



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3D CORPS SUPPORT COMMAND  
UNIT 29620  
APO AE 09096

REPLY TO  
ATTENTION OF

AETV-SCR-M (690-300)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3D Corps Support Command (COSCOM) Policy Memorandum #18, Civilian Employee Overseas Tour Extensions

1. **PURPOSE.** To establish the 3D COSCOM policy for Overseas Tour Extensions.
2. **APPLICABILITY.** Headquarters, 3D COSCOM and all subordinate units.
3. **BACKGROUND.** Civilians support military forces by providing needed continuity and expertise in many mission essential areas. Clearly, many of them possess knowledge, skills, and abilities that cannot readily be obtained through orderly rotation of employees. However, consistent with Department of Defense (DoD) and United States Army Europe (USAREUR) policy, commanders must positively determine and certify that an employee who is extended is truly critical for urgent and unique organizational needs. Current DoD and USAREUR policy limits employment of appropriated fund employees in foreign areas to five years. Strict enforcement of this policy began in 1998, with USAREUR establishing mandatory compliance guidelines. All USAREUR units and activities will limit the number of Department of the Army Civilian (DAC) employees having served at least five consecutive years overseas, to no more than 25 percent of their total civilian population. Within the COSCOM, an internal policy has been developed to outline procedures for DAC extensions.
4. **POLICY.** The process for civilian extensions is as follows:
  - a. 3D COSCOM Directorate Resource Management, Manpower/Management Division (DRM/MMD) will obtain tour extension paperwork (AE Form 690-300.301B-R) from the Civilian Personnel Advisory Center (CPAC) 8 months prior to employee's date eligible for return from overseas (DEROS).
  - b. Supervisors, in conjunction with commanders or staff principles, will make a recommendation for extension or non-extension of overseas tours prior to obtaining employee's concurrence in Part C of AE Form 690-300.301B-R. If extension is recommended, written justification must be provided with extension paperwork through the DRM/MMD. Supervisors will then schedule a meeting with the 3D COSCOM Commander to justify all civilian tour extensions beyond 5 years.

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c. Final approval authority for overseas tour extensions lies with the Commander, 3D COSCOM. Upon approval or disapproval of extension, first line supervisors will return extension paperwork to DRM/MMD.

d. Factors impacting the Commander's decision will be:

(1) Does the current and future Table of Distribution and Allowances (TDA) have a required and authorized space? If no authorized space exists, extensions will not be approved.

(2) Has a new mission or task been added by the Department of the Army or USAREUR, which requires the extension of the incumbent? Are the incumbent's knowledge, skills, and abilities so specific that the new mission would fail without him/her?

(3) What would be the impact on the mission if the incumbent were replaced with another qualified employee?

e. Employees who are not extended will either exercise return rights to their former activity in CONUS, return through the DoD Priority Placement Program (PPP), resign, or retire (if eligible). Employees choosing to register in PPP will report to their servicing Civilian Personnel Office within 7 days of notification of non-extension. Directorate of Resource Management, Manpower and Management Division will be responsible for monitoring the registration process.

5. SUPERSESSION. This policy supersedes the previous Civilian Employee Overseas Tour Extensions Policy Memorandum.

6. EXPIRATION. This policy memorandum expires 1 August 2004.

7. "Sustaining the Line!"

//ORIGINAL SIGNED//  
VINCENT E. BOLES  
Brigadier General, USA  
Commanding

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