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Press Release

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IMCOM-E civilian tour extensions aren't automatic

By Tom Saunders, Installation Management Command-Europe public affairs

HEIDELBERG, Germany – So you're stationed in Europe. The lifestyle, the food, the travel, the job....it's great and like many Installation Management Command-Europe civilian employees working and living overseas, you now wish to extend the tour. What steps do you need to take to have your tour extended and what procedures do you need to follow?

Most importantly for civilian employees to understand is that extending a tour is neither automatic nor a right of the employee, according to Alfred Lang, IMCOM-Europe Human Resources director.

“It is important to ensure we have a system that allows U.S. employees the opportunity to enjoy a tour overseas, gain some experience, then move on to other challenges, thus allowing other people the opportunity to come here and work and sharpen their skills,” said Lang. “We know everyone would like to stay here longer, however, rotating personnel enables us to develop the workforce, as well as bring in fresh ideas.”

To request an overseas extension, IMCOM-E civilian employees are required to meet with their supervisors at least one year before their expected date of return from overseas to discuss the possibility of extending the assignment.

An overseas tour extension must be based on one of three criteria: mission requirements, career-development opportunities, or situations of a humanitarian nature.

For Installation Management Command-Europe civilian employees, a five-year maximum is the rule and anything longer is the exception. Any manager or supervisor in the chain of command may disapprove an extension. Only the region director can approve requests to extend an employee's tour beyond five years.

Overseas employment was never intended to be permanent for IMCOM-E U.S. employees, according to Elizabeth A. Gordon, IMCOM-Europe Human Resources specialist.

“The five-year limitation on employment in foreign areas allows for the continuous assessment of civilian workforce requirements and promotes the efficiency of worldwide operations,” said Gordon.

“Tour extensions beyond the five-year limit are designed to provide management flexibility to meet defined mission requirements that cannot otherwise be met.”

Supervisors who select an employee already on an overseas tour – regardless if the tour is in Germany, Italy, Japan, Korea or any other overseas location – must determine if the employee has at least two years left on the tour. If the remaining time on the tour is less than two years, the supervisor must request a tour extension before the CPAC can extend a job offer.

Continuous overseas service or residence in a foreign area without returning to the states is used in computing the five-year period (for example: if an employee’s tour extension was not approved and he/she resigned but stayed in the overseas area, that time counts if he/she applies and is selected for another tour).

If the request is approved, the garrison director of human resources or the employee’s supervisor will have the employee sign part F of AE Form 690-300.301B and the rotation agreement (DA Form 5369-R). If the request is disapproved, the employee is notified by the manager or supervisor within two workdays after receiving the decision not to extend. The manager or supervisor will direct the employee to register in the Priority Placement Program (PPP) within seven workdays but not more than six months before the end of the current tour after being notified or exercise other options such as exercising return rights, retirement or resignation.

To learn more about Overseas Tour Extensions (OTEX), visit <http://www.imcom-europe.army.mil>.

Individuals may also check out AE Miscellaneous Publication 690-300.301A, IMCOM-Europe Overseas Tour-Extension Policy, available at:

<https://www.aeaim.hqusareur.army.mil/library/>
<https://aepubs.army.mil>.

In the meantime, enjoy your overseas tour destination, explore and enjoy the history of your local community!

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The U.S. Army Installation Management Command, Europe Region (IMCOM-Europe) is one of six regional offices created Oct. 24, 2006, (formerly known as Installation Management Agency) as part of an Army-wide initiative to focus management of Army installations around the world under one organization. IMCOM-Europe is responsible for all facets of support for U.S. Army Soldiers and families in Europe from drivers’ licenses to child care to force protection. As the landlord for all U.S. Army facilities in Europe, IMCOM-Europe is responsible for infrastructure and continuing the Army’s strong commitment to environmental protection. Its higher headquarters is located in Arlington, Va.