



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

AEPE-CB

07 NOV 2012

MEMORANDUM FOR HQ USAREUR Staff Principals and Commanders of USAREUR Major Subordinate Commands

SUBJECT: Procedures for Requesting a Tour Extension

1. References:

- a. AEPE-CB Memorandum, Subject: Delegation of Authority to Extend Overseas Tours, 1 November 2012.
- b. Army in Europe Supplement 1 to AR 690-300.301, Overseas Employment, 17 March 2006.
- c. AEPE-CB Memorandum, Subject: Foreign Area Employment and Overseas Tours – Implementing Guidance, 5 October 2012.

2. Reference 1a delegates authority to approve requests for tour extensions. Procedures for requesting tour extensions are as follows.

- a. Approval authority for tour extensions that do not exceed the five-year limit remains as outlined in paragraphs 5-3a(1) and (2) of reference 1b and current organizational procedures remain unchanged.

- b. Requests for approval of tour extensions beyond five years up to a total of seven years: Organizational procedures formerly in place for tour extension approval by General Officers, Senior Executive Service members, commanders of USAREUR major subordinate commands, and HQ USAREUR staff principals and their equivalents are reinstated.

- c. Requests for approval of tour extensions beyond a total of seven years or more:

- (1) Submit requests through an encrypted electronic message for approval by the HQ USAREUR, Deputy Chief of Staff, G1 to the Deputy Director, Civilian Personnel, Vera A. Garcia at Vera.A.Garcia.civ@mail.mil.

- (2) Requests must be complete to be considered and must be supported by written, objective factors that conform to policy guidance addressing tour extensions, business case justifications and succession plans. Incomplete packages will be returned without action.

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(3) G1, CPD will forward complete packages to G8 for budgetary/manpower management review and to EEO for their review. After receiving their input, G1, CPD will obtain a legal review from OJA and submit the request to the USAREUR G1 for approval/disapproval decision.

d. Guidance in paragraph 10 of reference 1c regarding administrative extensions remains in effect, except as hereby modified. In accordance with reference 1a, a short administrative extension that takes an employee beyond a total of 7 or more years must be approved by the HQ USAREUR, Deputy Chief of Staff, G1. A short administrative extension of up to six months that takes an employee beyond five and no more than a total of seven years must be approved by authorities indicated in paragraph 2b above. As addressed in references 1b and 1c, such short administrative extensions are for limited purposes, such as to allow children to complete the school year, to reach retirement age, to continue medical treatment, to synchronize rotation and transportation agreements, or to coincide with the sponsor's tour expiration.

3. The content of tour extension requests that do not exceed the five-year limit remains unchanged. Requests for tour extensions beyond 5 years or more must include:

a. A memorandum addressed to the appropriate approving authority articulating the business case and succession plan for retaining and replacing the employee, and, as applicable, addressing the failure of any previous succession plan. Requests for approval by the HQ USAREUR G1 should be signed by a General Officer, Senior Executive Service member, HQ USAREUR staff principal or equivalent, MSC commander or head of Special Staff Office and follow the attached template.

b. AE Form 690-300.301B, Feb 11, Overseas Tour Extension, Request for Decision, with all applicable portions completed. For extension requests taking the employee beyond seven or more years, the commander or staff principal recommendation must be indicated in Part D, with the HQ USAREUR G1 name and duty telephone number entered in Part E.

c. Any other information/documentation pertinent to the extension request.

4. Guidance in reference 1c regarding 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 period, and, as applicable, addressing unanticipated events or circumstances that resulted in the failure of prior workforce succession plans remains in effect. Responsible officials must consider applicable guidance in appendix G of reference 1b in making tour extension requests. Any supervisor or manager in the employee's chain of command may determine that the employee or position does not meet either DoD or locally developed criteria and disapprove the extension.

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5. My point of contact at CPD is Mr. Robert Fierro, who can be reached at DSN 370-9495 or at Robert.g.fierro.civ@mail.mil.



DONALD F. COPSON
Assistant Deputy Chief of Staff, G1,
(Civilian Personnel)

Attachment 1: Template for Beyond Seven Years Tour Extension Approval Requests

ORGANIZATIONAL LETTERHEAD

Office Symbol

MEMORANDUM FOR HQ USAREUR, Deputy Chief of Staff, G1

SUBJECT: Request for Tour Extension – (Name of Employee)

1. (NOTE: Use the applicable word/words) This employee will have completed ____ years/months of consecutive foreign area service in a DoD civilian position in the competitive service by the end of his/her current tour on _____. Request a ____ year/month tour extension, with a new DEROS of _____. The employee (has no return rights) or (will/will not forfeit return rights by accepting the proposed tour extension).

- a. Name:
- b. Position Title, Series, Grade:
- c. Organization:

2. Business Case: (Organizations should present a compelling business case for retaining the employee in his/her current position rather than replacing him/her, with detail to support it. It should be based on mission-related, operational criteria and clearly articulate the specific reason(s) and rationale as to why the extension is necessary, including any serious impact to the organizations ability to accomplish its mission if the extension is not granted. Organizations may address background information pertinent to understanding the employee/employment situation and the request for a tour extension.)

3. Succession Plan: (Organizations should explain in detail the actions they will take to facilitate replacing the current employee at the end of the tour extension period [including back-up plan] without disrupting mission accomplishment. This should be a living plan which is updated and adjusted as necessary to reach the goal of replacing the employee with another high quality employee and avoiding/mitigating any negative impact on the organization's or USAREUR's mission.)

4. Succession Plan Failure: (Organizations should explain what/why/how unanticipated events or circumstances caused the initial succession plan and back-up plan to fail, resulting in their inability to replace the current employee.)

5. Enclosed is completed AE Form 690-300.301B, Overseas Tour Extension, Request for Decision for this employee.

Encl

Signature Block