

FACTSHEET

Extension to Five Year Limitation on Foreign Area Employment

BACKGROUND:

In Mar 97, OSD issued guidance reaffirming DoD's policy on the five-year limitation. By separate memos, USAFE/CC and AW/CC both concurred with the rotation policy and stressed the importance of reducing the number of employees extended beyond the five-year limit. The policy provides for the continuous assessment of civilian workforce requirements and promotes the efficiency of worldwide operations. It provides a tool to allow its more capable employees in CONUS the opportunity to accept positions in foreign areas as part of their career development. Experience gained in a foreign-area assignment is invaluable to DoD since it provides an employee the "big picture" perspective of the Department and its operations. Enforcement of the rotation policy allows us to maximize employment opportunities for highly qualified family members who arrive ready to join the civilian work force.

Extensions will be reviewed on a "case-by-case" basis and approved only in extremely rare situations consistent with the extension criteria outlined below.

PROCEDURES TO REQUEST AN EXTENSION BEYOND FIVE-YEAR LIMITATION:

- Requests for extensions must be in writing, address the tour extension criteria below and be forwarded through management channels for approval. If the tour extension criteria is not met, the extension will not be processed by the Civilian Personnel Flight.
- Extension Criteria:
 - Name of employee, title, series, and grade of present position
 - Organizational assignment and duty location
 - Specific period for which the extension is requested and why the time is necessary (normally 12 months or less)
 - Reasons why the loss of the employee will degrade the mission
 - Efforts taken by management to locate a replacement. Efforts must demonstrate that a suitable candidate was not identified after extensive recruitment efforts (at a minimum, recruitment needs to be expanded DoD wide). There must be a bonafide effort to find a suitable replacement; therefore, if a position is normally announced federal wide or to external recruitment sources because of difficulties in finding qualified candidates, the same should apply to the recruitment effort in connection with an extension request.
The 86th CPF will assist management in this process.
 - Efforts taken to reallocate the work or why it is not feasible to reallocate the work

- A statement that the employee's performance is fully satisfactory or better, and that he or she is current in the knowledge, skills and abilities (KSAs) required in his/her position
 - Total foreign service the employee will have served without an intervening period of service or residence in the United States or non-foreign area (includes all federal service in overseas areas – USAFE & PACAF)
 - Whether or not the employee has "return rights" to an activity in CONUS. If so, whether or not those rights will be extended by the activity which granted them. If the employee has return rights, attach a copy of the correspondence from the stateside activity either agreeing to or refusing to extend those return rights. **The 86th CPF will assist management in obtaining this information.**
 - Date and type of initial appointment and changes, if any.
- In order to determine whether suitable candidates are available for the position, you will be asked to submit a Request for Personnel Action no later than eight months prior to the employee's DEROS. This applies to career program and non-career program covered positions. Timely initiation of recruitment allows sufficient time to select a qualified replacement, allows a smooth transition between the departing employee and his/her replacement (to include an overlap, if warranted) and provides the departing employee the opportunity to take full advantage of the DoD Priority Placement Program's registration period (6 months) for his/her return placement. If no suitable candidate exists, the extension is normally justified.
 - NOTE: Management may grant an employee's request for a one-time 6-month extension beyond the initial five- year period for personal reasons, such as allowing children to complete the school year, etc. These requests are approved by the Civilian Personnel Officer. Management may also consider granting short-term extensions (normally 6 months or less) beyond the initial five-year period to allow an employee to retire if eligible during that period of time or when employee is working a critical (time linked) project.

APPROVAL AUTHORITIES:

Approval authority depends on the location of the position occupied by the employee and whether or not it is covered by an Air Force Career Program.

86th Airlift Wing:

- Request must be indorsed by the appropriate group commander and submitted to the CPF for forwarding to the Airlift Wing Commander for approval/disapproval.
- For a Career Program covered position, a request approved by 86 AW/CC is forwarded to the Career Program for final approval/disapproval by the Career Program Policy Chair.

HQ USAFE:

- Requests must be approved by the appropriate HQs Directorate to which assigned. The CPF will forward requests to HQ USAFE/DPC for coordination.

- For a Career Program covered position, the CPF will forward the request through HQ USAFE/DPC for coordination and then to the Career Program for final approval/disapproval by the Career Program Policy Chair.

TENANTS:

- Approval of the appropriate tenant Commander is required. If procedures have been established by another command, route your request through your channels. Forward final approval/disapproval to the CPF.
- For a Career Program covered position, CPF will forward request to Career Program for final approval/disapproval by the Career Program Policy Chair.