



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-0050

IMEU-WSB-ZB

8 SEP 11

MEMORANDUM FOR US Army Garrison Wiesbaden, Directorates and Civilian Personnel
Advisory Center (CPAC)

SUBJECT: US Army Wiesbaden Standard Operating Procedures for Processing Overseas Tour
Extensions (OTEX)

1. REFERENCES:

- a. 5 USC, Government and Employees, and 10 USC, Armed Forces.
- b. 5 CFR, Part 301, Overseas Employment.
- c. DoD 1400.25-M, Rotation of Employees from Foreign Areas August 1988.
- d. DoD 1400.20-1-M, DoD Program for Stability of Civilian Employment, July 1998.
- e. AR 690-300, Chapter 301, Overseas Employment, 12 August 1994.
- f. AE Supplement 1 to AR 690-300.301, Overseas Employment, 17 Mar 2006.
- g. AR 690-300, Chapter 352, Reemployment Rights, 12 August 1994.
- h. Memorandum, IMCOM-Europe Policy on Overseas Tour Extensions, 15 Mar 2010

2. Purpose: The purpose of this policy is to establish procedures and provide guidance for the processing of OTEXs within the USAG Wiesbaden.

3. Applicability: This policy applies to appropriated funded (APF) US civilian employees, employed with USAG Wiesbaden.

4. Intent: To improve the processing of all overseas tour extensions. Improvement of the processing of OTEX actions is imperative in this garrison.

5. Guidance:

a. CPAC: Will provide the Directorate of Human Resources (DHR) with AE Form 690-300-301B, Overseas Tour Extension, Request for Decision (Encl 1 & 2) for all employees twelve months prior to their current Date of Expected Return from Overseas (DEROS). The form may be requested thirteen months prior to the employees' DEROS in order to meet requirements for a timely submission to IMCOM-E. Civilian Human Resources Agency (CHRA) will ensure all employee DEROS dates have been updated in the personnel system.

b. DHR: The DHR will manage the garrison program and process the OTEX packets within 72 hours of receipt from CHRA and forward them to the individual directorates. All command approved/disapproved OTEX's will be returned to DHR for processing. Under five year extensions are approved or disapproved by the garrison commander.

(1) If Approved: DHR will return the OTEX form to the supervisor of the employee requesting that the employee complete and sign part G (for employees who are extended) to concur/sign the extension and return the OTEX form to DHR.

(2) If Approved and the Employee Chooses Not to Extend: Employee will check the appropriate block that states non-concurrence in Part G and as stated, go to Part F and complete, sign and date that block and select one of the following choices; Exercise Return Rights, Retire, Resign or Register in the Priority Placement Program (PPP). If the employee elects to register in PPP, IAW AE Supplement 1 to AR 690.300.301, Overseas Employment, the employee must contact the CPAC within seven (7) workdays after signature in Part F of the OTEX form AE 690.300.301, to schedule an appointment for PPP counseling and registration.

(3) If Disapproved: DHR will return the OTEX form to the supervisor of the employee requesting that the employee complete and sign PART F (for employees who are not extended). The employee will select one of the choices available in Part F (Exercise return rights, Retire, Resign or Register in Priority Placement Program (PPP)).

(4) Certain restrictions apply to employees who have return rights. Employee with return rights must contact CPAC to determine if they are eligible to register in PPP.

(5) If employee is eligible and elects to register in PPP, he/she must comply with the following statement: **I understand that according to the terms in my rotation agreement and AE Supplement 1 to AR 690-300.301, Overseas Employment, I must contact the CPAC within 7 workdays after notification of non-extension to schedule an appointment for PPP counseling and registration. I will register in the DOD PPP no earlier than 6 months before the end of my current overseas tour.** It is the responsibility of the supervisor to ensure that the employee complies with the provisions as stated in the PPP registration guidelines.

c. Extensions Over 5 Years: All extensions over 5 years must be justified by the supervisor based on Mission, Professional Development and/or Humanitarian reasons and will be submitted in the format at Enclosure two (2). The submission will be reviewed and based on the information, a determination will be made for approval or disapproval. If approved by the garrison commander, the OTEX packet will be routed to IMCOM-E for final decision. IMCOM-E will return the completed packets to DHR for processing. If the packet is approved or disapproved, the process described in paragraph 5b (1) through (6) will be followed.

IMEU-WSB-ZB

SUBJECT: US Army Wiesbaden Standard Operating Procedures for Processing Overseas Tour Extensions

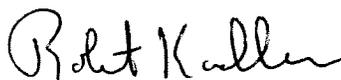
d. Upon receipt, Directors and Primary Staff will complete the OTEX packet, provide their recommendations and return it to DHR within thirty (30) days. Unique circumstances may require a shorter suspense which will be provided in the email. The recommendations will be completed in the format that is provided at Enclosure 3. Any recommendations submitted in any other format and for other than mission, humanitarian or professional development will be returned to the directorate for correction, along with a copy of this SOP.

6. Employees described in paragraph 5.b.2 and 5.b.3 that elect to register in PPP, must do so when they are within six months of their DEROS. Failure or refusal to register in the DoD Priority Placement Program or to accept an appropriate offer would be the basis for separation.

7. Point of contact is the Directorate of Human Resources, Support Services Branch, at DSN 337-5000 or 6150.

4 Encls

1. OTEX Form (ex Over 5 years)
2. OTEX Form (ex Under 5 years)
3. Justification Memo Example
4. GC Personnel Date Sheet Example



ROBERT KANDLER

Deputy to the Garrison Commander

EXAMPLE: OVER 5 YEARS

OVERSEAS TOUR EXTENSION, REQUEST FOR DECISION
(AE Suppl 1 to AR 690-300.301)

Privacy Act Statement of 1974

Authority: Section 301, Title 5, U.S.C., Section 3012, Title 10, U.S.C., Executive Order 9397
 Principal purpose and use: To apply for overseas extension.
 Mandatory or voluntary disclosure and effect on individual not providing information: Voluntary.
 However, failure by the individual to provide the information will prevent the individual's overseas tour extension.

Location of CPAC: Wiesbaden POC: Jane CPAC Date Prepared: 20100215 Suspense Date: 20100315
 If you have questions about this request, please contact your servicing CPAC POC no later than the suspense date above.
 Telephone number: 338-0001 E-mail: jane.cpac@us.army.mil

Part A (Employee Information)

Employee Name: DOE, Ray M. SSN: 000-11-2222 Emergency Essential
 Job title: Program Analyst PP/Series/Grade/Pay Band: GS-0343-12 No Yes (If yes, must have signed DD Form 2365)
 Employee Organization: Directorate of Human Resources

Has return rights No Yes (if yes, return rights to: Any Military Base, USA)
 Current DEROS: 20100213 Date arrived overseas: 20050214 Date 5-year limit expires: 20100213

Part B (For Supervisor)

Recommend extension for a period of _____ months (NTE a renewal tour of 24 months)
 Not extended (Sign below and proceed to Part F.)

By recommending this extension, I hereby certify that the employee—
 1. Is current in knowledge, skills, and abilities.
 2. Has a current performance appraisal of fully successful/valued performer or higher and
 3. Has adapted to the overseas environment.

Supervisor's Signature Block

Typed/printed name	Duty telephone	Signature	Date
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Part C (For Career Program Manager (CPM) Coordination, When Required)

Concur with extension request Nonconcur with extension request Career program number: _____
 Career Path/Field Manager's Signature Block

Typed/printed name	Duty telephone	Signature	Date
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Part D (Garrison Commander/IMCOM-Europe Division Chief (IMCOM-Europe Employees Only))

Recommend approval Disapproved (return action to supervisor)
 Commander signature (over 5 years)

Typed/printed name	Duty telephone	Signature	Date
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Part E (For Approving Authority)

Extension approved for a period of _____ months (NTE a renewal tour of 24 months) New DEROS: _____
 Extension disapproved (Have employee complete Part F.)

IMCOM-E (RD) Signature Block

Typed/printed name	Duty telephone	Signature	Date
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Part F (For Employees Who Are Not Extended)

I will Exercise return rights Retire Resign
 Register in the Priority Placement Program (PPP). If you select this option, please read and initial the following statement:

Initial _____ I understand that according to the terms in my rotation agreement and AE Supplement 1 to AR 690-300.301, Overseas Employment, I must contact the CPAC within 7 workdays after notification of non-extension to schedule an appointment for PPP counseling and registration. I will register in the DOD PPP no earlier than 6 months before the end of my current overseas tour.

Typed/printed name of	Duty telephone	Signature	Date
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Part G (For Employees Who Are Extended)

I concur with the extension. (Sign and date below.) I do not concur with the extension. (Go to Part F, and complete, sign, and date that block.)

Typed/printed name	Duty telephone	Signature	Date
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EXAMPLE: UNDER 5 YEARS

OVERSEAS TOUR EXTENSION, REQUEST FOR DECISION (AE Suppl 1 to AR 690-300.301)			
Privacy Act Statement of 1974 Authority: Section 301, Title 5, U.S.C.; Section 3012, Title 10, U.S.C.; Executive Order 9397			
Principal purpose and use: To apply for overseas extension.			
Mandatory or voluntary disclosure and effect on individual not providing information: Voluntary			
However, failure by the individual to provide the information will prevent the individual's overseas tour extension			
Location of CPAC: Wiesbaden	POC: Jane CPAC	Date Prepared: 20100215	Suspense Date: 20100315
If you have questions about this request, please contact your servicing CPAC POC no later than the suspense date above.			
Telephone number: 338-0001	E-mail: jane.cpac@us.army.mil		
Part A (Employee Information)			
Employee Name: DOE, Ray M	SSN: 000-11-2222	Emergency Essential <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, must have signed DD Form 2365)	
Job title: Program Analyst	PP/Series/Grade/Pay Band: GS-0343-12		
Employee Organization: Directorate of Human Resources			
Has return rights <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, return rights to: Any Military Base, USA)			
Current DEROS: 20110213	Date arrived overseas: 20080214	Date 5-year limit expires: 20130213	
Part B (For Supervisor)			
<input type="checkbox"/> Recommend extension for a period of _____ months (NTE a renewal tour of 24 months)			
<input type="checkbox"/> Not extended (Sign below and proceed to Part F.)			
By recommending this extension, I hereby certify that the employee—			
1. Is current in knowledge, skills, and abilities,			
2. Has a current performance appraisal of fully successful/valued performer or higher and			
3. Has adapted to the overseas environment.			
Supervisor's Signature Block			
Typed/printed name	Duty telephone	Signature	Date
Part C (For Career Program Manager (CPM) Coordination, When Required)			
<input type="checkbox"/> Concur with extension request <input type="checkbox"/> Nonconcur with extension request Career program number: _____			
N/A (Under 5 Years)			
Typed/printed name	Duty telephone	Signature	Date
Part D (Garrison Commander/IMCOM-Europe Division Chief (IMCOM-Europe Employees Only))			
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Disapproved (return action to supervisor)			
N/A (Under 5 Years)			
Typed/printed name	Duty telephone	Signature	Date
Part E (For Approving Authority)			
<input type="checkbox"/> Extension approved for a period of _____ months (NTE a renewal tour of 24 months)			
<input type="checkbox"/> Extension disapproved (Have employee complete Part F.)			
New DEROS: _____			
Garrison Commander (Under 5 Years)			
Typed/printed name	Duty telephone	Signature	Date
Part F (For Employees Who Are Not Extended)			
I will <input type="checkbox"/> Exercise return rights <input type="checkbox"/> Retire <input type="checkbox"/> Resign			
<input type="checkbox"/> Register in the Priority Placement Program (PPP). If you select this option, please read and initial the following statement:			
Initial _____	I understand that according to the terms in my rotation agreement and AE Supplement 1 to AR 690-300.301, Overseas Employment, I must contact the CPAC within 7 workdays after notification of non-extension to schedule an appointment for PPP counselling and registration. I will register in the DOD PPP no earlier than 6 months before the end of my current overseas tour.		
Typed/printed name of	Duty telephone	Signature	Date
Part G (For Employees Who Are Extended)			
<input type="checkbox"/> I concur with the extension. (Sign and date below.)			
<input type="checkbox"/> I do not concur with the extension. (Go to Part F, and complete, sign, and date that block.)			
Typed/printed name	Duty telephone	Signature	Date



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

REPLY TO
ATTENTION OF

IMEU-WSB-XX

MEMORANDUM FOR Commander, United States Army Garrisons Wiesbaden, Unit 29623,
APO AE 09096

SUBJECT: Overseas Tour Extension Request for XXXXXXXXXXXXXXXX

1. Request approval of a XX month overseas tour extension for XXXXX, Position PD title, Grade. I make this request based on Mission, Humanitarian, and or Professional Development (can be up to all three)
2. Use this paragraph to justify one of the three possible reasons for extension. If you are using more than one of the three available reasons for extension use subsequent paragraphs to justify each reason cited in paragraph 1. **Do not use comments regarding duty performance or how great the employee is or how his/her loss will be a hardship to the organization.**
3. The point of contact for this memorandum is (Supervisor) at DSN 337-XXXX or

Signature Block
(Director)

ENCLOSURE 3

