the employee in question (that is, why management has allowed only one employee to perform a mission-critical function that will result in mission failure if the employee's tour is not extended).

c. All requests must address why the DOD-required succession plan has failed, who is responsible for the plan, and what is being done to make the plan successful. Succession plans must delineate a process that ensures no additional extensions are needed to meet mission needs, goals, and objectives.

d. Any subsequent extension requests will not be for reasons that are substantially identical to previous requests. The previously approved initial extension will be included as an enclosure to the subsequent extension request.

6. Delegation of Authority to Approve Waivers of the 2-Year Physical-Presence Requirement. I hereby delegate authority to the DCG, USAREUR, 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, for all U.S. competitive service civilian positions assigned to HQ USAREUR, USAREUR MSCs (as stated in [para 4a](#)), and the USANATO Bde, as well as their subordinate organizations. This authority may not be further delegated.

7. Effectiveness. This delegation is effective immediately, may be canceled or withdrawn at any time, and is subject to review by the incumbent CG, USAREUR, for the purpose of cancellation or renewal after I relinquish command.

8. POC. The POC is the Supervisory HR Specialist, Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR; military 314-537-1531; civilian 0049-(0)611-143-1531; or e-mail: usarmy.wiesbaden.usareur.list.g1-cpd-tmt@mail.mil.



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