



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014

S: 15 February 2002

AEAGA-CE

21 December 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAREUR Overseas Tour Extension Policy for DOD Civilian Employees

This memorandum expires in 1 year.

1. References:

a. DOD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM), 24 August 1988, Chapter 301, Subchapter 4, Rotation of Employees From Overseas Areas (at <http://www.chrma.hqusareur.army.mil>; click on Management Tools, Overseas Tours and Rotation Information, Overseas 5 Year Rotation Policy Information, DOD 1400.25-M).

b. USAREUR Supplement 1 to AR 690-300.301, 15 June 1999, Overseas Employment.

c. USAREUR Regulation 10-5, 6 August 2001, HQ USAREUR/7A Organization and Responsibilities.

d. Memorandum, HQ USAREUR/7A, AEAGE-CE, 20 December 1999, subject as above (at <http://www.chrma.hqusareur.army.mil>; click on Management Tools, Overseas Tours and Rotation Information, Overseas 5 Year Rotation Policy Information, Overseas Rotation Policy for DOD Civilians).

e. Memorandum, HQ USAREUR/7A, AEAGF-C, 21 November 2000, Position Designation.

2. USAREUR policy on overseas tours for DOD civilian employees requires that by the end of fiscal year 2003 no more than 25 percent of the employees subject to this policy will have been on overseas tours for more than 5 years. From December 1997 to September 1999, USAREUR reduced the number of employees whose tours exceeded 5 years from 58 to 44 percent. But since September 1999, progress toward the 25-percent objective has been limited.

3. Management of this program has been challenging, but we must continue reducing the number of employees who have been in USAREUR longer than 5 years. To help, I plan to modify the management approach. My intent is to identify annual numerical targets for each organization based on the mission requirements of specific organizations. These targets will be identified by considering factors such as the total number of authorizations in the organization, positions excluded from the 25 percent, and positions exempt from the 5-year rule.

4. By 15 February 2002, USAREUR commanders (ref 1c, app A); the Commanding General, 5th Signal Command; and HQ USAREUR/7A staff principals will do the following:

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a. Review current positions exempt from rotation in accordance with reference 1a and ensure that the positions continue to be appropriate for exemption.

b. Closely review situations in which employees have been extended in GS/WG 1-8 positions for more than 5 years, and situations in which employees have remained in the command for more than 7 years.

c. Validate positions that are excluded from the statistical count and ensure that they continue to meet criteria in reference 1b. Specifically identify any additional positions that are recommended for exclusion.

d. Develop a numerical target for your organization that meets the intent of the 25-percent goal in reference 1d.

e. Provide a report to the Office of the Deputy Chief of Staff, Personnel and Installation Management, HQ USAREUR/7A, ATTN: AEAGA-CE, Unit 29351, APO AE 09014, that includes—

- (1) The results of your findings after taking the actions in a through d above.
- (2) The rationale for your recommended target (d above).
- (3) Your thoughts on how to improve management of this policy.

5. Progress toward reduction objectives will be monitored. As you work toward your numerical targets, continue to review U.S. positions for possible conversion to local national (LN) positions according to the policy in reference 1e. This supports USAREUR's commitment to increasing host-nation employment opportunities and restoring the composition of the U.S./LN workforce that existed in USAREUR before the drawdown.

6. The POC is Ms. Best, DSN 375-2538 or e-mail: dbest@chrma.hqusareur.army.mil.

FOR THE COMMANDER:


ANTHONY R. JONES
Major General, GS
Chief of Staff

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C (UPUBS)