



CIVILIAN PERSONNEL FACT SHEET

Tour Extension Requests Beyond Initial Overseas Tour

Current as of Jan 2019

BACKGROUND:

DoD and AF policies limit civilian overseas tours to 5 years in response to Title 10, United States Code, Section 1586, *Rotation of career-conditional and career employees assigned to duty outside the United States*. These policies require DoD to establish a systematic method to move US civilians in and out of foreign areas. Therefore, extensions beyond 5 years should be rare and are intended to mitigate negative mission impact when employees are needed for additional time for various reasons, such as: to complete a project; where an employee is in a “hard-to-fill” position; and incumbency gap would create a temporary adverse mission impact. The DoD policy also requires submission of a succession plan to prevent subsequent extensions. Furthermore, AF policy requires coordination from the servicing civilian personnel office, USAFE-AFAFRICA 2-digit Functional Manager, Career Field Team, Career Field Manager, and AFPC General Officer (GO) or Senior Executive (SES).

AUTHORITY:

Title 10, United States Code, Section 1586 - Rotation of career-conditional and career employees assigned to duty outside the United States

DoDI 1400.25, Volume 1230, 26 Jul 12 – Employment in the Foreign Areas and Employee Return Rights

AF Manual 36-204, dated 4 Dec 2018 – Overseas Employment

86 AW/CC Delegation of Authority for Overseas Extension Approvals/Process Memorandum, 01 May 2018

Beyond Initial Tour – Up to 5 Years Requests:

Approving Authority: Installation Commander of the employee’s assigned unit (Wing/Directorate)/ Group/ 3AF

Process: Please work with your assigned Civilian Personnel Section (CPS) Staffer for applicable documents.

- 12 months prior to DEROs, CPS initiates request
- Unit replies to CPS stating intent within 10 days after notification
- Supervisor obtains employee’s concurrence on Tour Extension Memorandum (extension/non-extension).
- Supervisor/Commander develops and documents workforce succession plan for potential future requests.
- Supervisor/ Commander provides CPS with signed Tour Extension Memorandum signed (and agreed upon) by employee/Commander
 - *Note: If extension request disapproved at any Commander’s level, the process stops.*
- For employees with return rights – **CPS informs stateside CPS** that employee’s tour will/will not be extended
- Submit replacement fill RPA no later than 6 months prior to tour expiration date or as soon as the employee is placed through PPP or other means.



Short-Term Extension (up to 6 months) Beyond Initial 5-year Tour:

Approving Authority: Installation Commander of the employee's assigned unit and may not be further delegated.

General: A *one-time request beyond the initial 5-year tour* for centrally managed and non-centrally managed positions may be submitted for unforeseen circumstances, such as:

- Medical issues
- To allow children to complete the current school year
- To reach retirement eligibility date (SF-52 for Retirement and request for replacement fill must be submitted)
- Brief mission requirements

Process: Please work with your assigned Civilian Personnel Section (CPS) Staffer for applicable documents.

- Supervisor receives employee's extension request in writing.
- For employees with return rights – *CPS coordinates with stateside CPS* (confirmation obtained in writing).
- Supervisor obtains signed Commander memo detailing the request.
- Supervisor/Commander provides CPS with signed Tour Extension Memorandum

First Extension Beyond 5 Years (up to 7 years):

Approving Authority: MAJCOM/CS

Process: Please work with your assigned Civilian Personnel Section (CPS) Staffer for applicable documents.

- 15 months prior to DEROS, CPS initiates request
- Unit replies to CPS stating intent within 10 days after notification
- For employees with return rights – *CPS inquires with stateside CPS* if the base will extended return rights (approval/disapproval obtained in writing)
- Supervisor obtains employee's concurrence on Tour Extension Memorandum (extension/non-extension).
- Supervisor/Commander completes/documents 7-year justification package to CPS for coordination to MAJCOM/CS
- MAJCOM/CS provides CPS with signed Tour Extension Memorandum
- For employees with return rights – *CPS informs stateside CPS* that employee's tour will/will not be extended (approval/disapproval obtained in writing).
- Submit replacement fill RPA no later than 6 months prior to tour expiration date or as soon as the employee is placed through PPP or other means.

Beyond 7 Years Extension Requests:

Approving Authority: MAJCOM/CD (Centrally Managed Positions: AF/A1 when MAJCOM/CD and AFCFM disagree)

Process: Please work with your assigned Civilian Personnel Section (CPS) Staffer for applicable documents.



- 15 months prior to DEROS, CPS initiates request.
- Unit replies to CPS stating intent within 10 days after notification
- For employees with return rights – ***CPS inquires with stateside CPS*** if the base will extended return rights (approval/disapproval obtained in writing)
- CPS Initiates Advanced Recruitment RPA
- Supervisor obtains employee’s concurrence on Tour Extension Memorandum (extension/non-extension).
- Supervisor/Commander completes/documents 7-year justification package to CPS for coordination to MAJCOM/CD
- MAJCOM/CD provides CPS with signed Tour Extension Memorandum
- For employees with return rights – ***CPS informs stateside CPS*** that employee’s tour will/will not be extended (approval/disapproval obtained in writing).
- Submit replacement fill RPA no later than 6 months prior to tour expiration date or as soon as the employee is placed through PPP or other means.