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SECRETARY OF THE AIR FORCE**

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Personnel

OVERSEAS EMPLOYMENT



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This Manual implements Air Force Policy Directive (AFPD) 36-2, *Civilian Recruitment and Placement*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for overseas employment. This Manual provides guidance for recruitment and placement for Air Force appropriated fund positions overseas, and the rotation and return placement of United States appropriated fund civilian employees from positions in foreign and non-foreign overseas areas as defined in this manual. This manual also covers the processing of persons residing in the United States selected for appropriated fund positions with the Air Force in overseas areas. This manual applies to all Major Commands, the Air National Guard, field operating agencies, and direct reporting units. This manual complements Department of Defense Directive (DoDD) 1400.5, *Department of Defense of Defense Policy for Civilian Personnel*; DoDI 1400.25 Volume 1230, *Employment in Foreign Areas and Employee Return Rights*; DoDI 1400.25 Volume 1232, *Employment of Family Members in Foreign Areas*; DoDI 1400.25 Volume 315 *Employment of Spouses of Active Duty Military*; DoDI 1400.25 Volume 1250, *Overseas Allowances and Differentials*; AFPD 36-2; Air Force Manual (AFMAN) 36-203, *Staffing Civilian Positions*; Air Force Instruction (AFI) 38-201, *Manpower and Organization: Management of Manpower Requirements and Authorizations*; AFMAN 36-606, *Civilian Career Field Management and Development*, and AFPD 38-2, *Manpower and Organizations*. This Air Force publication may be supplemented at any level; Major Command-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: (1) New chapter on Responsibilities and Authorities (**Chapter 2**); (2) Removes reference to pay retention (included in Air Force Instruction 36-207, Pay Setting), (3) Provides information on employees assigned to Civilian Strategic Leader Program and Centrally Managed Career Broadening positions as it relates to foreign area employment limitations; (4) Modifies the exemptions from foreign area employment limitations; (5) Eliminates the provision that allowed employees assigned to positions requiring frequent contact with government officials of the host nation; (6) Clarifies approval authority for extension requests; (7) Modifies and adds new Overseas Employment Agreements; (8) Adds **Attachment 2**, *Rules of Engagement for Referral, Selection and Placement*; and (9) Adds **Attachment 3**, *Tour Extension Requests Beyond Initial Overseas Tour*.

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Chapter 1

OVERVIEW

1.1. Overview. Individuals selected for overseas assignments shall be considered solely on the basis of merit factors without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, physical or mental disability (unless unable to perform the essential functions of the overseas assignment), genetic information, lawful political affiliation or non-affiliation, labor organization affiliation or non-affiliation, marital status, status as a parent, prior Equal Employment Opportunity activity or other non-merit factors; and selection must be based solely on job-related criteria according to legitimate position requirements or extension of overseas assignment. **(T-0)** Exclusionary policies of the country to which an employee is assigned are not a factor in the selection process.

1.2. Air Force Policy Directive 36-7, *Employee and Labor-Management Relations*, establishes policy for Labor-Management Relations, civilian conduct, discipline and adverse actions, and agency grievance procedures. In conjunction with Air Force Policy Directive 36-7 and its implementing guidance, this Manual provides guidance to implement that policy and directs that civilian management officials, supervisors, and employees will perform official duties lawfully and comply with ethical standards of conduct. **(T-0)** An employee's violation of any provision in this Manual may be cause for disciplinary action, which may be in addition to any penalty prescribed by law.

1.3. Department of Defense Instruction (DoDI) 1400.25, Volume 1231, Employment of Foreign Nationals and Civil Service Rule VIII, Section 8.3 covers locally hired non-United States citizens. When permitted by United States and host country treaty or agreement, laws and management considerations, the Air Force shall pattern its employment conditions for locally hired non-United States citizen employees after the customs and practices of the area. Compensation for such employees is based upon local prevailing rates of pay.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing overseas employment programs.

2.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1). Develops, coordinates, and executes personnel policy and essential procedural guidance for the management of overseas employment programs.

2.3. Civilian Force Management Directorate (AF/A1C). Develops policy for overseas employment programs, *and* provides policy guidance on provisions of this Manual. Monitors programs and assesses implementation to ensure compliance with this Manual.

2.4. Air Force Personnel Center (AFPC). Provides current operational oversight, instructions, and training to Major Commands and Civilian Personnel Sections regarding provisions of this Manual.

2.5. Major Commands, Direct Reporting Units, and Field Operating Agencies. Provide guidance and support to employees and subordinate Civilian Personnel Sections. Monitor and track programs for compliance with this Manual.

2.6. Civilian Personnel Sections (CPSs). Provide employees procedural guidance on overseas employment programs consistent with this Manual. Provide supervisors and managers with overseas employment programs advisory services. Ensure overseas employment program local training for civilian personnel specialists, attorneys, and management officials.

Chapter 3

STAFFING

3.1. Overseas Civilian Workforce.

3.1.1. When it is advantageous to employ civilians in foreign overseas areas, maximum use is made of United States and non-United States citizens available locally. Unless precluded by treaties or other agreements that give preferential treatment to local nationals, family members of military and civilian personnel are given preference as provided in Department of Defense Instruction 1400.25, Volume 1232. (T-0)

3.1.1.1. Civilian Staffing policies, practices, and decisions will comply with Equal Employment Opportunity Commission, and Merit Systems Protection Board regulations, principles, and programs. (T-0)

3.2. Adequacy of Facilities and Services.

3.2.1. In determining the numbers and types of United States civilian employees for overseas areas, Commanders shall consider the ability of the command to ensure adequate housing, subsistence, medical, commissary, exchange, laundry, transportation, and other essential facilities/services. An overseas command may not initiate recruitment from the United States (except when required to meet unexpected emergency conditions) unless the command or the local community can provide essential facilities and services. (T-0)

3.2.2. In those overseas areas where United States civilian employees cannot utilize the facilities and services of the civilian community without restriction or where appropriate and adequate facilities do not exist or are not readily available, the installation commander shall allocate facilities and services under their authority. (T-3) This is done in accordance with a standard that provides available services to both military and civilian personnel recruited from the United States. (T-3)

3.3. Career Development.

3.3.1. The Air Force encourages its employees in the United States, its territories and possessions to accept overseas assignments as a part of their career development.

3.3.2. The Department of Defense has an established policy limiting civilian employment in foreign areas to 5 years unless otherwise exempt (See [Paragraph 4.5](#)) or an extension (See [Paragraph 4.7](#)) has been approved. It applies to all positions in the competitive service. This policy allows for the continuous assessment of civilian workforce requirements and promotes the efficiency of worldwide operations. This policy ensures employment opportunities to newly assigned civilian and military family members as current employees and family members rotate out of the area. (T-0)

3.3.3. The Air Force guidance for foreign and non-foreign overseas recruitment and rotation provides for the orderly movement of employees to and from overseas areas. It is designed to provide expanded career opportunities, broaden experience, provide special skills where needed, and to return employees from overseas areas after an agreed period of service. Statutory return rights are granted to Air Force career and career-conditional employees in the competitive service who accept assignment to foreign and non-foreign overseas locations. (T-0)

3.3.4. The provisions of AFMAN 36-606 are followed when processing personnel actions for centrally managed positions. **(T-3)** Effective force development depends upon filling high-level positions with highly qualified employees who have a variety of work experiences at various locations throughout the Air Force. These varied experiences provide the employees a range of challenges and demands that may not be experienced in a single type of position, at only one installation or organizational level. The career-minded employee should seek such work experiences in more than one location or organization in a life-time career. to attain appropriate depth and breadth of experience in preparation for the next level of challenges, employees should remain assigned to overseas positions no less than the prescribed overseas tour.

3.4. Qualifications and Suitability.

3.4.1. The Air Force will use selection techniques to ensure only those persons qualified and suitable for overseas employment are hired. **(T-1)** Prospective employees will receive full and accurate information about the overseas area for which they are being considered to include the type of facilities and services available to them, the nature of the work they will perform, the conditions of their employment, and their responsibilities to the United States as the nation they represent. **(T-3) NOTE:** Not all host countries allow same-sex domestic partnerships. This would not entitle the domestic partnerships to Status of Forces Agreement status and command sponsorship. This is addressed in the tentative job offer questionnaire. **(T-3)**

3.5. Pay Differentials and Allowances.

3.5.1. Within the provisions of applicable laws and regulations, Air Force civilian employees serving in overseas areas may be granted differentials and allowances appropriate to their duty location and employment conditions.

3.5.2. Employees assigned overseas who are selected for an assignment in a different overseas location may request additional allowances and differentials, including separate maintenance allowances. Decisions to approve or disapprove such requests are made by the gaining Civilian Personnel Section in accordance with applicable regulations.

3.5.3. Overseas Allowance Determinations. The owning and servicing Civilian Personnel Section is responsible for ensuring that a Standard Form (SF) 1190, *Foreign Allowances Application, Grant and Report*, is completed for each employee. The SF 1190 must be completed to document all overseas allowance determinations, whether an employee is eligible or ineligible. Allowance determinations must comply with the requirements of the Department of State Standardized Regulations (DSSR) and DoD 1400.25, Volume 1250, Overseas Allowances and Differentials. Once the SF 1190 is signed by the employee, the form must be placed in the employee's allowance file and maintained in accordance with the Department of State Standardized Regulation, Section 070 records disposition rules, which may be found at <https://aoprals.state.gov>.

3.6. Employment Eligibility under Status of Forces Agreement or Host Nation Agreements.

3.6.1. Where applicable, based on the provisions of the Status of Forces Agreement or Host Nation agreement, a person is not a part of the civilian component if either a citizen of the host country, or regardless of citizenship, is considered to be "ordinarily resident" in the host country. **(T-0)** Those not eligible for the civilian component are only eligible for employment as "local labor" under employment conditions established for local national personnel (such as

pay, benefits, et cetera). Pay, various other benefits and employment of United States citizens must comply with United States laws, regardless of duty location. In order to comply with both the Status of Forces Agreement and United States law, the Air Force cannot employ United States citizens in an appropriated fund position who are not eligible to be a part of the civilian component. **(T-0)**

3.6.2. In determining whether a person is “ordinarily resident” in the host country, the primary consideration is the situation under which the person initially moved into the host country and the circumstances under which the person remained. Civilian Personnel Section may seek advice from their local Staff Judge Advocate or Major Command.

3.6.2.1. Individuals who are eligible for employment as family members are not considered “ordinarily resident”.

3.6.2.2. Individuals who entered the host nation, as members of the United States Armed Forces (military or civilian employees) are not considered “ordinarily resident” as long as they maintain continuous employment with the United States Armed Forces. Employment on the local economy will interrupt substantially continuous employment.

3.6.3. Indicators that a person is “ordinarily resident” may include, but are not limited to the following:

3.6.3.1. Purchase of a residence or entering into a long-term (12 months or more) rental agreement by the applicant or applicant’s spouse.

3.6.3.2. Employment on the economy or obtaining a work permit to work on the economy.

3.6.3.3. Obtaining a resident visa, work permit, or making a similar declaration that would indicate intent to remain in the foreign area (6 months or more).

3.6.3.4. Payment of taxes imposed on local residents.

3.6.3.5. Residency in the host country for more than 12 months without United States government affiliation (employment with United States government, or equivalent employment). The servicing Civilian Personnel Section must confirm with the Staff Judge Advocate on the timeframe that has been agreed upon with the host nation. As a general rule, established residence in the host country is an indicator of the intent to stay and consideration as “ordinarily resident”.

3.6.4. The servicing civilian personnel flight makes an eligibility determination and advises the Air Force Personnel Center before appointment. **(T-0)**

3.6.5. Generally, individuals determined ordinarily resident in the host country break and terminate this status by leaving the host country for at least 12 months. Factors indicating a termination of "ordinarily resident" status include: terminating a long term lease or tenancy, selling property in host country, moving to another country, shipping household goods to another country, etc.

3.7. Employment of Individuals with Dual Citizenship.

3.7.1. If otherwise eligible, a person with dual citizenship is employed as a United States citizen and provided the maximum benefits possible under laws and regulations applicable to the employment of United States citizens. **(T-0)**

3.8. Recruitment and Rotation.

3.8.1. For foreign and non-foreign overseas recruitment and rotation, Air Force guidance provides for the orderly movement of employees to and from overseas areas. It is designed to provide expanded career opportunities, broaden experience, provide special skills where needed, and to return employees from overseas areas after an agreed period of service.

3.8.2. Employees with career or career-conditional status assigned or appointed in foreign areas enter into an agreement with the Air Force to return to the United States from the foreign area after completion of an initial or subsequent prescribed tour of duty for the area to which assigned. For those positions subject to the Department of Defense foreign area limitation policy, this will be no later than 5 years unless an extension is approved. **(T-1)** Appointments with a time limitation may not be extended for any period of time that would permit retention in foreign areas for a period totaling more than 5 years without an approved tour extension. **(T-1)**

3.8.3. Employees assigned or appointed in foreign areas to an Overseas Limited Appointment are subject to the 5 year foreign area employment limitation applied by DoDI 1400.25 Volume 1230, *DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights*, in accordance with Title 5 Code of Federal Regulations Section 301.201 (5 CFR § 301.201), *Appointments of United States Citizens Recruited Overseas*, and are terminated at the end of the 5 year period unless an extension is approved. **(T-0)** Overseas limited appointments and extensions are rare and used only when there is a severe shortage of candidates.

3.8.4. An employee may invoke the option to return at any time after completion of a period of service agreed upon under an initial or subsequent tour of duty. Likewise, management may exercise its option not to continue the employee after completion of the initial or subsequent tour of duty. The employee and management must agree to any management-initiated extension of the overseas tour. **(T-3)** Refer to **Chapter 4** for guidance on Requests for Extensions.

3.8.4.1. An employee who signed an OCONUS service agreement in conjunction with a paid Permanent Change of Station (PCS) to the overseas theater must complete their initial tour of duty prior to being eligible for another funded PCS. **(T-3)** The requirement to complete the tour exists for any funded PCS to include a PCS for execution of return rights and retirement as well as a PCS for a new assignment. This is to comply with the early release from service agreement as outlined in the Joint Travel Regulation and the OCONUS service agreement.

3.8.5. Return placement is affected by exercising return rights, under mobility agreement conditions, or by registration in the Department of Defense Priority Placement Program, as specified in the Overseas Employment Agreement.

3.8.6. Stateside or Continental United States (CONUS) employees recruited for permanent positions in OCONUS non-foreign areas are granted statutory return rights to and are not subject to the 5 year foreign area limitation. However, employees lose their return rights if they remain beyond the original 5 year assignment, unless the return rights are extended by the former base. **(T-0)**

3.8.7. Renewal Agreement Travel does not apply for moves to Alaska and Hawaii. **(T-0)**

3.9. Management-Initiated Returns.

3.9.1. An employee serving under a service agreement at any Permanent Duty Station may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the Department of the Air Force. This includes release when the employee's services are not required for the entire tour of duty period (Joint Travel Regulation [Chapter 5](#), Part G, *Acceptable Reasons for Release*). (T-0) If the employee is serviced by a Civilian Personnel Flight of an Air Force command other than the one to which assigned, the servicing command will consult with the employee's parent command prior to any such determination. (T-2)

3.9.2. The determination is made only for reasons that will justify the return as being in the best interests of the Air Force. Management will not rely on this provision to return employees early who have or are facing performance-based or disciplinary actions. These situations must be handled following AFI 36-704, *Discipline and Adverse Actions of Civilian Employees*. (T-1) Refer to [Chapter 10](#) of this manual for guidance on management-initiated return actions and for employees recruited from OCONUS non-foreign areas for assignment to another OCONUS non-foreign area who are on an overseas employment agreement.

Chapter 4

FOREIGN AREA EMPLOYMENT LIMITATION

4.1. Information.

4.1.1. Department of Defense Instruction (DoDI) 1400.25 Volume 1230, *DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights*, limits civilian employment in the competitive service in foreign areas to a period of 5 years unless interrupted by 2 years of physical presence in the United States or non-foreign area. **(T-0)** Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with Air Force Manual 36-606. **(T-1)** Refer to [Paragraph 4.8](#) for authority to approve shorter period of physical presence in United States.

4.1.2. The 5-year limitation on foreign area employment provides management the necessary flexibility to accommodate the ever-changing foreign area workforce requirements and provides career-enhancing opportunities for employees based in the United States and non-foreign areas. The policy also ensures continuing employment opportunities to newly assigned civilian and military family members as current employees and family members rotate out of the foreign area.

4.1.3. The policy does not guarantee any Air Force employee a 5-year foreign area assignment. A career or career-conditional employee may be required to return from a foreign area consistent with the terms of the foreign overseas employment agreement entered into prior to the foreign overseas assignment. Management may exercise the option to return any employee, when it is in the best interest of the Air Force. Return may be affected by exercise of return rights (if applicable); by registration for priority return placement assistance through the Department of Defense Priority Placement Program; or by mobility agreement.

4.1.4. The policy in DoDI 1400.25 Volume 1230 limiting foreign overseas employment to 5-years does not apply to family members with personal competitive status who accompany a member of the United States Armed Forces or civilian employee assigned to a foreign overseas area, unless and until loss of dependent status occurs. (See [Paragraph 4.4.1](#) below)

4.1.5. Employees assigned to a Civilian Strategic Leader Program position, whether it's funded by the Central Salary Account or owned by the installation, are generally not affected by the foreign area employment limitation, as they typically serve for less than 5 years. Civilian Strategic Leader Program consists of a 3-year assignment with option to extend for 1 year. If an extension is warranted, based upon critical mission needs, such request must be coordinated with the Career Field Team, Career Field Manager and the Civilian Strategic Leader Program office at the Air Force Personnel Center for AF/A1's approval. Any prior foreign service subject to the limitation must be considered when requesting and approving an extension or placement to another assignment also subject to the foreign area limitation. **(T-3)**

4.1.6. Employees assigned to a Career Broadener position funded by the Central Salary Account are generally not affected by the foreign area employment limitation. Career Broadener consists of a 30-36 month assignment with the option to extend to not more than 48 months. If an extension is warranted, based upon critical mission needs, such request must be submitted to the Career Broadener office at the Air Force Personnel Center through the servicing Civilian Personnel Section for approval. Any prior foreign service subject to the

limitation must be considered when requesting and approving an extension or outplacement to another assignment also subject to the foreign area limitation.

4.2. Overseas Limited Appointments.

4.2.1. The policy of limiting foreign area employment to 5 consecutive years with the Department of Defense also applies to employees hired on overseas limited appointments. In accordance with Title 5 Code of Federal Regulations 301.201 (5 CFR § 301.201), *Appointments of United States Citizens Recruited Overseas*, overseas limited appointments and extensions are rare and only used when there is a severe shortage of candidates. Initial appointments should be for the normal tour of duty for the location with the option to extend up to 5 years. Employment is terminated at the end of the tour unless an extension is approved using the same criteria outlined in [Paragraph 4.7 \(T-3\)](#)

4.2.1.1. Recruiting career or career-conditional employees from the contiguous United States and then converting them to any kind of time-limited appointment is problematic and should not be considered as a staffing option. **(T-1)**

4.2.2. Employees on overseas limited appointments who are exempt from the foreign employment limitation are on indefinite appointments. Exemptions are outlined in [Paragraph 4.5](#) below.

4.3. Computing Allowable Foreign Employment Period.

4.3.1. to compute the period of allowable foreign area employment remaining under a current appointment, conversion, or on reemployment, all prior civilian appropriated fund competitive service employment (temporary, term or permanent) with the Department of Defense in foreign areas not interrupted by at least 24 months of service or physical residence in the United States or non-foreign areas (if a resident) must be counted. Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with Air Force Manual 36-606. The authority to approve a period less than the required 24 months is delegated to owning Major Command Deputy Commander or equivalent of the employee's position in CONUS (see [Paragraph 4.8](#)). **(T-2)**

4.4. Employees Who Lose Family Member Status.

4.4.1. Excepted Appointments – Schedule A. 213.3106(b)(6). A family member (see definition of terms) on this appointment who loses family member status through divorce or when the sponsor transfers or separates from the service, or is permanently reassigned to another base and departs the area, is terminated within 2 months from the date of divorce, transfer, separation from the service or permanent reassignment. **(T-1)**

4.4.2. Career or Career-Conditional Appointments. A family member on a career or career-conditional appointment, who loses family member status through divorce or the sponsor transfers or separates from the service, or is permanently reassigned to another base and departs the area, becomes subject to the foreign overseas rotation policy. Tour extension approval is required in order for the family member to remain in the overseas areas. A new overseas employment agreement must be obtained when dependent becomes self-sponsored. Refer to [Paragraph 5.1 Overseas Employment Agreements](#). Refer to [Paragraph 4.5.1](#) for guidance concerning authorized foreign area employment and [Paragraph 4.3](#) for computing the allowable period. **(T-1)**

4.5. Exemptions from Foreign Area Employment Limitation.

4.5.1. It is DoDI 1400.25 Volume 1230 policy to limit civilian employment in foreign areas in competitive service positions to 5 years with these exceptions:

4.5.1.1. Employees who have been continuously employed in a foreign area since 1 April 1966.

4.5.1.2. Employees who are family members accompanying military or civilian employees of the Department of Defense components who are stationed in the area. This exception ceases to apply upon the departure of the sponsor from the area. Unmarried dependent children may be retained in a position past the age of 23 until such time as their sponsor departs the foreign duty station or its commuting area, or the sponsor completes the current period of service requirement, whichever occurs first. **NOTE:** Department of Defense Manual (DoDM) 1000.13, Volume 2, *DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*, indicate once an unmarried family member reaches 21 (or 23 and a full-time student), they are not eligible for an identification card or installation access and therefore not employable. Some host country laws also conflict with this guidance, such as the United Kingdom, where the law states a 23-year old is considered an adult and therefore complicates the visa work requirement. In the event there is a conflict with host country laws, the employee should consult with the servicing Civilian Personnel Section and Staff Judge Advocate.

4.5.1.3. Educators in the Department of Defense Education Agency school system.

4.5.1.4. Employees who were employed before 24 August 1988, in positions at the general schedule 06 level or below or in non-supervisory wage grade positions, as long as they stay continuously employed at those grade levels.

4.5.1.5. Employees serving on a Veterans' Recruitment Appointment. Veterans' Recruitment Appointment employees are subject to the 5-year limitation immediately upon conversion to a career or career-conditional appointment. The intent of this exception is to ensure the Veterans' Recruitment Appointment appointee has enough time to complete 2 years of excepted service in one, or more than one, Veterans' Recruitment Appointment required for conversion. It is not intended to allow continuation of overseas service through a succession of Veterans' Recruitment Appointments. The employee will sign a rotation agreement that is executed prior to affecting a Veterans' Recruitment Appointment. The employee may be subject to rotation immediately after 2 years of excepted service and conversion to a position in the competitive service, depending on the length of foreign area employment, as computed in accordance with [Paragraph 4.3](#) Upon reaching 5 years, the employee will be registered in the Department of Defense Priority Placement Program for return placement immediately upon conversion to career-conditional status.

4.5.1.6. Non-appropriated Fund employees.

4.5.2. Employees identified in this section who move from exempt to non-exempt positions, become subject to the Department of Defense rotation policy and 5 year employment limitation. All preceding employment with the Department of Defense in a civilian appropriated fund capacity that is not interrupted by a period of 24 months physical residence in the United States, is included in computing the 5-year period. The period of authorized

foreign area employment will terminate after a period of time equivalent to one renewal agreement tour of duty, beginning with the date of change, or after a total of 5 years overseas service including the service immediately prior to the assignment, whichever is later.

4.6. Position Exemption Guidance.

4.6.1. Per Department of Defense Instruction 1400.25, Volume 1230, employees are no longer exempt from overseas tour limits just because they are assigned to positions requiring frequent contact with government officials of the host nation as well as a detailed current knowledge of the culture, mores, laws, customs or government processes that cannot be acquired outside of the host nation. **(T-0)**

4.7. Requests for Extensions.

4.7.1. The Department of Defense rotation policy limits civilian employment in foreign areas to 5 years for those employees in competitive service appointments. Employees serving in foreign areas whose employment is limited by the Department of Defense rotation policy may be extended as authorized under the conditions identified in this section.

4.7.1.1. Extensions of foreign area tours beyond 5 years are designed to enable management to meet defined mission requirements that cannot otherwise be met due to unavailability of suitable candidates. Extensions are never intended to allow employees to stay in the foreign area for indefinite periods of time. Employees do not have an inherent right to such extensions.

4.7.1.2. The 5-year overseas employment limitation policy does not guarantee any Air Force employee a 5-year assignment overseas. Management is not required to extend an employee beyond the initial tour of duty and does not have to justify reasons for disapproving the extension. Accordingly, both the employee and management must agree to any extension of overseas service.

4.7.1.3. Extensions are granted on a case-by-case-basis. If an extension is granted, it will normally only be a single extension beyond the 5-year limitation. Extensions may be granted only for mission related reasons, and if the employee has an acceptable performance rating and current in the knowledge, skills, and abilities required for the position.

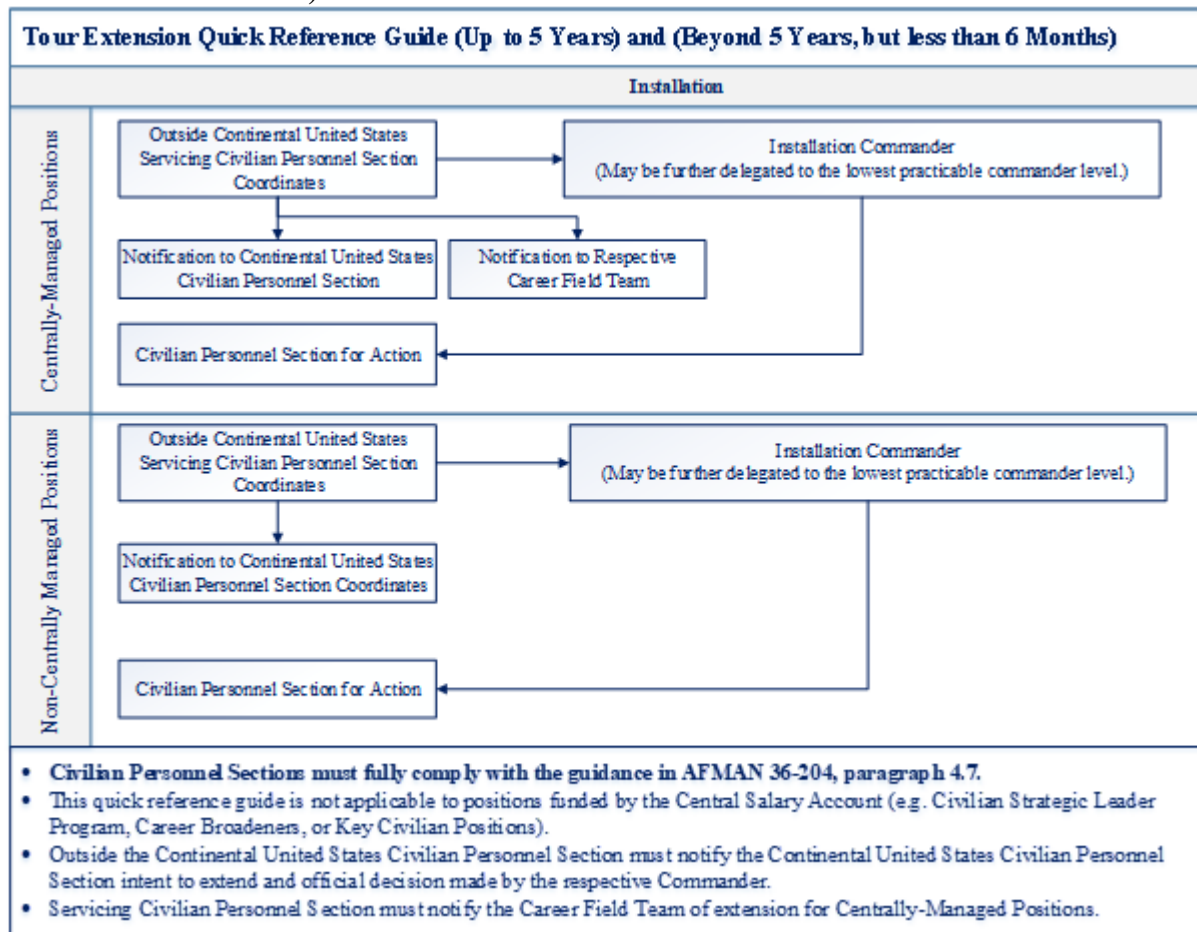
4.7.1.4. Extension requests to the foreign area beyond the initial tour or beyond the 5-year overseas limitation will be initiated at least, and no later than, 12 months before the employees Date Estimated Return from Overseas Service (DEROS), and will include a written business case that articulates retaining the employee in the overseas area. The business case will include the potential impact to the squadron, group, wing, or major command if the extension is disapproved, a workforce succession plan for replacing the employee after the end of the extension.

4.7.2. Approval authorities for extension requests are as follows:

4.7.2.1. Short-term extensions. Centrally Managed and non-Centrally Managed Positions. Employees may request a short-term extension of 6 months or less beyond the initial 5-year foreign area limitation. Extensions may be requested for extenuating and unforeseen circumstances (such as to allow children to complete the current school year, delay in receiving orders, processing visas, emergency family or medical issues). Approval

authority for this provision is the OCONUS installation commander, or equivalent, and may not be further delegated. Such extensions will continue the position obligation (return rights) entitlement beyond the 5-year date; however, the overseas Civilian Personnel Section must notify the stateside Civilian Personnel Section when short-term extensions have been granted. **(T-1)** The stateside Civilian Personnel Section will ensure the position obligation/return rights extensions are appropriately documented. For centrally managed positions, notification to the appropriate career field is required for situational awareness. **(T-3)** Reference [Attachment 3](#).

Figure 4.1. Tour Extension Quick Reference Guide (Up to 5 Years) and (Beyond 5 Years, but less than 6 Months)

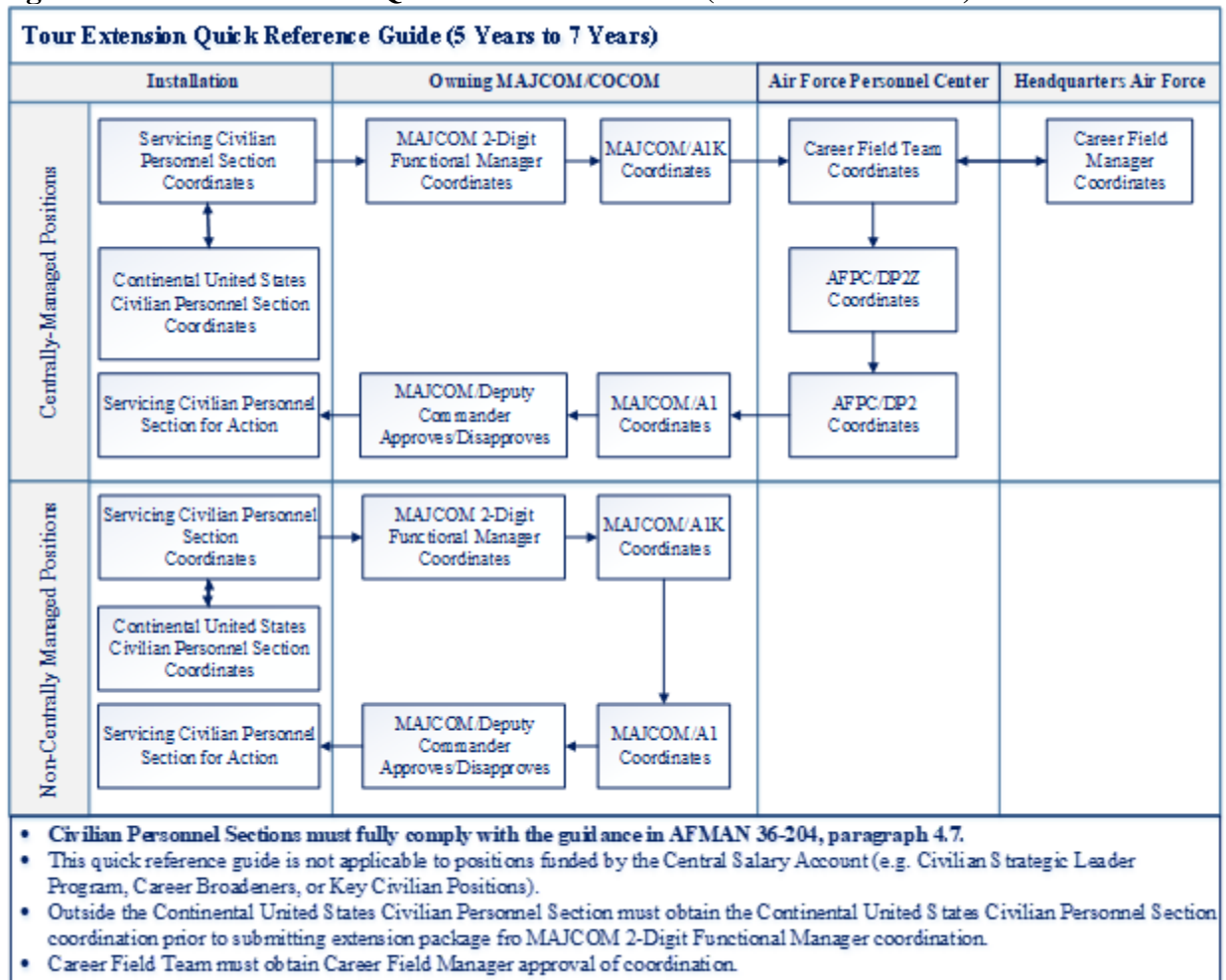


4.7.3. Overseas Initial Tour. OCONUS installation commanders are delegated the authority to approve extensions of an initial overseas tour up to a maximum of 5 years for all employees on centrally and non-centrally managed positions. For centrally managed positions, notification to the appropriate career field team is required for situational awareness. **(T-3)** Any approved extensions up to 5 years remain in effect with movement on the installation where approved. This authority may be further delegated, in writing, to the lowest practicable commander level for execution. This approval authority does not apply to Central Salary Account funded positions, Civilian Strategic Leader Program positions, Career Broadener, or Key Civilian Positions, which must be coordinated with the appropriate Central Salary

Account, Civilian Strategic Leader Program, Career Broadener or Key Civilian Position Career Field Team at the Air Force Personnel Center prior to AF/A1's approval. **(T-1)** For employees with return rights, the local Civilian Personnel Section will inform the employee's losing CONUS installation of the pending overseas extension approval and final decision. The losing Civilian Personnel Section supporting the activity to which an employee has return rights and the servicing Civilian Personnel Section supporting the overseas activity shall keep each other informed regarding any action that affects an employee's return rights. **(T-3)** Local commanders are responsible for ensuring workforce succession plans are developed and that robust recruitment efforts are documented, including the submission of a Request for Personnel Action no later than 180 days prior to the expiration of the 5-year overseas tour, or as soon as an employee without return rights is selected or registered/placed through Priority Placement Program or other means. **(T-1)** Reference [Attachment 3](#) and [Figure 4.1](#)

4.7.4. First Tour Extension beyond 5 Years (up to 7 years). The authority to approve civilian overseas extension requests for up to 2 years beyond the current 5 year overseas limitation is delegated to the owning Major Command Deputy Commander (or civilian equivalent). **(T-2)** The authority may be further delegated, in writing, to a general officer or senior executive. If the position is centrally-managed, the requestor must coordinate extension requests with the owning major command 2-digit Functional Manager, Major Command A1K, Career Field Team, Career Field Manager prior to submitting for final decision as outlined below. **(T-2)** If the position is non-centrally managed, coordinate extension requests with the owning Major Command 2-digit Functional Manager prior to submitting for final decision. All extension requests must be coordinated through the installation's servicing Civilian Personnel Section as outlined below. **(T-3)** Career Field Teams and Managers are a critical part of the extension process. The functional perspective is unique and provides an important data point in the decision-making process from a force management perspective. The functional analysis should be expounded from a "develop the force posture," to prevent stagnation and minimize loss of return rights. A rationale should be provided whether a concur or non-concur is submitted. Ultimately, coordination should be viewed with emphasis on returning within 5 years in accordance with DoDI 1400.25 Volume 1230 policy from any respective functional viewpoint that provides coordination. Reference [Attachment 3](#) and [Figure 4.2](#)

Figure 4.2. Tour Extension Quick Reference Guide (5 Years to 7 Years)



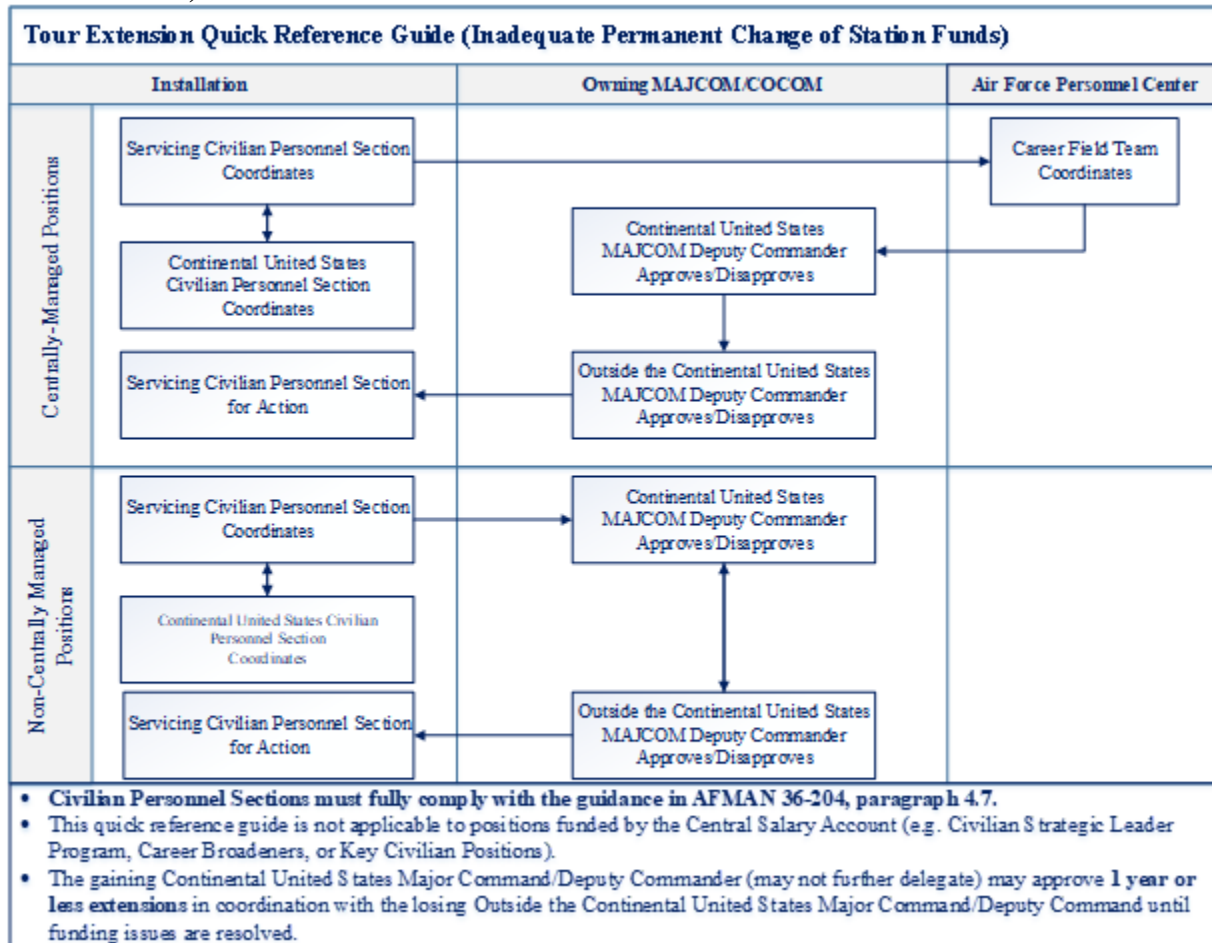
4.7.4.1. No later than 12 months before the intended extension begins, United States Air Forces Europe and Pacific Air Forces Civilian Personnel Sections will advise and coordinate extension requests with their respective Major Command Functional Manager and with the CONUS Civilian Personnel Section, if applicable. **(T-2)** If the position is centrally managed, the requestor must also coordinate the extension request with the Career Field Team prior to submitting for final approval to the decision authority. **(T-2)**

4.7.4.2. The extension request package must include the local installation commander's (or civilian equivalent) workforce succession plan to prevent subsequent extensions. **(T-3)** Renewal tour agreement extensions after 5 continuous years overseas may not exceed 2 years. **(T-1)** Major Command Functional Managers recommendations and force management perspective must accompany extension requests on employees filling centrally managed positions who would extend beyond 5 years, addressing potential waiver impacts, provided from a develop the force posture and prevent stagnation along with recommended courses of action.

4.7.4.3. When adequate PCS funds are not available and the employee must remain in the overseas area until funds become available, the gaining CONUS Major Command may approve a 1 year or less extension in coordination with the losing OCONUS Major

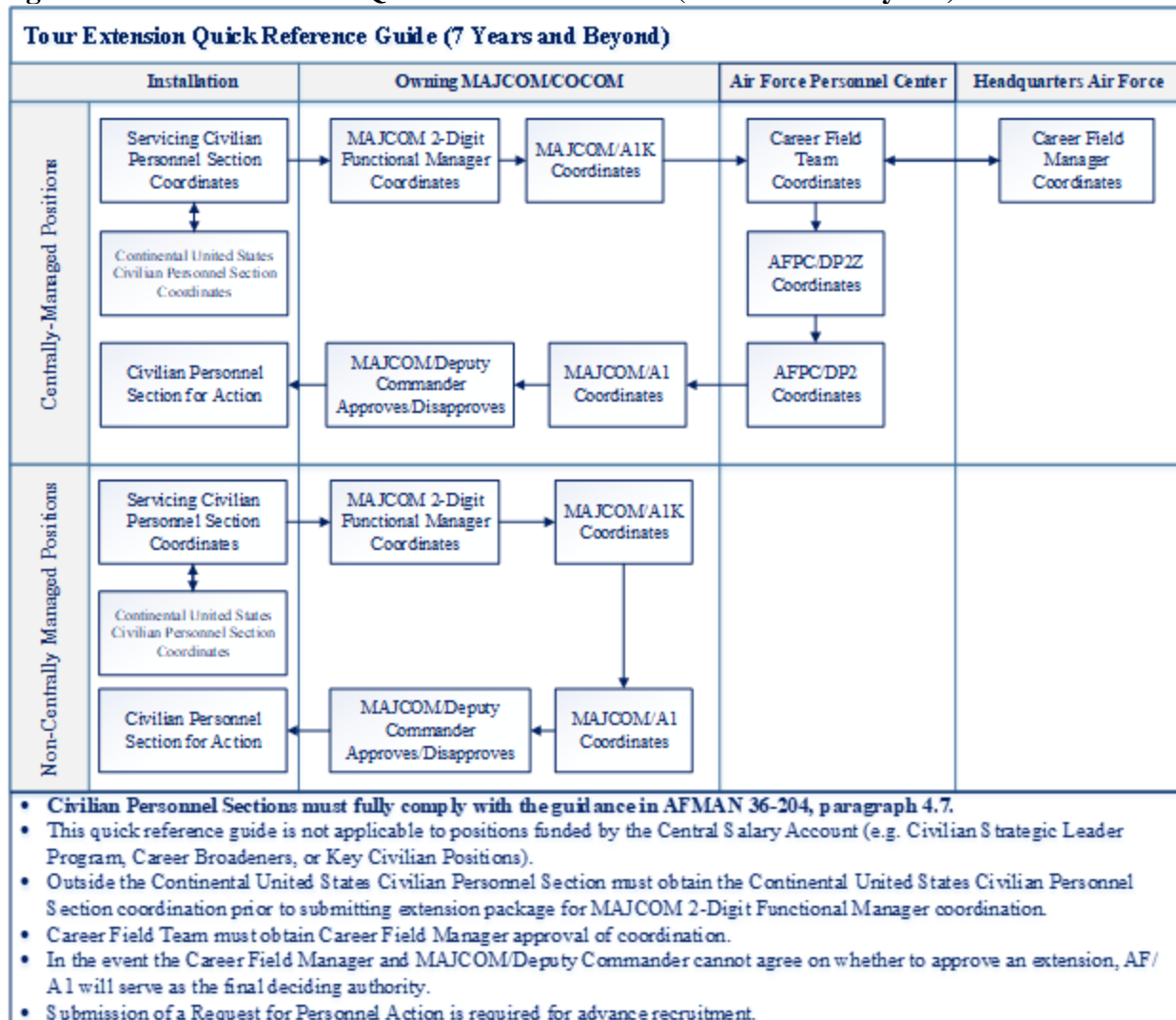
Command to allow time to resolve PCS funding issues. This authority may not be further delegated and only one extension per employee is allowed under this provision. (T-1) a business case analysis is not required. Reference [Attachment 3](#) and [Figure 4.3](#)

Figure 4.3. Tour Extension Quick Reference Guide (Inadequate Permanent Change of Station Funds)



4.7.5. Tour Extensions at year 7 and beyond. The authority to approve tour extensions at year 7 and beyond is the owning OCONUS Major Command Deputy Commander (or equivalent). (T-2) This authority cannot be further delegated. All extension requests will be coordinated no later than 12 months before the intended extension is to begin. If the position is centrally managed, coordinate requests with the Air Force Personnel Center Career Field Team, Headquarters Air Force 3-digit Functional Manager prior to submitting to the owning Major Command Deputy Commander for final decision. (T-2) Reference [Attachment 3](#) and [Figure 4.4](#)

Figure 4.4. Tour Extension Quick Reference Guide (7 Years and Beyond)



4.7.5.1. If the Major Command Deputy Commander disagrees with the Career Field Manager. The justification for both centrally managed and non-centrally managed positions must include the following:

4.7.5.1.1. A timeline enumerating previous recruitment efforts.

4.7.5.1.2. An updated written business case describing the mission critical need for the extension.

4.7.5.1.3. An explanation of the unanticipated events or circumstances that caused the previous workforce succession plans not to succeed and why it cannot be accomplished in the next 6 months.

4.7.5.1.4. A revised and enhanced workforce succession plan addressing the identified gaps of the previous approaches for filling the position that includes submission of a Request for Personnel Action no later than 180 days prior to the expiration of the renewal tour agreement.

- 4.7.5.1.5. A plan to return the employee at the end of the extension.
- 4.7.6. An overseas extension for an employee beyond 7 years should be rare and only for specific mission requirements and not for individual convenience.

4.8. Authority to Approve Shorter Period of Physical Presence in the United States.

4.8.1. Overseas employment shall be limited to 5 continuous years unless interrupted by at least 24 months physical presence in the United States or non-foreign area. Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with Air Force Manual 36-606. (T-1) The authority to approve a period less than the required 24-month period is delegated to owning Major Command Deputy Commander (CONUS/non foreign area) or equivalent. (T-2) AFPC/DP2 is the decision authority for second paid PCS move when the employee has not completed a full 36-month service period for applicable OCONUS tour agreements for all centrally managed positions. (T-2) Employees must complete their overseas tour agreement in order to be eligible for a paid PCS return to CONUS; unless released in accordance with the provisions in the Joint Travel Regulation and Air Force Manual 36-606 for centrally-managed positions. This authority may not be further delegated. (T-0)

4.8.2. The Joint Travel Regulation restricts any employee who is serving under a service agreement as a result of a Government-sponsored PCS move from a second PCS move within a 12-month period. The basis of the restriction is the prudence and cost associated with moving an employee twice within a 12-month period. The Air Force requires a minimum 36-month tour length in CONUS for centrally managed positions and completion of the applicable OCONUS tour length before a second paid PCS will be funded, unless a waiver is submitted and approved. (T-1)

4.8.2.1. Initial OCONUS tours must be completed prior to a paid PCS return to CONUS unless the employee is released in accordance with Joint Travel Regulation, [Chapter 5](#), Part G, Section 054912, *Acceptable Reasons for Release from a Tour of Duty*, which may be found at <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>. (T-0)

4.8.2.2. If the position is centrally managed, AFPC/DP2 is the approval authority for a second PCS move when the employee has not completed their full service period (except Air Reserve Technician Officer Career Management Program, which is managed by AFRC/A1C). (T-1) If a supervisor selects an employee under such a restriction, the supervisor, not the employee, must provide sufficient justification to support a request for waiver. (T-3) The waiver request must be submitted to the selectee's owning Career Field Team (Refer to AFMAN 36-606). (T-3)

4.8.2.3. If the position is non-centrally managed, the losing commander is the approval authority for a second PCS move when the employee has not completed their full service period. If a supervisor selects an employee under such a restriction, the supervisor, not the employee, must provide sufficient justification to support a request for waiver. (T-3) The waiver request must be submitted to the selectee's losing commander. (T-3)

4.8.2.3.1. All OCONUS Service Agreement waiver requests for those who do not fulfill the applicable tour must meet the following requirements (Refer to AFMAN 36-606 for further guidance on centrally managed positions): (T-1)

- 4.8.2.3.1.1. The proposed transfer is in the Government's interest;
- 4.8.2.3.1.2. An equally qualified employee is not available within the commuting area of the activity concerned;
- 4.8.2.3.1.3. The losing activity agrees to the transfer;
- 4.8.2.3.1.4. The need to select the employee outweighs the additional cost of a second PCS in less than the prescribed tour length, and;
- 4.8.2.3.1.5. Sufficient efforts were made to locate a candidate for the position who would not require a waiver.

4.8.3. Automatic exceptions (no waiver required) to the tour length:

- 4.8.3.1. Employees selected for promotion after the initial 12-month time on station (gaining organization funds PCS for non-centrally funded positions.)
- 4.8.3.2. Employees selected for transfer to another Department of Defense Component or non-Department of Defense Agency after initial 12-month time on station (gaining organization funds PCS for non-centrally funded positions).
- 4.8.3.3. Employees separated as a result of reduction-in-force or for the convenience of the Government.
- 4.8.3.4. Employees called to active duty or enlistment in the Armed Forces.
- 4.8.3.5. Employees participating in centrally funded civilian development programs where PCS is required as part of the program.

4.8.4. Candidates selected from "certificates of eligibles" to fill OCONUS vacancies must meet the 24-month physical CONUS presence requirement for non-centrally managed positions. Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with AFMAN 36-606. **(T-2)**

- 4.8.4.1. Candidates may be selected with at least 18-months stateside residence, provided the entrance on duty date is established to allow the employee to serve the full 24-months stateside. Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with AFMAN 36-606. **(T-2)**

4.9. Impact of Extensions on Return Rights.

- 4.9.1. Employees granted return rights must exercise them within 5-years unless an extension of the return rights is approved by the United States activity where return rights exist. If extension of return rights is disapproved by the United States activity, return placement will be in accordance with the applicable provisions of the Department of Defense Priority Placement Program. Employees may not elect to forfeit return rights prior to expiration of return rights so they can register in Priority Placement Program. United States activities to which return rights exist will advise the employee's servicing Civilian Personnel Section in writing when return rights have been forfeited. **(T-3)** The overseas activity, with notification to the United States activity to which return rights have been granted, may grant one short-term extension (up to 6 months), beyond the initial 5-year period, if advantageous to the Government, or for personal reasons based on substantial special need or hardship without loss

of return rights. For centrally managed positions, obtain respective Career Field Team coordination and Career Field Manager approval.

Chapter 5

OVERSEAS EMPLOYMENT AGREEMENTS

5.1. General Information.

5.1.1. DoDI 1400.25 Volume 1230 established the DoD rotation policy for employees assigned to positions in the competitive service in foreign areas within the Department of Defense. This rotation policy limits the period of authorized foreign area employment to a period of 5-years unless exempt from the rotation policy or an extension is granted. **(T-1)**

5.1.2. The servicing civilian personnel section will ensure that a candidate signs the appropriate overseas employment agreement when the candidate is appointed, assigned or converted to an appropriated fund position in a foreign area; Alaska, Hawaii, United States territories and possessions; from a non-foreign area to a foreign area; or between foreign areas. The overseas employment agreement will establish the conditions and entitlements related to such assignment. **(T-3)** The agreement is required whether or not the employee is to serve in a position subject to the rotation policy and will be filed in the electronic Official Personnel Folder to document the employee's understanding of the overseas rotation requirement. **(T-3)**

5.1.3. The overseas employment agreement established at the time of hire for an overseas position is binding and cannot be unilaterally amended. If a self-sponsored employee's family status changes, such as marriage to a military member, an adjustment of the date of estimated return from overseas to coincide with the spouse's date can be done by an extension with management approval. The employee is still subject to rotation, however, and is not guaranteed an initial or subsequent adjustment to date of estimated return from overseas based solely on the spouse's tour extension. **(T-1)** The agreement signed at the time of initial assignment or appointment overseas remains in effect if rotating between overseas locations. A new agreement must be obtained upon change in status (for example: when a career or career-conditional family member becomes own sponsor after loss of dependent status) and or if change in tour length.

5.1.4. Failure to sign an agreement or failure by the Civilian Personnel Section to provide the applicable agreement does not exempt the employee from the terms of the policy. In the event the agreement was not signed at the time of appointment or conversion to a competitive service position, the employee is notified in writing of the rotation requirements and of the obligation to return after completion of the allowable foreign area service. **(T-1)**

5.1.5. Refer to **Figures 5.1** through **5.13** for specific Overseas Employment Agreements required for use when employees are assigned, appointed or converted to positions overseas. Also refer to the Terms and Definitions regarding foreign or non-foreign areas.

Figure 5.1. OVERSEAS EMPLOYMENT AGREEMENT ASSIGNMENT to a FOREIGN AREA (With Return Rights).

Employee Section		
Printed Name:		Date:
Signature:		
Losing Civilian Personnel Officer (CPO) Section		
Printed Name:		Date:

Signature:				
Gaining Civilian Personnel Officer (CPO) Section				
Printed Name:				
Signature:				
Agency:				
Installation:				
Human Resources Representative				
Printed Name:				
Email Address:				
Phone Numbers	(DSN)		(Commercial)	

This agreement must be signed by an employee serving on a career or career-conditional appointment selected for assignment to a Department of the Air Force position in a foreign area who has return rights. (Note: Refer to AFMAN 36-204, Figure 5.8. for employees who have return rights and are assigned to Alaska, Hawaii, and United States territories and possessions.)

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:

Position Title: _____ Series: _____ Grade or Pay Band: _____

Location: _____

–

Tour of Duty (as prescribed by Joint Travel Regulation): _____
Months

2. By accepting this assignment to a foreign area, I understand and agree to the following:

a. My initial period of foreign service is limited to the established tour of duty for the area to which assigned. Any extension beyond the initial period of foreign service is subject to management's approval and my concurrence. Any prior Department of Defense foreign service not interrupted by a 2-year period of physical residence in the United States or non-foreign area will reduce the allowable period of service I am authorized to be employed in a position subject to the rotation policy. I understand my period of allowable foreign service will terminate on (date) _____.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another foreign area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence.

c. DoDI 1400.25 Volume 1230 limits foreign area service of employees assigned to positions subject to the Department of Defense rotation policy to a period of 5 years. My foreign service will be limited by that policy if, after completion of 5 years foreign area service, I am serving in or assigned to a position subject to the Department of Defense rotation policy.

d. When notified that my foreign service will not be extended beyond the initial or subsequent tour of duty, or when advised that my return is required because of the Department of Defense rotation policy,

I agree to request return assignment by applying to exercise my return rights, or, if those rights have expired, by registration in the Department of Defense Priority Placement Program. Further, I agree to accept the position offered from such application or registration that will fulfill my obligation to return from the foreign area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which requires 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in the CONUS after the initial registration period and 2) amendment of registration to include one-grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration.

3. I understand that I have been granted return rights to my former position of (Position Title, Series and Grade _____ or Pay Band) _____ at (Location) _____. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity, and comply with Joint Travel Regulation, **Chapter 5, Acceptable Reasons for Release of Tour**, in order to be afforded return travel expenses at government expense. Unless terminated for a reason listed below, I understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:

- a. Resignation.
- b. Separation for cause.
- c. Assignment to any Department of Defense activity in CONUS.
- d. Transfer to any agency outside Department of Defense.
- e. Failure to accept the equivalent position to which return rights apply.

4. If my former position does not exist when I exercise my return rights, I understand I will be returned to a vacant position at the same grade level or pay band equivalent as that to which I have return rights or to a position at the same grade level or pay band equivalent which has been established for 90 days or register in the Priority Placement program as a priority 2 across Component lines at my current grade or the grade to which return rights exist, whichever is higher, and remain in the program until placement or termination of eligibility. If I am returned to a position established for 90 days, I understand that I will be placed in a continuing position (for which I qualify), at that grade or pay band equivalent if a position becomes available during that period. Otherwise, my assignment rights beyond that 90-day period will be determined by reduction-in-force procedures. I also understand that my return rights may be transferred to a different geographic area in the event the function to which my return rights apply is transferred, or if my former activity has been inactivated. I understand I must be registered for a minimum of one entire United States region when initially enrolled in the Priority Placement Program. The region must be in the United States zone in which I last resided or a zone closer to my overseas duty station. After 60 days without a valid job offer, I must be registered for two full zones. The area of referral must be expanded to all four zones after 120 days without a valid offer. I also understand I must be registered for all skills for which I am well qualified beginning with the initial registration. I will not be allowed to limit referral to my own Component.

5. If I wish to apply for a new position, and not exercise return rights, I will not be eligible for a paid PCS to a subsequent follow on assignment until the initial tour of duty for which I am acknowledging is completed.

6. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in **Paragraph 2** above may result in my involuntary separation from Air Force employment.

Figure 5.2. OVERSEAS EMPLOYMENT AGREEMENT ASSIGNMENT to a FOREIGN AREA (Without Return Rights).

An employee or applicant on a career or career conditional appointment without return rights who was selected for assignment to a Department of Defense position in a foreign area, who is eligible to sign a service agreement, must sign this agreement. This includes an employee hired locally in a foreign area who is eligible to sign a service agreement. Excluded are family members of military members or civilian employees who are on a PCS move to the foreign area.

Note: Refer to **Figure 5.9** for employees assigned to Alaska, Hawaii and United States territories and possessions without specific return rights.

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:

Position Title, Series and Grade or Pay Band: _____

Location: _____

Tour of Duty (as prescribed by Joint Travel Regulation): _____ months

2. By accepting this assignment to an overseas area, I understand and agree to the following limitations that are imposed on the length of time that I am authorized to remain in this or another overseas area.

a. My initial period of overseas service is limited to the established tour of duty (used to establish return transportation entitlement) for the area to which assigned. Any extension beyond this period is subject to my concurrence and management approval.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another overseas area, my period of service will then be limited to the established tour required by such agreement. Any extension beyond that period is subject to my concurrence and management approval.

c. DoDI 1400.25 Volume 1230 limits foreign area service to 5 years for employees assigned to positions subject to the Department of Defense rotation policy. My foreign service will be limited by that policy if, after completion of 5 years foreign area service, I am serving in, or assigned to, a position subject to the Department of Defense rotation policy. Any prior Department of Defense foreign service not interrupted by a 2 year period of physical residence

in the United States or non-foreign area will reduce the allowable period of service I am authorized to be employed in a position subject to the rotation policy. I understand my period of allowable foreign service will terminate on (date) _____.

d. When notified that my foreign service will not be extended beyond the initial or subsequent tour of duty, or when advised that my return is required because of the Department of Defense rotation policy, I agree to request return assignment to the United States by registration in the Department of Defense Priority Placement Program. Further, I agree to accept the position offered from such registration that will fulfill my obligation to return from the foreign area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in CONUS after the initial registration period and 2) amendment of registration to include one grade interval below my current grade and do not receive a valid offer within 60 days of registration.

3. I understand that I do not have return rights. I will be provided placement assistance for assignment in the United States through registration in the Department of Defense Priority Placement Program after completion of the period of overseas service required for such registration. I agree to accept a "valid" position offer from such registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. I understand I must be registered for a minimum of one entire United States region when initially enrolled in the Priority Placement Program. The region must be in the United States zone in which I last resided or a zone closer to my overseas duty station. After 60 days without a valid job offer, I must be registered for two full zones. The area of referral must be expanded to all four zones after 120 days without a valid offer. I also understand I must be registered for all skills for which I am well qualified beginning with the initial registration. I will not be allowed to limit referral to my own Component.

4. If I wish to apply for a new position, I will not be eligible for a Paid PCS to a subsequent follow on assignment until the initial tour of duty for which I am acknowledging is completed.

5. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in **Paragraph 2** above may result in my involuntary separation from Air Force employment.

Employee Section		
Printed Name:		Date:
Signature:		
Losing Civilian Personnel Officer (CPO) Section		
Printed Name:		Date:
Signature:		
Gaining Civilian Personnel Officer (CPO) Section		
Printed Name:		

Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.3. OVERSEAS EMPLOYMENT AGREEMENT ASSIGNMENT to a FOREIGN AREA (Locally Appointed).

This agreement must be signed by an employee or applicant appointed locally or converted in a foreign area to a career or career-conditional appointment who is not eligible to sign a service agreement. (Excluded are family members of military or civilian members who are on a PCS to the foreign area).

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:

Position Title, Series and or Pay Band: _____

Location: _____

Tour of Duty (as prescribed by Joint Travel Regulation): _____ months

2. I understand the position (is) (is not) one in which foreign area service is limited by DoDI 1400.25 Volume 1230 to 5 years.

3. By accepting this assignment, I understand and agree to the limitations that are imposed on the length of time I am authorized to remain in this or another foreign area. I understand that DoDI 1400.25 Volume 1230 limits foreign area service of employees to a total of 5 years, and that I will be required to return to the United States at the end of that period unless an extension is granted. Any prior Department of Defense foreign service not interrupted by a 2 year period of physical residence in the United States or non-foreign area will reduce the allowable period of service I am authorized to be employed in a position subject to the rotation policy. I understand my period of allowable foreign service will terminate on (date) _____.

4. I understand that I will be provided placement assistance for return to the United States after completion of the prescribed tour of duty. If I am serving in a position in which foreign service is limited, I agree to request return placement when notified that my return is required. Further, I agree to accept the position offered which will fulfill my obligation to return from the foreign area. I understand that procedures for priority return placement are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in CONUS if not placed during the initial registration period and 2) amendment of registration to include one-grade interval below

my current grade and do not receive a valid offer within 60 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility.			
5. I understand and accept the conditions established in this agreement. I also understand that failure to request and accept return assignment as I have agreed to do under the terms of this agreement will result in my involuntary separation from Air Force employment.			
Employee Section			
Printed Name:			Date:
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:			Date:
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.4. OVERSEAS EMPLOYMENT AGREEMENT ASSIGNMENT to a FOREIGN AREA (Family Members of Military and Civilians).

This agreement must be signed by employees who are family members of assigned military members or civilian employees on PCS orders to the overseas location who have been appointed or converted to career or career-conditional appointments in a foreign area.			
1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon assignment to:			
Position Title, Series, and or Pay Band: _____			
Location: _____			
Tour of Duty (as prescribed by Joint Travel Regulation): _____ months			
2. As a family member of a military member or civilian employee, I understand that I am exempt from the Department of Defense rotation policy that limits the authorized period of foreign area service. In the event I lose my status as family member, or I elect to remain in the foreign area after departure of my sponsor, I understand I will no longer be exempt from the Department of Defense rotation policy. I understand that when I am no longer exempt from the Department of Defense rotation policy, my authorized period of service will terminate after a			

period of time equivalent to one renewal agreement tour of duty, beginning with the date of change, or after a total of 5 years overseas service, including service immediately prior to the assignment, whichever is later. Unless an extension is granted, I understand that I will be required to return to the United States at the end of the authorized period on which I am serving.

3. If I lose my status as a family member, I understand that I may be provided placement assistance for return assignment to the United States through registration in the Department of Defense Priority Placement Program after completion of the period of service required for such registration. When notified that my foreign service will not be extended, I agree to request return assignment by registration in that program. Further, I agree to accept the position offered which will fulfill my obligation to return from the foreign area. I understand that procedures for return placement are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in CONUS if not placed after the initial registration period and 2) amendment of registration to include one grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility.

4. I understand and accept the conditions established in this agreement. I also understand that failure to request and accept return assignment as agreed to under the conditions of this agreement will result in my separation from Air Force employment.

Employee Section				
Printed Name:				Date:
Signature:				
Losing Civilian Personnel Officer (CPO) Section				
Printed Name:				Date:
Signature:				
Gaining Civilian Personnel Officer (CPO) Section				
Printed Name:				
Signature:				
Agency:				
Installation:				
Human Resources Representative				
Printed Name:				
Email Address:				
Phone Numbers	(DSN)		(Commercial)	

Figure 5.5. OVERSEAS EMPLOYMENT POLICY ACKNOWLEDGEMENT (Not Obtained at the Time of Assignment/Conversion).

This acknowledgement is to be signed by employees serving in a position in a foreign area on a career or career-conditional appointment from whom the required Overseas Employment Agreement was not obtained at the time of assignment or conversion.

1. This acknowledgement advises you of DoDI 1400.25 Volume 1230 that limits the duration of foreign area service in certain positions to 5 years. Employees who are on career or career-conditional appointments in foreign areas are required to sign, at the time of assignment or conversion, an overseas employment agreement that acknowledges the policy is a condition of employment.

2. A review of your records reveals that the required agreement was not obtained from you on _____, the date of your assignment/conversion to a career or career conditional appointment. You are hereby advised that such administrative oversight does not exempt you from the Department of Defense rotation policy. You will be subject to the same requirements applied to other employees from whom the agreement was obtained. Those procedures and conditions are explained in the following **Paragraphs**.

3. An employee serving in a position subject to the foreign area service limitation is required to return to the United States after completion of the allowable period of service. Such return is effected by exercise of return rights, if applicable, or by registration for placement through the Department of Defense Priority Placement Program. Procedures for placement through the Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in CONUS if not placed after the initial registration period and 2) amendment of registration to include one-grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. Additionally, employees with return rights may be directed to exercise their return rights, and those without return rights will be subject to involuntary separation.

4. The impact of the rotation policy as it affects you is reflected by the **Paragraph** checked below:

a. (☐) You are currently assigned to a position in which foreign area service is limited. You have already completed, or are within 2 years of completing, the normal 5 year period. to give you sufficient advance notice for planning purposes, you are hereby advised that your allowable foreign service is extended until _____. If you are still assigned to a position subject to this limitation, you will be expected to register in the Department of Defense Priority Placement Program for placement in the United States by that date. Any return rights previously granted to you will expire on the date originally scheduled unless extended by the activity that granted those rights.

b. () You are currently assigned to a position in which foreign area service is limited. Your allowable foreign area service will be completed _____. If on that date you are still assigned to a position subject to that limitation, you will register in the Department of Defense Priority Placement Program for return placement in the United States. If you wish to apply for a new position, and not exercise return rights, you will not be eligible for a paid PCS to a subsequent follow on until the initial tour of duty, for which you are acknowledging is completed.

c. () You are not currently assigned to a position in which foreign area service is limited by the DoDI 1400.25 Volume 1230. If you are later assigned to a position subject to the limitation, your foreign service will then be restricted to a period of time equivalent to one renewal agreement tour of duty, beginning with the date of change, or after a total of 5 years overseas service including the service immediately prior to the assignment, whichever is later.

5. You are advised that failure to accept an offer of assignment to a position in the United States made to satisfy a return obligation as discussed in this acknowledgement, may result in your separation from Air Force employment.

6. You should contact a representative in the Civilian Personnel Section to discuss the options available to you.

Employee Section			
Printed Name:			Date:
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:			Date:
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.6. Overseas Employment Agreement Family Members Schedule A, 213.3106(B)(6) Excepted Appointment.

This agreement must be signed by employees or applicants who are family members of military or civilian employees assigned or converted to serve under a Schedule A. 213.3106(b)(6) appointment in a foreign area.

<p>1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:</p> <p>Position Title, Series and Grade or Pay Band: _____</p> <p>Location: _____</p> <p>2. As a family member of a military member or civilian employee on a Schedule a 213.3106(b)(6) appointment, I understand that I am exempt from the Department of Defense rotation policy that limits the authorized period of foreign area service. In the event I lose my status as a family member through divorce, separation, death, or because my sponsor transfers or separates from the service, this appointment will be terminated. If eligible, I understand I will be granted leave without pay and provided counseling concerning placement assistance.</p> <p>3. I understand and accept the conditions established in this agreement. I also understand that if I lose my status as family member, my employment will be terminated within 60 days and I will not be eligible for severance pay.</p>			
Employee Section			
Printed Name:		Date:	
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:		Date:	
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.7. OVERSEAS EMPLOYMENT AGREEMENT (OVERSEAS LIMITED APPOINTMENT NOT to EXCEED).

<p>This agreement must be signed by employees or applicants appointed or converted to an Overseas Limited Appointment Not-to-Exceed 5 years in a foreign area.</p> <p>1. This document represents a statement of understanding between the Air Force and the undersigned and becomes effective up on my assignment to:</p> <p>Position Title, Series and Grade or Pay Band: _____</p> <p>Location: _____</p>			
--	--	--	--

<p>2. By accepting this assignment in a foreign area, I understand and agree to the following limitations that are imposed on the length of time I am authorized to remain in this or another foreign area:</p> <p>a. DoDI 1400.25 Volume 1230 limits foreign area service of employees assigned to positions subject to the Department of Defense rotation policy to 5 years. My overseas employment will be limited by that policy if, after completion of 5 years overseas service, I am serving in or assigned to a position subject to rotation. Any extension beyond 5 years is subject to management's approval.</p> <p>b. In computing the period of allowable overseas employment, all prior appropriated fund employment with the Department of Defense in foreign areas not interrupted by the required period of service or residence in the United States or non-foreign area is counted.</p> <p>c. I understand this assignment will not exceed _____ and that my appointment will terminate on that date.</p> <p>3. I understand and accept the conditions established in this agreement.</p>				
Employee Section				
Printed Name:				Date:
Signature:				
Losing Civilian Personnel Officer (CPO) Section				
Printed Name:				Date:
Signature:				
Gaining Civilian Personnel Officer (CPO) Section				
Printed Name:				
Signature:				
Agency:				
Installation:				
Human Resources Representative				
Printed Name:				
Email Address:				
Phone Numbers	(DSN)		(Commercial)	

Figure 5.8. OVERSEAS EMPLOYMENT AGREEMENT ASSIGNMENT to ALASKA or HAWAII or UNITED STATES TERRITORIES and POSSESSIONS (With Return Rights).

<p>This agreement must be signed by an employee serving on a career or career-conditional appointment selected for assignment to a Department of Defense position in Alaska or Hawaii, or the United States territories and possessions who has return rights.</p> <p>1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:</p>

Position Title, Series and Grade or Pay Band: _____

Location: _____

Tour of Duty (as prescribed by Joint Travel Regulation): _____ months

2. By accepting this assignment to an overseas area, I understand and agree to the following:

a. My initial period of overseas service is limited to the established tour of duty for the area to which assigned. Any extension beyond the initial period of overseas service is subject to management's approval and my concurrence.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another overseas area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence (Only applies to employees assigned on Guam).

c. When notified that my overseas service will not be extended beyond the initial or subsequent tour of duty, I agree to request return assignment by applying to exercise my return rights, or, if those rights have expired, by registration in the Department of Defense Priority Placement Program. Further, I agree to accept the position offered from such application or registration that will fulfill my obligation to return from the overseas area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in the CONUS after the initial registration period and 2) amendment of registration to include one grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. Additionally, employees with return rights may be directed to exercise their return rights, and those without return rights will be subject to involuntary separation.

3. I understand that I have been granted return rights to my former position of _____ at (Location) _____. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned and that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity and comply with Joint Travel Regulation **Chapter 5**, Acceptable Reasons for Release of Tour, in order to be afforded return travel expenses at government expense. Unless terminated for a reason listed below, I

understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:

- a. Resignation
- b. Separation for cause.
- c. Assignment to any Department of Defense activity in CONUS.
- d. Transfer to any agency outside Department of Defense.
- e. Failure to accept the equivalent position to which return rights apply.

4. If my former position does not exist when I exercise my return rights, I understand I will be returned to a vacant position at the same grade level or pay band equivalent level as that to which I have return rights or to a position at the same grade level or pay band equivalent level which has been established for 90 days. If I am returned to a position established for 90 days, I understand that I will be placed in a continuing position (for which I qualify), at that grade level or pay band equivalent if a position becomes available during that period. Otherwise, my assignment rights beyond that 90-day period will be determined by reduction-in-force procedures. I also understand that my return rights may be transferred to a different geographic area in the event the function to which my return rights apply is transferred, or if my former activity has been inactivated. I understand that management may initiate my return when it is in the best interest of the Air Force at any time during the 5 year return rights period.

5. I understand the 5 year foreign area limit does not apply to this assignment.

6. If I wish to apply for a new position, and not exercise return rights (if applicable), I will not be eligible for a paid PCS to a subsequent follow on assignment until the initial tour of duty for which I am acknowledging is completed .

7. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in **Paragraph 2** above may result in my involuntary separation from the Air Force.

Employee Section		
Printed Name:		Date:
Signature:		
Losing Civilian Personnel Officer (CPO) Section		
Printed Name:		Date:
Signature:		
Gaining Civilian Personnel Officer (CPO) Section		
Printed Name:		
Signature:		
Agency:		
Installation:		
Human Resources Representative		
Printed Name:		
Email Address:		

Phone Numbers	(DSN)		(Commercial)	
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Figure 5.9. Overseas Employment Agreement Assignment to Alaska or Hawaii or United States Territories and Possessions (Without Return Rights).

This agreement must be signed by an employee who does not have return rights serving on a career or career-conditional appointment selected for assignment to a Department of Defense position in Alaska or Hawaii or the United States territories and possessions.

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:

Position Title, Series and Grade or Pay Band: _____

Location: _____

Tour of Duty (as prescribed by Joint Travel Regulation): _____ months

2. By accepting this assignment to an overseas area, I understand and agree to the following:

a. My initial period of overseas service is limited to the established tour of duty for the area to which assigned. Any extension beyond the initial period of overseas service is subject to management's approval and my concurrence.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another overseas area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence.

c. When notified that my overseas service will not be extended beyond the initial or subsequent tour of duty, I agree to request return assignment to the United States by registration in the Department of Defense Priority Placement Program. Further, I agree to accept the position offered from such application or registration that will fulfill my obligation to return from the overseas area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in the CONUS after the initial registration period and 2) amendment of registration to include one-grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. Additionally, employees without return rights may be subject to involuntary separation.

3. I understand that I do not have specific return rights. I will be provided placement assistance for assignment in the United States through registration in the Department of Defense Priority

<p>Placement Program, after completion of the period of overseas service required for such registration. I agree to accept a “valid” position offer from such registration. I understand that management may initiate my return when it is in the best interest of the Air Force at any time during the initial 5 year assignment period.</p> <p>4. I understand the 5 year foreign area limit does not apply to this assignment.</p> <p>5. If I wish to apply for a new position, I will not be eligible for a paid PCS to a subsequent follow on assignment until the initial tour of duty for which I am acknowledging is completed.</p> <p>6. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in Paragraph 2 above may result in my involuntary separation from the Air Force.</p>			
Employee Section			
Printed Name:		Date:	
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:		Date:	
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.10. Overseas Employment Agreement Assignment to a Foreign Area from a Career Broadener/Intern Position (Without Return Rights to Current Position).

<p>This agreement must be signed by an employee serving on a career or career-conditional appointment who was recruited for assignment from a Career Broadener/intern position to an Air Force position in a foreign area.</p> <p>1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:</p> <p>Position Title, Series and Grade or Pay Band: _____</p> <p>Location: _____</p> <p>Tour of Duty (as prescribed by Joint Travel Regulation): _____ months</p>			
--	--	--	--

2. By accepting this assignment to a foreign area, I understand and agree to the following limitations that are imposed on the length of time I am authorized to remain in this or another foreign area.

a. My initial period of foreign service is limited to the established tour of duty for the area to which assigned. Any extension beyond the initial period of foreign service is subject to management's approval and my concurrence. Any prior Department of Defense foreign service not interrupted by a 2 year period of physical residence in the United States or non-foreign area will reduce the allowable period of service I am authorized to be employed in a position subject to the rotation policy. I understand my period of allowable foreign service will terminate on (date) _____.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another foreign area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence.

c. DoDI 1400.25 Volume 1230 limits foreign area service of employees assigned to positions subject to the Department of Defense rotation policy to a period of 5 years. My foreign service will be limited by that policy if, after completion of 5 years foreign area service, I am serving in or assigned to a position subject to the Department of Defense rotation policy.

3. I understand that my former position of _____ at (Location) _____ was cancelled on my assignment overseas, but I have return rights to a vacant equivalent level or one grade lower position at that location or to a position established for 90 days. If I am not placed within 90 days, my assignment rights will be determined by reduction-in-force procedures. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity. Unless terminated for a reason listed below, I understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:

- a. Resignation
- b. Separation for cause.
- c. Assignment to any Department of Defense activity in CONUS.
- d. Transfer to any agency outside Department of Defense.
- e. Failure to accept the equivalent position to which return rights apply.

4. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in Paragraph 2 and 3 above may result in my involuntary separation from Air Force employment.			
Employee Section			
Printed Name:		Date:	
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:		Date:	
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.11. Overseas Employment Agreement Assignment to Alaska or Hawaii or United States Territories and Possessions from a Career Broadener/Intern Position (Without Return Rights to Current Position).

<p>This agreement must be signed by an employee serving on a career or career-conditional appointment who was recruited from a Career Broadener/intern position for assignment to an Air Force position in Alaska, Hawaii or the United States territories and possessions.</p> <p>1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:</p> <p>Position Title, Series and Grade or Pay Band: _____</p> <p>Location: _____</p> <p>Tour of Duty (as prescribed by Joint Travel Regulation): _____ months</p> <p>2. I understand that my former position of _____ at (Location) _____ was cancelled on my assignment overseas, but I have return rights to a vacant equivalent level or one grade lower position at that location or to a position established for 90 days. If I am not placed within 90 days, my assignment rights will be determined by reduction-in-force procedures. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to</p>
--

<p>depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity. Unless terminated for a reason listed below, I understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:</p> <ul style="list-style-type: none"> a. Resignation b. Separation for cause. c. Assignment to any Department of Defense activity in CONUS. d. Transfer to any agency outside Department of Defense. e. Failure to accept the equivalent position to which return rights apply. <p>3. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in Paragraph 2 and 3 above may result in my involuntary separation from Air Force employment.</p> <p>4. I understand the 5 year foreign area limit does not apply to this assignment.</p>			
Employee Section			
Printed Name:		Date:	
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:		Date:	
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.12. Overseas Employment Agreement Assignment to a Foreign Area from a Career Broadener/Intern Position from Alaska, Hawaii, or Guam and Not Actual Resident (Without Return Rights to Current Position).

<p>This agreement must be signed by an employee serving on a career or career-conditional appointment who was recruited for assignment from a Career Broadener/intern position to an Air Force position to a foreign area.</p> <p>1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:</p> <p>Position Title, Series and Grade or Pay Band: _____</p>
--

Location: _____

2. By accepting this assignment to a foreign area, I understand and agree to the following limitations that are imposed on the length of time I am authorized to remain in this or another foreign area.

a. My initial period of foreign service is limited to the established tour of duty (as prescribed by Joint Travel Regulation) for the area to which assigned. Any extension beyond the initial period of foreign service is subject to management's approval and my concurrence.

b. If I am authorized, and elect to exercise renewal agreement travel for the purpose of serving a subsequent tour of duty in the same or another foreign area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence.

c. DoDI 1400.25 Volume 1230 limits foreign area service of employees assigned to positions subject to the Department of Defense rotation policy to a period of 5 years. My foreign service will be limited by that policy if, after completion of 5 years foreign area service, I am serving in or assigned to a position subject to the Department of Defense rotation policy. Any prior Department of Defense foreign service not interrupted by a 2 year period of physical residence in the United States or non-foreign area will reduce the allowable period of service I am authorized to be employed in a position subject to the rotation policy. I understand my period of allowable foreign service will terminate on (date) _____.

d. When notified that my foreign service will not be extended beyond the initial or subsequent tour of duty, or when advised that my return is required because of the Department of Defense rotation policy, I agree to request return assignment to the United States by registration in the Department of Defense Priority Placement Program-

Further, I agree to accept the position offered from such application or registration that will fulfill my obligation to return from the foreign area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in the CONUS after the initial registration period and 2) amendment of registration to include one grade interval below my current grade if I have no return rights and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. Additionally, employees without return rights will be subject to involuntary separation.

3. I understand that my former position of _____ at (Location) _____ was cancelled on my assignment overseas, but I have return rights to a vacant equivalent level or one grade lower position at that location or to a position established for 90 days. If I am not placed within 90 days, my assignment rights will

be determined by reduction-in-force procedures. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity. Unless terminated for a reason listed below, I understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:

- a. Resignation
- b. Separation for cause.
- c. Assignment to any Department of Defense activity in CONUS.
- d. Transfer to any agency outside Department of Defense.
- e. Failure to accept the equivalent position to which return rights apply.

4. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in **Paragraph 2** above may result in my involuntary separation from Air Force employment.

Employee Section			
Printed Name:			Date:
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:			Date:
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Figure 5.13. Overseas Employment Agreement Assignment to a Non-Foreign Area (Alaska, Hawaii, or Guam) from a Career Broadener/Intern Position from Alaska, Hawaii, or Guam and Not Actual Resident (Without Return Rights to Current Position).

This agreement must be signed by an employee serving on a career or career-conditional appointment who was recruited for assignment from a Career Broadener/intern position to an Air Force position to a non-foreign area.

1. This document represents an agreement between the Air Force and the undersigned and becomes effective upon my assignment to:

Position Title, Series and Grade or Pay Band: _____

Location: _____

2. By accepting this assignment to a non-foreign area, I understand and agree to the following limitations that are imposed on the length of time I am authorized to remain in this or another non-foreign area.

a. My initial period of non-foreign service is limited to the established tour of duty for the area to which assigned. Any extension beyond the initial period of non-foreign service is subject to management's approval and my concurrence.

b. If I am authorized, and elect to exercise renewal agreement travel (**NOTE:** authorized in Guam ONLY) for the purpose of serving a subsequent tour of duty in the same non-foreign area, my period of service will then be limited to the prescribed tour required by such agreement. Any extension beyond that period is subject to management's approval and my concurrence.

c. When notified that my non-foreign service will not be extended beyond the initial or subsequent tour of duty, or when advised that my return is required because of the Department of Defense rotation policy, I agree to request return assignment to the United States by registration in the Department of Defense Priority Placement Program. Further, I agree to accept the position offered from such application or registration that will fulfill my obligation to return from the non-foreign area. I understand that procedures for return placement through the Department of Defense Priority Placement Program are established in accordance with the Department of Defense Priority Placement Program Handbook and Air Force guidance which require 1) mandatory expansion of the Priority Placement Program registration to include all Department of Defense activities in the CONUS after the initial registration period and 2) amendment of registration to include one grade interval below my current grade and do not receive a valid offer within 90 days of registration. Declination of a valid offer or failure to comply with Department of Defense, Department of the Air Force, or Priority Placement Program requirements shall result in forfeiture of Priority Placement Program eligibility. Additionally, employees without return rights will be subject to involuntary separation.

3. I understand that my former position of _____ at (Location) _____ was cancelled on my assignment overseas, but I have return rights to a vacant equivalent level or one grade lower position at that location or to a position established for 90 days. If I am not placed within 90 days, my assignment rights will be determined by reduction-in-force procedures. I understand that I must satisfactorily complete the required period of overseas service established for the area to which I am assigned. I understand that I must apply to exercise my return rights. In order to assure availability of return transportation at the time I desire to exercise my return rights, and to provide sufficient advance notice to the activity to which my return rights apply, I will notify

my servicing Civilian Personnel Section at least 6 months in advance of the date I wish to depart from the overseas area. Any early release from the period specified in my service agreement must be approved by the overseas activity. Unless terminated for a reason listed below, I understand my return rights expire 5 years after my assignment overseas, unless an extension is granted. Return rights are terminated earlier for any of the following reasons:

- a. Resignation
- b. Separation for cause.
- c. Assignment to any Department of Defense activity in CONUS.
- d. Transfer to any agency outside Department of Defense.
- e. Failure to accept the equivalent position to which return rights apply.

4. I understand and accept the conditions established in this agreement. I understand that failure to request and accept return assignment as I have agreed to do in **Paragraph 2** above may result in my involuntary separation from Air Force employment.

Employee Section			
Printed Name:			Date:
Signature:			
Losing Civilian Personnel Officer (CPO) Section			
Printed Name:			Date:
Signature:			
Gaining Civilian Personnel Officer (CPO) Section			
Printed Name:			
Signature:			
Agency:			
Installation:			
Human Resources Representative			
Printed Name:			
Email Address:			
Phone Numbers	(DSN)		(Commercial)

Chapter 6

RECRUITMENT OF UNITED STATES CITIZENS FOR POSITIONS IN FOREIGN OVERSEAS AREAS

6.1. Scope.

6.1.1. This subchapter establishes the policies and procedures for recruiting and filling positions in the overseas area with the exception of Senior Executive Service positions. Refer to [Attachment 2](#) for the *Referral and Selection Order Quick Reference Guide*.

6.2. Procedure.

6.2.1. In the interest of economy, the best-qualified candidates available locally should be utilized to the maximum extent possible, consistent with treaty arrangements, laws and other host nation agreements. This is also consistent with the intent of Congress and the policy of Department of Defense and the Air Force to maximize employment opportunities for command-sponsored military and civilian spouses and other family members. **(T-0)**

6.3. Standardized Tours Of Duty For Department of Defense Civilians.

6.3.1. The standard tours of duty are specified in the Joint Travel Regulation, Appendix Q, Part 3. Initial employment agreements and subsequent renewal agreements in overseas areas shall be executed for the period specified in the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in Defense Travel Management Office (DTMO), governing Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS). **(T-0)**

6.4. Employment Eligibility.

6.4.1. Employees or applicants selected for positions covered by the Department of Defense rotation policy are subject to the 5-year foreign employment limitation and the 24-month United States residency or non-foreign area requirement. **(T-0)** Further restrictions regarding eligibility for a subsequent Centrally-Funded PCS may be applicable in accordance with AFMAN 36-606. **(T-1)** Prior foreign overseas service is included when computing the allowable period of service. Refer to [Paragraph 6.3](#) for additional details.

6.4.1.1. Any candidate who has been employed in foreign areas in a Department of Defense civilian appropriated fund position for 5 years without a subsequent period of physical residence in the United States of at least 24 months **may not be selected without an approved waiver.** **(T-1)**

6.4.1.2. Employees who have been employed in foreign areas in a Department of Defense civilian appropriated fund position for less than 5-years cannot be selected unless the period of service required for the new tour, when added to the already served tour, will not exceed 5-years.

6.4.1.3. If the combination of the tours exceeds 5-years, then selection cannot be made without an approved exception. The exception must be obtained prior to the selectee's entrance on duty date. **(T-1)**

6.4.2. The 5-year limitation is to serve to increase employment opportunities for spouses and family members of assigned active duty military and civilians recruited from the United States that are on orders and have signed service agreements.

6.4.3. The 5-year limitation serves to rotate talent and provide developmental opportunities for employees in the United States. Rotation also provides the overseas employee the opportunity to renew their knowledge and competencies, provides a familiarity with current strategic goals, and enhances the interoperability of employees to promote a joint perspective in the workforce.

6.5. Appointments Used for Locally Available United States Citizens in Foreign Areas.

6.5.1. The employment of locally available United States citizens will be under the following appointment authorities (T-1) (Refer to [Attachment 2](#) for the *Referral and Selection Order Quick Reference Guide*):

6.5.2. Career and Career-Conditional Appointments. Applicants and employees with personal competitive status, applicants selected from Office of Personnel Management Delegated Examining Unit/Special Examining Unit certificates, Office of Personnel Management/Department of Defense Interchange Agreements, and applicants for Veterans' Employment Opportunities Act will be appointed or converted with career or career-conditional tenure.

6.5.3. Family Member Excepted Service Appointments. Applicants who are family members accompanying military or civilian personnel of United States government agencies to the foreign areas who do not have personal competitive status are appointed under the Schedule A, 213.3106(b)(6) "family member" appointment authority. Refer also to [Chapter 15](#).

6.5.4. Other Excepted Positions. Other foreign overseas positions that are excepted from the competitive service are filled in accordance with the requirements, standards and procedures applicable to excepted service positions.

6.5.5. Temporary or Term Appointments. When positions are filled on a temporary or term basis, the appointment authority used will depend on the position and status of the selectee.

6.5.6. Veterans' Appointments. The use of the veterans' appointing authorities as alternative recruitment sources are determined locally and in accordance with Air Force policies.

6.5.7. Overseas Limited Appointments. Locally available candidates, other than those indicated above, are appointed under the Overseas Limited appointing authority contained in Title 5 Code of Federal Regulations 301.201, *Appointments of United States Citizens Recruited Overseas*, and may only be appointed when there is a severe shortage of available candidates after a competitive announcement. Local applicants and employees subject to the Department of Defense rotation policy are appointed or converted to Overseas Limited not-to-exceed appointments.

6.5.7.1. The established not-to-exceed date will reflect the termination date of the normal tour for the location, or any approved extension date, not to exceed the allowable 5-year foreign area employment.

6.5.7.2. Local applicants and employees who are not family members, who do not have competitive status, appointed or converted to positions not subject to the rotation policy are appointed to Overseas Limited appointments of indefinite tenure.

6.6. Military Spouse Preference.

6.6.1. The authority for military spouse preference is Title 10, United States Code 1784, Title 5, Code of Federal Regulations, Parts 213 and 315, Department of Defense Instructions 1400.25, Volume 315, *Employment of Spouses of Active Duty Military*, and Air Force Manual 36-203, *Staffing Civilian Positions*. The Air Force Personnel Center and Civilian Personnel Sections must refer to these regulations and publications, as well as any locally developed instructions, when implementing Military Spouse Preference at foreign overseas area bases. **(T-0)**

6.6.2. When military spouses who are entitled to preference under the provisions of applicable laws and instructions are among the “best qualified” on a competitive referral, they will be selected before any other competitive candidates, unless an exception is granted. The authority to approve such an exception is delegated to the Commander to whom the appointing authority is delegated at the location where application is made. That authority may be redelegated to the Civilian Personnel Section. The Civilian Personnel Section will maintain documentation on exceptions. Exceptions should be rare and based only on compelling hardship to the mission or to the applicant.

6.6.2.1. When more than one military spouse is referred, personal interviews are permitted as part of the selection process.

6.6.3. For foreign areas, the military spouse preference candidate may apply for employment 30 days before anticipated arrival; however, spouses may not receive preference until actually reporting to the foreign area Civilian Personnel Section. Spouses of military sponsors who are within 6 months of their tour rotation date may be non-selected for continuing positions without regard to preference. Consideration will be through application for job vacancies via USAJOBS.

6.6.4. In foreign areas, military spouses without civil service status may be non-competitively appointed in accordance with DoDI 1400.25 Volume 315 **Paragraph 4.j.**; which states “Military spouses may be noncompetitively appointed pursuant to sections 213.3106(b)(6) (which covers positions in overseas installations when filled by dependents of military members or civilian employees of the U.S. Government residing in the area), 315.608 (which covers individuals who have completed 52 weeks of creditable overseas service), and 315.612 (which covers a spouse of a military member serving on active duty who has orders specifying a PCS) of [Parts 213, 315, 316, 332, 335, and 591 of title 5, Code of Federal Regulations], provided that the pertinent eligibility criteria are met. Military spouse preference is applicable to such appointments if the military spouse is determined to be among the best qualified for the position.” The applicant will provide all required documents on the USAJOBS website such as a resume and the military member sponsor’s PCS orders confirming relocation to the new active duty station. It is recommended spouses create a USAJOBS account and start a bank of resumes with the necessary documents required for employment verification. Suggested documents are college transcripts, a well written and supported resume, certifications, licenses, specialized training, Department of Defense Form 214-Member 4 copy (if claiming veterans preference in addition to spouse preference) and the sponsor’s PCS orders, and any amendments to the PCS orders. The applicant will not receive consideration without proper documentation. **(T-0)**

Chapter 7

RECRUITMENT FROM THE UNITED STATES

7.1. Scope.

7.1.1. Generally, Air Force employees are recruited from the United States for an overseas assignment in accordance with Air Force Manual 36-203, *Staffing Civilian Positions*, and Air Force Manual 36-606, *Civilian Career Field Management and Development*, for centrally managed positions, using applicable merit promotion procedures. Refer to [Attachment 2](#) for the Referral and Selection Order Quick Reference Guide.

7.2. Selection Priorities.

7.2.1. Selection priorities are the same as those established in Air Force Manual 36-203, *Staffing Civilian Positions* and [Attachment 2](#), for all Air Force positions.

7.3. Counseling Employees on Overseas Employment Requirements.

7.3.1. CONUS and OCONUS Civilian Personnel Sections will counsel and assure the eligibility of prospective candidates on meeting special pre-overseas employment requirements. (T-3) Civilian Personnel Sections shall provide full and accurate information to prospective employees and selectees on the overseas area for which they are under consideration. For example, the type of medical services or facilities and other services that will be available to them, the nature of the work they will do, the conditions of their employment, host country position on same-sex couples, as applicable, and their responsibilities to the Air Force. (T-3) Comprehensive information for selectees who have family members with special medical and educational needs is essential. This is especially critical for selectees who need to make informed decisions whether an assignment to the overseas area is appropriate for them and any family members with special medical and/or educational needs. See [Chapter 8](#).

7.4. Notifying and Processing Selectees.

7.4.1. Air Force Personnel Center will make employment offers to selected candidates, normally via email and will inform the losing and gaining activities of acceptance or declination. (T-3)

7.4.2. The tentative selection and job offer message from Air Force Personnel Center will provide preliminary information to the losing Civilian Personnel Section (or the Civilian Personnel Section initiating the courtesy processing) regarding the processing of the employee. As a minimum, this information must include: (T-3)

7.4.2.1. Position title, series, and grade or pay band equivalent of the position to which being assigned, and a synopsis of major duties.

7.4.2.2. Duty location.

7.4.2.3. Length of the tour of duty (Verify specific tour length. Tour lengths are prescribed by the Defense Travel Management Office and are specified by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) which governs Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS), for specific locations and not the servicing Civilian Personnel Section. (T-0)

7.4.2.4. Complete physical requirements (functional and environmental factors) from the *Optional Form 178*, Certificate of Medical Examination, and a reminder that the offer is tentative contingent on satisfactory completion of the medical evaluation (refer to [Chapter 8](#)). If the selection is the result of a consecutive overseas tour and the position description does not have any specific physical requirements, the initial exam to report overseas meets the requirement and does not have to be re-accomplished.

7.4.2.5. Passport and Visa requirements, if applicable.

7.4.2.6. Entitlement for travel, transportation, allowances, et cetera.

7.4.2.7. Any special requirements (drug-testing, emergency-essential, supervisory or managerial probationary period, et cetera).

7.4.2.8. Request for all relevant information concerning any special needs of his or her family members, either medical, educational, or other, that may require accommodation at the overseas location, including same sex or domestic partnership requirements, as applicable. (Refer to [Paragraph 8.4](#)).

7.4.3. When the position offer is made, Air Force Personnel Center/Civilian Personnel Section will stress that the offer is tentative and contingent on satisfactory medical evaluation and other pre-employment requirements, and will recommend the selectee not take any irreversible actions such as selling a home or car until the medical evaluation and pre-employment requirements are completed with satisfactory results and the firm job offer is issued. When considering candidates from any recruitment source, Air Force Personnel Center must ensure the candidate tentatively selected meets all appointment and suitability conditions before any selection is finalized. (T-0) If the selectee accepts, the gaining Civilian Personnel Section will immediately begin processing the selectee to include arranging for a medical examination, requesting passports and visas as applicable, and initiating any necessary security investigation. (T-3) The losing Civilian Personnel Section or Air Force Personnel Center will also obtain the following information and include it in the e-mail message advising the OCONUS Civilian Personnel Section or Air Force Personnel Center of the selectee's acceptance: (T-3)

7.4.3.1. Current salary identifying any special salary schedules or pay rates and any within-grade increases or other projected pay changes scheduled between the time of selection and time of departure and highest previous pay rate if other than current rate. This information is necessary for the overseas Civilian Personnel Section and Air Force Personnel Center/DP2 to correctly establish the selectee's pay.

7.4.3.2. A determination as to whether or not the selectee will have return rights.

7.4.3.3. State Criminal History Record Check and Installation Record Check clearance dates, if applicable.

7.4.3.4. If the losing Civilian Personnel Section is another foreign overseas base, also provide overseas rotation information such as date eligible for subsequent PCS, return rights grade or pay band and base, date continuously employed in overseas area, current date of estimated return from overseas, travel agreement expiration date, return rights expiration date, 5 year foreign area limit date, extension date beyond 5 years, and last renewal agreement travel dates.

7.4.3.5. The losing Civilian Personnel Section, if applicable, will verify the last 24 months employment and provide gaining Civilian Personnel Section with statement that the employee has been or will have been in CONUS for 24 months prior to the enter on duty. Further restrictions regarding eligibility for a subsequent Centrally-Funded PCS may be applicable in accordance with Air Force Manual 36-606.

7.4.4. The overseas Civilian Personnel Section or Air Force Personnel Center, once advised of the employee's acceptance will:

7.4.4.1. Determine the selectee's rate of pay and advise the selectee and the losing Civilian Personnel Section.

7.4.4.2. Mail or e-mail a processing package to the losing Civilian Personnel Section to include, as a minimum, the position description/core document/Standard Core Personnel Document, the appropriate overseas employment agreement, a service agreement, housing information and assigned sponsor contact information. Sponsors will provide information on the local area necessary to prepare the selectee and family for the move to the overseas area, and any special instructions or forms. Refer to Figure 7.1. for *Overseas Processing Instruction Checklist (Stateside Civilian Personnel)*.

Figure 7.1. Overseas Processing Instructions Checklist (Stateside Civilian Personnel).

Overseas Processing Instructions Checklist (Stateside Civilian Personnel Section)		
Name: _____		Social Security Number: _____
Address: _____		Work Phone: _____
_____		Home Phone: _____
Email: _____		Length of Tour: _____
Current Position/Organization/Office Symbol: _____		
Overseas Position/Organization/Office Symbol: _____		
Overseas Location: _____		Drop/Pick-up Date: _____
(INITIAL and DATE EACH ITEM COMPLETED)		
_____	Offer letter received (copy in file)	
_____	Acceptance sent (copy in file)	
_____	Standard Form 75 information sent	

_____	Signed Service Agreement received (copy in file)
_____	Official Passport, VISA received, if applicable
_____	VISA received, if applicable
_____	Physical completed/Optional Form 178 received
_____	Health Statements for dependents received (Department of Defense Instruction 1315.19)
_____	Travel Orders (copy in file)
_____	Notified by current Civilian Personnel Section/selectee of port call/pick-up/drop date (copy in file)
_____	Overseas Employment Agreement signed (copy in file)
_____	Statement of Understanding signed (copy in file)
_____	Drug Testing Designated Position Requirements (if applicable)
_____	Position Obligated (Notify gaining activity of return rights) Manpower Position Control Number: _____ Position Description# _____ Copy of Position Description in return placement folder
Remarks: _____ _____ _____ _____ _____	

7.4.4.3. Mail or e-mail a notification letter to the selectee and include, as attachments, a copy of the position description, core document, or Standard Core Personnel Document, overseas area information pamphlet and information (if available), specific information on benefits and entitlements including shipment of privately-owned vehicle, housing information and other information on the local area necessary to prepare the selectee and family for the move to the overseas area. WEB page addresses of the Air Force base as well as the Airman and Family Readiness Centers may also be provided as a source of information.

7.4.5. The losing Civilian Personnel Section and the Air Force Personnel Center are responsible for items on the overseas processing displayed in Figure 7.2., *Overseas Processing Instruction Checklist (Overseas Civilian Personnel Section)*, to include: **(T-3)**

7.4.5.1. Medical Evaluation. Referral for medical evaluation must be done as soon as possible upon notification of selection. This is critical since the selection is tentative until the employee obtains a satisfactory medical evaluation.

7.4.5.2. **Passport and Visa.** Assist the selectee in applying for an official (no fee) passport and visa, if applicable, for the selectee and any family members through the local passport agent. Obtaining passports takes about 6 to 10 weeks. All passport and visa applications must be made as soon as possible after receipt of the approved and funded Permanent Change of Station (PCS) orders. Civilian employees (not dependent family members) may submit a copy of the Firm Job Offer (FJO) in lieu of the PCS orders from Air Force Personnel Center or Civilian Personnel Section and should not be delayed pending receipt of the processing package.

7.4.5.3. **Travel and Transportation.** Upon receipt of the completed processing package, the travel orders are processed according to applicable procedures.

7.4.5.4. **Security Investigations.** If the tentative selectee does not have the appropriate security clearance for the position for which selected, initiate the investigation as soon as possible and advise the overseas Civilian Personnel Section. For positions that require a secret or top-secret clearance, the investigation must be completed with satisfactory results before the selectee may enter a travel status unless the overseas Civilian Personnel Section indicates that the appropriate waiver has been completed in accordance with governing instructions on security program management procedures.

Figure 7.2. Overseas Processing Instructions Checklist (Overseas Civilian Personnel Section).

Overseas Processing Instructions Checklist (Overseas Civilian Personnel Section)

Name: _____ **DoD ID Number:** _____

Address: _____ **Work Phone:** _____

Email: _____ **Home Phone:** _____

_____ **Length of Tour:** _____

Current Position/Organization/Office Symbol: _____

Overseas Position/Organization/Office Symbol: _____

Overseas Location: _____ **Drop/Pick-up Date:** _____

(INITIAL and DATE EACH ITEM COMPLETED)

_____ Offer letter sent (copy in file)

_____ Acceptance received (copy in file)

_____ Standard Form 75 information received

_____ Fund cite(s) provided

_____ Signed Service Agreement received (copy in file)

_____ Official Passport received, if applicable

_____ Visa received, if applicable

_____ Physical completed/Optional Form 178 received

_____ Health Statements for dependents received (DoD Instruction 1315.19)

_____ Travel Orders completed & distributed (copy in file)

_____ Notified by current Civilian Personnel Section/selectee of port call/pick-up/drop date (copy in file)

_____ Return Overseas Employment Agreement signed (copy in file)

_____ Statement of Understanding signed (copy in file)

_____ Separate Maintenance Allowance requested/approved (if applicable)

_____ Emergency Essential Statement (copy in file, if applicable)

_____ Drug Testing Designated Position Requirements (if applicable)

_____ Security Requirements

_____ Thrift Savings Plan Loan info received (if applicable)

_____ Entitlements Section notified

_____ Residency statement received from CONUS Civilian Personnel Section or an approved exception in accordance with AFMAN 36-204 is documented

_____ Other: _____

Remarks:

7.5. Overseas Employment Requirements.

7.5.1. Applicants for overseas assignment must:

7.5.1.1. Be available for the overseas assignment within 65 days.

7.5.1.2. Be willing to remain in the overseas area for at least one full tour of duty and be willing to return from an overseas assignment, except Alaska, Hawaii, Guam or United States territories or possessions, within 5 years after overseas employment begins. Minimum tours of duty are outlined in the Joint Travel Regulation, Appendix Q, Part 3, and are used to determine the terms for return obligation or return rights. Tours of duty are separate and distinct from the length of service requirement to earn return transportation entitlements.

7.5.1.3. Be willing to travel by government aircraft.

7.5.2. The CONUS and OCONUS Civilian Personnel Sections should counsel employees on:

7.5.2.1. The overseas environment by using Department of Defense or Air Force informational pamphlets, information distributed by the Civilian Personnel Section or provide information on obtaining other available counseling material such as videos/digital video discs on overseas locations that are available at the Airman and Family Readiness Center and various web pages. The hiring organization should identify a sponsor to provide this information.

7.5.2.2. Benefits and entitlements intended as recruitment and/or retention incentives by using appropriate guidelines and regulations. These entitlements may include topics such as: advance pay, foreign transfer allowance, separate maintenance allowance, temporary lodging allowance, living quarters allowance, post allowance, post differential, educational travel for family member travel, et cetera. The reference with the explanation of the eligibility for home leave is Department of Defense Instruction 1400.25, Volume 1260. The reference for overseas allowances and differentials is the Department of State Standardized Regulation and Department of Defense Instruction 1400.25, Volume 1250.

7.5.2.3. Opportunities for employment of family members, if applicable. The reference for Employment of Family Members in Foreign Areas is Department of Defense Instruction 1400.25, Volume 1232.

7.5.2.4. Non-foreign area entitlements such as cost of living allowances.

7.5.2.5. The unique overseas employment conditions to include medical facilities available, availability of educational services for family members with special needs and prevailing threat conditions that require terrorist and force protection condition briefings prior to PCS.

7.6. Setting Entrance on Duty Dates (EODs).

7.6.1. CONUS to OCONUS moves: When a candidate is recruited from CONUS to an OCONUS location, the EOD for overseas employment is established on a Sunday, the first day of a pay period, as documented on the Permanent Change of Station (PCS) orders. Travel day commences on the gaining bases time, on the first duty day after the EOD (Monday). The employee reports for duty at the new assignment on Tuesday or Wednesday, depending on the number of travel days authorized by the most direct route as determined by the authorized mode of transportation.

7.6.2. OCONUS to CONUS moves: When an employee is returning to CONUS from an OCONUS assignment, expenses are borne by the overseas activity, and the EOD for the CONUS assignment is set on a Sunday, the first day of a pay period. Travel from the OCONUS location commences on losing bases time, on the Thursday or Friday before the EOD date, depending on the number of travel days authorized by direct route as determined by the authorized mode of transportation. The employee reports to duty on their first duty day after the EOD (Monday).

7.6.3. OCONUS to OCONUS moves: When a candidate is recruited from an OCONUS location to another OCONUS location, the EOD for the new overseas assignment is established on a Sunday, the first day of a pay period, as documented on the Permanent Change of Station (PCS) orders. Travel day commences on the first duty day after the EOD (Monday), and the

employee reports to duty on Tuesday or Wednesday, depending on the number of travel days authorized by the most direct route as determined by the authorized.

7.6.4. The report date (first duty day) at the new assignment can be extended beyond the normal report for duty date as long as the request for leave has been approved by the gaining organization and is authorized and reflected on the PCS travel orders. **(T-0)**

Chapter 8

MEDICAL STANDARDS AND PHYSICAL REQUIREMENTS

8.1. Medical Standards and Physical Requirements.

8.1.1. All persons initially assigned overseas, including those assigned by position change or transfer, are required to meet specific physical standards and medical requirements, consistent with being able to perform the essential functions of the overseas position, with or without reasonable accommodation. Positions located overseas are subject to the same medical standards and physical requirements that apply to similar positions in the United States. **NOTE:** Overseas physical examinations for positions in Alaska or Hawaii are not required, except for positions that require physical exertion which are documented in the position description.

8.1.2. The application of any physical or medical standards to an employee must be based upon an individualized assessment of whether the employee can perform the essential functions of the position in the particular overseas environment, with or without a reasonable accommodation, without causing undue hardship. In evaluating undue hardship, the nature of the accommodation and the location of the position must be considered. Further, the employee's medical condition must not pose a significant risk of substantial harm to the employee or others taking into account the condition of the relevant environment.

8.1.3. Effective selection techniques shall be used to ensure that individuals are fully qualified and suited for employment in foreign areas. **(T-1)** Overseas Civilian Personnel Sections and hiring officials shall provide full and accurate information to prospective employees and selectees on the foreign area for which they are being considered, the type of medical facilities and services that will be made available to them, the nature of the work they will do, the conditions of their employment, and their responsibilities to the command and United States government. **(T-1)** Comprehensive information, including the provisions of Department of Defense Instruction (DoDI) 1342.12, *Provision of Early Intervention and Special Education Services to Eligible DoD Dependents*, and Department of Defense Instruction (DoDI) 1315.19, *The Exceptional Family Member Program*, for selectees who have family members with special medical and educational needs is essential to enable selectees to make informed decisions about whether an assignment to the foreign area is appropriate for them and family members who may accompany them. **(T-0)**

8.1.4. Overseas commands may not have the resources to provide logistical support to family members with exceptional medical needs where medical facilities and services are limited. It is the employee's discretion whether to accept the assignment.

8.2. Functional and Environmental Factors.

8.2.1. The overseas Civilian Personnel Section and subject matter experts determine the functional and environmental factors essential to the position being filled. The applicant's mental and emotional stability and fitness for overseas living and working conditions are important considerations in any overseas assignment.

8.2.2. Tentatively selected candidates are subject to a physical examination by a Federal medical officer. An Optional Form 178, *Certificate of Medical Examination*, is used to document the results of the examination. The tentative selectee will normally be referred to the

Base Medical Facility for screening to determine if there is any medical condition which may pose a unique problem or which cannot be reasonably accommodated in the overseas area.

8.3. Evaluating Medical Information.

8.3.1. When the medical evaluation reveals no limiting physical conditions, no conditions requiring continuing medical care and no history of psychological problems for the selectee, the medical officer will certify there are no limitations that impede selection by completion of Part D, Optional Form 178, *Certificate of Medical Examination*. **(T-3)**

8.3.2. When the medical examination reveals the tentative selectee does not meet the minimal physical and mental capacities necessary for safe and efficient performance in the position for which selected, the medical officer will so document on Part D, Optional Form 178, *Certificate of Medical Examination*. When the medical evaluation reveals any limiting physical condition(s), any condition(s) requiring continuous medical care or any history of psychological problems, the medical officer will forward complete supporting documentation to the Civilian Personnel Section for review and determination. The determination will be coordinated with the selecting official. **(T-3)**

8.3.3. If the selectee has a medical condition that needs continuous monitoring or periodic treatment or there is a requirement to take certain medication on a daily basis, medical officials performing the examination must contact the overseas medical command prior to clearing the selectee for overseas duty to determine if adequate treatment facilities exist at the overseas duty station. **(T-1)** The non-availability of health-care providers, medical facilities, medications and treatments are important considerations for the selectee to consider in determining whether to accept an overseas assignment.

8.4. Evaluating Special Needs Family Members.

8.4.1. Prior to finalizing a selection involving a PCS move to the overseas location, the overseas Civilian Personnel Section must engage in dialogue with the tentative selectee regarding family member needs to exchange information regarding special needs of family members against available facilities and services at the overseas location. **(T-3)** In accordance with Department of Defense Instruction 1315.19, the tentative selectee has the responsibility to provide all relevant information concerning any medical, educational, or other special needs of his or her family members, that may require accommodation at the overseas location. Overseas Civilian Personnel Sections, Military Personnel Facilities, and Medical Treatment Facilities must address these needs in writing to allow tentative selectees to make informed decisions regarding the needs and well-being of their family members. **(T-3)**

Chapter 9

RETURN RIGHTS

9.1. General Information.

9.1.1. An employee serving under a career or career-conditional appointment in the competitive service, recruited from a non-foreign area for assignment outside the contiguous United States (including Alaska and Hawaii) is granted statutory return rights in accordance with DoDI 1400.25 Volume 1230, **Paragraph 4.i** and Enclosure 3. **(T-0)** Statutory return rights are granted for a period of 5-years. This provision applies whether or not the employee moves to a position with the same Department of Defense component or with a different Department of Defense component. It does not apply to employees assigned to non-appropriated fund positions. Tour extension requests beyond the statutory 5 years for employees with return rights require approval of the activity where return rights exist. If extension of return rights is disapproved by the activity, return rights are lost. If a short-term extension (180 days or less) is granted in cases of unforeseen circumstances (for example: delay in receiving orders, processing visas, emergency family or medical issues), the employee's return rights will remain in effect for the duration of the short-term extension. **(T-3)**

9.1.2. An employee may exercise return rights after completing the initial tour of duty. At least 180 days before the expiration of initial tour or extension period, the overseas servicing Civilian Personnel Section will provide written notification to the activity or installation to which the employee has return rights of the employee's intention to either exercise return rights or request an extension of return rights in order to remain in the overseas location. **(T-3)** Unless the activity to which the employee has return rights formally agrees to continue the employee's return rights beyond 5 years, the return rights shall be forfeited if not exercised prior to expiration of tour (if short-term extension is not previously approved). **(T-3)**

9.1.3. Installation commanders at overseas locations may require an employee to exercise return rights at any time during the OCONUS assignment in order to avoid or reduce the effect of a reduction-in-force.

9.1.4. Failure or refusal to exercise return rights, to register in the priority placement program, or to accept a valid job offer, is a basis for separation for failure to comply with the signed overseas agreement. **(T-3)**

9.1.5. Annual Reporting Requirements. Annually, United States Air Forces Europe and Pacific Air Force A1s will submit a report enumerating their civilian employees whose overseas tour exceeds 5 years using the Business Objects report located in the Corporate Documents library titled Overseas Employees. The report will also include the reason for exceeding the 5 year limitation and a comprehensive workforce succession plan to prevent any further extensions. **(T-1)** The report is due on 1 October to AFPC/DP3 and AF/A1CP. AF/A1CP will provide the Major Commands the report template.

9.1.5.1. The Major Command will report the priority placement program status of all civilian employees that are beyond 6 months of their original date of estimated return from overseas and what actions have been taken by the Command and employee to find CONUS or non foreign placement.

9.2. When Return Rights are Authorized.

9.2.1. Return rights are granted to Air Force employees serving under career or career-conditional appointments in the competitive service, in the following situations:

9.2.1.1. Employees who are recruited from the 50 states and the District of Columbia and accept an assignment with the Air Force or Department of Defense positions identified in [Paragraph 9.4.1](#) in overseas areas. Return rights are forfeited after 5 years unless the CONUS base extends the return rights.

9.2.1.2. Employees who are residents and recruited from Guam, the Virgin Islands, or the Commonwealth of Puerto Rico for assignment with the Air Force or Department of Defense in a foreign area or a United States territory or possession. Employees in Guam who accept either a foreign area assignment or an assignment to Alaska or Hawaii will have return rights to Guam provided the employee is a resident of Guam. For employees in Guam serving on an Overseas Employment Agreement with return rights to a United States base, return rights will continue to that base for the remainder of the 5 years. **(T-0)** After that, return rights are forfeited unless extended by the United States base. If the employee has already completed the 5 years overseas, he/she will not be granted return rights on assignment to the foreign area base. **(T-0)**

9.2.1.3. Employees recruited from Alaska, Hawaii, Guam, or non-foreign overseas areas for OCONUS assignments may not be granted statutory return rights, if they are not an actual resident of those areas as defined in Appendix A, Part 1 of the Joint Travel Regulations, or if they have existing return rights elsewhere. **(T-0)**

9.2.2. Exceptions. The following employees are not granted return rights: **(T-0)**

9.2.2.1. Employees assigned to or from a position in the Senior Executive Service.

9.2.2.2. Employees whose employment will be terminated, voluntarily or involuntarily.

9.2.2.3. Employees who have declined functional transfer and have not been assigned to another position.

9.2.2.4. Employees who are serving in a non-foreign overseas area with an identified place of residence outside that area to which return travel is authorized, or for whom return travel entitlement will accrue on completion of an agreed upon period of overseas service.

9.2.2.5. Employees accepting overseas Special Investigations and Auditor positions will have return placement under their mobility agreements. Those in Special Investigation positions will have their return placement centrally managed by Headquarters Air Force Office of Special Investigations in coordination with the Special Investigations Career Field Team. Auditors will have their return placement managed by the Air Force Audit Agency in coordination with the Audit Career Field Team.

9.3. Administering Return Rights.

9.3.1. Procedures for administering return rights under these authorities are contained in [Paragraph 9.7](#) Additional requirements necessary for centrally managed positions are included in Air Force Manual 36-606, *Civilian Career Field Management and Development*.

9.3.2. If a non-short-term extension beyond the 5 year limitation is approved, return rights are forfeited unless the activity to which the employee has return rights formally agrees to continue

the employee's return rights for the duration of the extended period. (T-3) If return rights are not extended, return placement is effected in accordance with the applicable provisions of the Department of Defense priority placement program. (T-0) Employees are notified in writing by the servicing Civilian Personnel Section if their return rights have been forfeited. (T-3)

9.3.3. The OCONUS Installation Commander or equivalent may grant one short-term extension (up to 6 months) beyond the initial 5 year period, if advantageous to the Government or for personal reasons based on special need or hardship. This approval authority may not be further delegated. The United States activity to which return rights have been granted must be notified by the servicing overseas Civilian Personnel Section, in writing, of the short-term return right extension. (T-3)

9.3.4. Employees who have return rights to positions that have been or are scheduled to be abolished and whose return would initiate a reduction-in-force, or whose exercise of return rights would result in separation or a change to lower grade or reduction in pay band, may receive placement assistance, if otherwise eligible, in returning from the foreign area through the Department of Defense priority placement program. Such assistance will continue until the employee is placed, declines a valid offer, has an extension of their overseas service approved, exercises return rights, or is directed to return. (T-0)

9.3.5. CONUS and OCONUS Civilian Personnel Sections shall keep each other informed regarding any action that affects an employee's return rights. Employees will be given written notification in a timely manner when the position to which they have return rights is changed, moved, or abolished; or when an extension of the overseas tour and/or return rights is approved or disapproved. (T-3)

9.4. Granting Return Rights Within Department of Defense.

9.4.1. Career and career-conditional employees in the competitive service who are employed in the United States or in a non-foreign area and who accept an assignment in a foreign area or in a non-foreign area different from the one in which they are currently employed shall be granted return rights for a period of 5 years in accordance with DoDI 1400.25 Volume 1230, if continuously employed in a foreign or non-foreign area. (T-0) Losing Civilian Personnel Section must obligate the position for return of the employee, unless return rights cannot be granted in accordance with this Manual. (T-3)

9.4.2. Return rights apply to both the initial movement and any subsequent movement within the 5-year period (for example: the employee initially moves to a position with the same Department of Defense Component, and subsequently moves to another foreign area position with a different Department of Defense Component). These return rights shall continue for the duration of the 5 year period. (T-0)

9.4.3. A Stateside organization may grant administrative return rights that do not meet the parameters of [Paragraph 9.4.1](#) or [Paragraph 9.4.2](#) above (for example: Excepted Service positions).

9.4.4. If an extension beyond the 5 year limitation is approved, return rights are forfeited unless the activity to which the employee has return rights agrees in writing to continue them for the duration of the approved extension. If return rights are forfeited, return placement is effected in accordance with the applicable provisions of the Department of Defense priority placement program. (T-0) (Refer to [Figure 9.1](#))

Figure 9.1. Applicability of 5 Year Foreign Area Limit and Return Rights

Employee Is Assigned		5 Year Foreign Area Limit Applies		Return Rights Applies. See notes: 1,2	
From	To	Yes	No	Yes	No
Continental United States	Foreign Area	X		X	
	Alaska/Guam/ Hawaii		X	X	
Alaska/Guam/Hawaii	Foreign Area	X		X	
Alaska	Guam or Hawaii		X	X	
Guam	Alaska or Hawaii		X	X	
Hawaii	Alaska/Guam		X	X	

NOTES:

1. Career and career-conditional employees in the competitive service who are employed in the United States or in a non-foreign area and who accept an assignment with the Air Force or Department of Defense outside the United States or in Alaska, Hawaii, or Guam are granted statutory return rights for a period of 5 years only if he or she is an actual resident of the non-foreign area as defined in Appendix a of the Joint Travel Regulation.

2. While employed in Alaska, Hawaii, or Guam if an employee is on an Overseas Employment Agreement with return rights to a base in the CONUS, those return rights will be retained for 5 years, even if the employee accepts a foreign area assignment. After that, return rights are forfeited, unless the base in the United States base extends the return rights. Example: An employee with return rights to Wright-Patterson Air Force Base, Ohio goes on a PCS move to Alaska and is subsequently selected for a position in Japan. If at the time of selection the employee had completed 3 of the 5-year period (to retain the return rights entitlement to Wright Patterson), the employee will retain those return rights to Wright Patterson for the remainder of the 5 year return rights obligation.

9.5. Conditions Under Which Return Rights Are Lost.

9.5.1. Return rights are terminated under the following circumstances:

9.5.1.1. Resignation.

9.5.1.2. Separation for cause.

9.5.1.3. Assignment to any Department of Defense activity in CONUS.

9.5.1.4. Transfer to any agency outside Department of Defense.

9.5.1.5. Failure to accept the position to which return rights apply.

9.6. Return Rights for Former Participants of the Career Broadening, Pathways, and Key Civilian Position Programs.

9.6.1. Career and career-conditional Central Salary Account funded Career Broadening, Pathways Interns, and Key Civilian Position program participants selected for an overseas assignment directly from a Central Salary Account funded position have a statutory return entitlement. However, because their Central Salary Account funded positions are canceled upon their departure and their return entitlement is managed in accordance with **Paragraph 9.6.2 through Paragraph 9.6.4**, these employees must sign the Overseas Employment Agreement without Return Rights to Current Position (Figures 5.10 to 5.13, whichever is applicable). **(T-3)** These agreements apply to those situations where there is not an obligated position at the location from which recruited, after completion of the overseas assignment. Those who are not actual residents should sign the Overseas Employment Agreement without Return Rights to Current Position (Figure 5.12.) Any employee failing to request and accept return assignment under the conditions of the return rights agreement may face separation from Air Force employment.

9.6.2. Assignment after completion of an overseas tour is normally accomplished through exercise of return rights or through the priority placement program. However, a management directed reassignment or placement through competitive merit promotion procedures may also be used in facilitating placements. If, in the interest of United States Air Force mission requirements, a management directed reassignment is the option used for placement, efforts will be made to accommodate employee's personal geographic preferences where possible. **(T-3)**

9.6.3. An employee originally selected from a Career Broadener or intern position to an OCONUS activity must apply, when completing an overseas tour, to exercise return rights by notifying the servicing stateside Civilian Personnel Section at least 6 months in advance of the date the employee wishes to return. **(T-3)** If an appropriate vacancy is available at the activity from which the employee was recruited for the overseas assignment, the gaining and losing Civilian Personnel Sections and Air Force Personnel Center will coordinate the placement of the employee to the position. If no appropriate vacancy exists at the activity from which the employee was recruited, the employee will be returned to an established position (for at least 90 days) at the same grade level or pay band equivalent the employee held prior to the career broadening assignment. After 90 days if no suitable vacancy exists, assignment rights will be determined by reduction-in-force procedures. The 90-day period and the required reduction-in-force notice period may run concurrently. Employees are eligible to register in the Department of Defense priority placement program when notified their return would result in a reduction in force situation. **(T-0)**

9.6.3.1. Career Broadener or interns selected from Alaska, Hawaii, or Guam for overseas assignment who are not actual residents of those locations must register in the Department of Defense Priority Placement Program at least 6 months prior to completing an overseas tour when requesting return assignment to the United States. **(T-0)**

9.6.4. The Career Field Management Team and gaining Major Commands should both take an active role in the assignment process. At least 6 months before the end of the overseas tour, the OCONUS Civilian Personnel Section will notify Air Force Personnel Center and the Major Command/A1K of the employee's interest in exercising return rights as well as any other

geographic and assignment preferences of the employee. For employees occupying centrally managed positions, the appropriate Career Field Team Manager will assess other projected vacancies within the career field and recommend a management-directed reassignment to the vacancy. The gaining Major Command/A1K and servicing Major Command Functional Managers have a comparable role for non-centrally managed positions, and should take a proactive approach in identifying vacancies for placement. **(T-1)**

9.6.5. Career or career-conditional former Key Civilian Position members vacate their Key Civilian Positions when selected for overseas assignments based on the their Key Civilian Position memorandum of agreement. However, because they vacate their Key Civilian Positions upon their departure and their return entitlement is managed in accordance with **Paragraph 9.6.2** through **Paragraph 9.6.4** above. These employees must sign the Overseas Employment Agreement without Return Rights to Current Position (Figures 5.10 to 5.13, whichever is applicable). **(T-3)** These agreements apply to those situations where there is not an obligated position at the location from which recruited, after completion of the overseas assignment. Those who are not actual residents should sign the Overseas Employment Agreement without Return Rights to Current Position (Figure 5.12.) Any employee failing to request and accept return assignment under the conditions of the return rights agreement may face separation from Air Force employment.

9.7. Procedures for Effecting Overseas Return Rights.

9.7.1. DoDI 1400.25 Volume 1230 provides return rights to employees on Career or Career-Conditional appointments who have accepted a position in the overseas area. It outlines actions and responsibilities of the releasing activity, the overseas employing activity, and the employee entitled to return rights in accordance with **Chapter 10** of this manual. It covers procedures for identifying a position to which an employee has return rights, maintaining the return right obligation, and effecting placement of an employee who applies to exercise those rights or whose return is management-initiated.

9.7.2. Action required at the Time the Employee Leaves for Overseas Duty:

9.7.2.1. Identifying the vacated position. to comply with requirements for the return of assigned employees, the releasing activity must identify the position to which return rights apply and notify the servicing classification authority to update the position obligation in the Defense Civilian Personnel Data System, if assigned to an overseas Air Force activity. **(T-0)**

9.7.2.2. Maintenance of Records. An individual folder will be established and maintained by the releasing activity for each employee granted return rights. Included will be a: **(T-1)**

9.7.2.2.1. Copy of the Standard Form (SF) 50, Notification of Personnel Action.

9.7.2.2.2. Copy of the Overseas Employment Agreement.

9.7.2.2.3. Copy of the Core Document or position description to which the employee has return rights.

9.7.2.2.4. Copy of the Department of Defense (DD) Form 1617, *Service Agreement-Overseas Employee*.

9.7.2.2.5. Any document which affects return rights, such as Request for Personnel Action, changing the classification of, or abolishing the position; and copies of any

correspondence between the activity which granted return rights and the activity to which assigned.

9.7.2.2.6. Any other document or item determined to be of benefit in assuring the employee's entitlement to return placement is honored.

9.7.3. Action on the Return Obligation.

9.7.3.1. Filling a position with a return right obligation. Prior to placement, the selectee must be advised in writing that the position is "obligated to the former employee" and what affect the former employee's return may have on his or her assignment to that position.

9.7.3.2. Maintaining the return right obligation identified with a position. The return obligation identified with a position must remain with it for the duration of the right regardless of changes in command authority over the position. The following requirements are observed in order to maintain the return right as changes occur to the position:

9.7.3.2.1. Transfer of Function. The return obligation is transferred with the position in a transfer of function between Department of Defense activities when the position is identifiable as appearing at the new location. It may appear as a vacancy or by movement of the present incumbent with the position. If the position cannot be identified, and the functional transfer offer to the present incumbent is to a different position, the return obligation is transferred to the gaining activity and the procedures of [Paragraph 9.7.3.3](#) below are followed. Appropriate documentation will be made a part of the record folder established in accordance with [Paragraph 9.7.2.2](#) above.

9.7.3.2.2. Re-Classified Position. The obligation remains with the position when it is upgraded or downgraded without significant change in duties and responsibilities because of classification error or change in classification standards; or due to accretion of duties when there is clear evidence that the new position is a successor position that absorbed the major duties of the former position and, had the overseas employee not accepted the overseas assignment, could have been noncompetitively placed in the position.

9.7.3.2.3. Cancellation or reconstruction/reconsideration of position. If the position with a return obligation is cancelled or restructured, a record of the action is placed in the folder described in [Paragraph 9.7.2.2](#) above. Return rights are not lost by cancellation of the position. The return obligation will not be transferred to another position; but is held in abeyance until the employee is scheduled to exercise those rights. At that time, the position to which entitled is determined in accordance with [Paragraph 9.7.5](#) below. If the initial position is re-established, the return obligation must be identified with it.

9.7.3.2.4. Termination of the Activity. Unless either [Paragraph 9.7.3.2.1](#), [9.7.3.2.2](#), or [9.7.3.2.3](#), above is applicable, the return right obligation is transferred to an Air Force activity in the commuting area. The return obligation will not be identified with a specific position at the activity to which it is transferred until the employee is scheduled to exercise those rights. If there are no Air Force activities in the commuting area, the Major Command that had jurisdiction over the activity the employee left for the overseas assignment will assume the return obligation.

9.7.3.3. Notification Requirements. When a return obligation is transferred under [Paragraph 9.7.3.2.1](#) or [Paragraph 9.7.3.2.4](#) above, both the gaining activity and the overseas activity to which the employee is assigned will be officially notified. When the return rights position is changed under [Paragraph 9.7.3.2.2](#) or [Paragraph 9.7.3.2.3](#) above, the overseas activity will be notified.

9.7.4. Action by the Overseas Activity.

9.7.4.1. The Civilian Personnel Section servicing the overseas activity maintains a record of each newly assigned employee to identify those who have been granted return rights. A record of these employees is maintained and used to advise each employee of his or her eligibility to exercise those rights approximately 6 months prior to completion of a period of service required under the tour of duty for that installation (such tours are specified in the JTR), or prior to completion of the 5 year foreign area limit period. **(T-3)** The content of the notice to the employee will vary depending on the individual circumstances involved.

9.7.4.2. The overseas Civilian Personnel Section will advise the stateside Civilian Personnel Section which granted return rights: **(T-3)**

9.7.4.2.1. If the employee is assigned to another Department of Defense activity overseas.

9.7.4.2.2. Of any approved extensions.

9.7.4.2.3. Of any requested extensions beyond 5 years in order to determine if return rights will be preserved.

9.7.4.2.4. Of any decision by the employee to remain overseas without an approved extension of return rights.

9.7.4.2.5. Of any action identified in [Paragraph 9.5](#), that terminates return rights.

9.7.5. Position Entitlements. An employee granted return rights is entitled to a position at the activity to which return rights apply in the following order: **(T-2)**

9.7.5.1. The position last held prior to assignment overseas. A vacant position at the same grade or pay band equivalent for which qualified may be offered; however, the employee may decline that alternate assignment and elect to return to his or her former position if it still exists.

9.7.5.2. If the former position does not exist, the employee is entitled to a vacant position for which qualified, at the same grade level or pay band equivalent as the former position.

9.7.5.3. If placement cannot be made under [Paragraphs 9.7.5.1](#) or [9.7.5.2](#) above, a position is established for 90 calendar days at the same grade level or pay band equivalent and in the same competitive level of the position last held before assignment overseas. The employee is assigned to that position. During the 90 calendar days, the employee is entitled to a vacant Air Force position for which qualified within the commuting area, which may become available at the current grade or pay band. If a vacant position does not become available, the employee is entitled to the best position that can be offered under Reduction in Force procedures. The 90-day period and the required reduction-in-force notice period may run concurrently.

9.7.6. Processing a Return at the Employee's Request.

9.7.6.1. Employees are expected to apply to exercise return rights no less than 6 months prior to their date of estimated return from overseas to allow for necessary PCS processing and arranging return transportation. Less than 6 months' notice may be accepted by mutual agreement between the Civilian Personnel Sections. On receipt of the employee's request to exercise return rights, the overseas activity first determines that the required period of overseas service will be completed on the date return is requested. If not, the activity Commander must determine if the employee is to be released from any remaining period of obligated service under criteria in Joint Travel Regulation, **Paragraph C5572. (T-0)**

9.7.6.2. If return is authorized, the activity that granted return rights is notified of the employee's request to return. The notice will include the employee's current position title, series and grade or pay band, and the date return is requested. **(T-3)**

9.7.6.3. The activity to which an employee is returning will determine what position is to be offered, and advise the overseas activity. An offer other than the employee's former position must include the reason for that alternate offer. If the former position has been abolished, and the employee's return would require a reduction-in-force, that information will also be furnished. **(T-3)**

9.7.6.4. When the position has been identified, the overseas activity will notify the employee in writing. An employee whose former position has been abolished, and whose return would require a reduction-in-force, will be advised of the option to register for priority return placement in the Department of Defense Priority Placement Program. **(T-0)**
The activity to which return rights apply will be advised of the employee's decision.

9.7.7. Effecting the Return from Overseas. A mutually agreeable timeframe to effect the overseas return is established by the losing and gaining Civilian Personnel Sections. The effective date of the personnel action is the estimated date of arrival at the stateside activity. However, the effective date can be set to allow for delays in route requested by the employee for personal reasons, if concurred by the gaining activity and authorized in the travel orders (see **Paragraph 7.6. (T-3)**)

9.7.8. Displacement Actions. When an employee exercises return rights to his or her former position by displacing another employee, reduction-in-force procedures may be necessary to determine the assignment right of that displaced employee. The returning employee does not compete for placement under reduction-in-force procedures, except when the former position has been cancelled and return is to a position established for a 90-day period. **(T-0)**

Chapter 10

MANAGEMENT DECISION TO INVOKE RETURN OBLIGATION

10.1. Official Notification.

10.1.1. Applicability. The procedures in this chapter are used when it becomes necessary for management to initiate action to return an employee to CONUS. Management will not rely on this provision to return employees early who have or are facing performance-based or disciplinary actions. **(T-1)**

10.1.2. Management-initiated actions may be appropriate when:

10.1.2.1. An employee subject to the Department of Defense rotation policy who is approaching the expiration of the authorized overseas service has not voluntarily applied to exercise return rights or to register for priority return placement through the Department of Defense Priority Placement Program. **(T-0)**

10.1.2.2. An employee serving under a service agreement at any permanent duty station may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the Department of Defense component. This includes release when the employee's services are not required for the entire tour of duty period.

10.1.2.3. Through no fault of the employee, his or her training and experience were not properly matched with the position for which recruited, and no other position is available to which the employee can be assigned at the overseas area base. (This should be coordinated with the appropriate career field management team for employees on centrally managed positions). In this situation, an employee may:

10.1.2.3.1. Exercise return rights.

10.1.2.3.2. Register in Department of Defense Priority Placement Program if the employee has no return rights or return rights are to a position at a lower-grade or pay band.

10.1.2.3.3. The servicing command and the command of the base from which the employee left for the overseas area assignment (in coordination with the appropriate career field management team, if centrally managed) will attempt to find an alternate assignment at a location and at a grade level or pay band equivalent acceptable to the employee. If necessary, the servicing Major Command and/or the Career Field Management Team may seek the assistance of AF/A1CP in resolving the issue.

10.1.2.4. The provisions in [Paragraph 10.3.1](#) apply in Alaska, Hawaii or a United States territory or possession when an employee is without return rights and when a supervisor or management official elects not to renew an employee's overseas tour during the 5-year return rights period, and for those without return rights, during the initial 5-year overseas period.

10.1.3. This chapter does not apply to:

10.1.3.1. An employee who has served continuously in a foreign area prior to 1 April 66.

10.1.3.2. An employee as a means of management avoiding responsibility for taking appropriate action based on misconduct or unacceptable performance.

10.2. Informal Actions.

10.2.1. Before initiating the procedures that follow, the appropriate management official will advise the employee of the circumstances on which the return placement action is based. If the employee is willing to initiate the return, no further action under this chapter will be necessary. (T-3)

10.3. Return Placement Procedures at the Expiration of Overseas Service.

10.3.1. The supervisor or other management official will notify an employee of a decision not to extend overseas service beyond the initial or subsequent tour of duty no later than 12 months before the tour expiration date. The supervisor or management official will remind the employee of the obligation to apply for return assignment, immediately notify the Civilian Personnel Section of the decision, and arrange an appointment for the employee with a member of the Civilian Personnel Section to discuss return placement options. The servicing civilian personnel section will immediately notify the stateside civilian personnel section to which the employee has return rights of the decision not to extend the employee's overseas service and the potential of return placement. (T-3)

10.3.2. In the event the employee takes no action within 7 workdays from date of notification of non-extension to request return assignment, written notification will be given by the servicing civilian personnel section to the employee and will include: (T-3)

10.3.2.1. The decision made not to extend the tour of duty and date the employee was advised.

10.3.2.2. The obligation to initiate return assignment through exercise of return rights or Priority Placement Program registration, as appropriate, citing the employment agreement or notification where the obligation was established.

10.3.3. The following guidance apply to employees completing allowable overseas service with return rights at current or higher grade or pay band.

10.3.3.1. Within 6 months of the expiration of the authorized overseas service, the overseas Civilian Personnel Section will advise the CONUS Civilian Personnel Section where return rights exist that return will be exercised and request identification of the position to which return rights apply.

10.3.3.2. The employee will be advised in writing of the date authorized overseas service will expire and of the obligation to return, citing the notification to the employee (overseas employment agreement) wherein the requirement to return was established. The position to which return rights apply will be identified, and the employee will be offered assignment to it. The letter will also advise the employee that failure to accept the offer will result in action being initiated to propose his or her separation for failure to accept return assignment to comply with the Department of Defense Rotation Policy.

10.3.4. The following guidance apply to employees completing allowable overseas service with return rights at lower grade or pay band.

10.3.4.1. The employee will be advised in writing of the date authorized overseas service will expire and of the obligation to return, citing the notification (overseas employment agreement) to the employee wherein the requirement to return was established. The letter will advise the employee of the following options: **(T-3)**

10.3.4.1.1. Immediate application to exercise return rights. The servicing Civilian Personnel Section will notify the CONUS civilian personnel section no later than 6 months prior to the expected return date.

10.3.4.1.2. Registration in the Department of Defense Priority Placement Program for return placement. The letter will also advise the employee that failure to accept a position offer at the current grade or pay band, and at a location for which registered, may result in his or her separation from Air Force employment. **(T-1)**

10.3.4.1.3. If the employee fails to elect either available option within 7 workdays, registration in the Department of Defense Priority Placement Program will be effected by the Civilian Personnel Section and the employee will be notified of that registration. Continued employment (position offer) resulting from either option listed above will be made in writing. If it resulted from the employee's request to exercise return rights, he or she will be advised that failure to accept the offer will terminate return rights and return assignment will be effected by priority placement. If it resulted from registration in Department of Defense Priority Placement Program, he or she will be advised that failure to accept the offer will result in action being initiated to propose his or her separation for failure to accept return assignment to comply with the Department of Defense Rotation Policy. **(T-0)**

10.3.5. The following guidance apply to employees Completing Allowable Foreign Service Without Return Rights.

10.3.5.1. No later than 12 months before tour expiration date, the employee will be advised in writing of the date authorized overseas service will expire and of the obligation to return to the CONUS, citing the notification (overseas employment agreement) to the employee where the requirement to return was established. The letter will identify Department of Defense Priority Placement Program return placement as the means by which such return will be processed, and advise the employee to contact the servicing Civilian Personnel Section for specific details. The employee will also be advised that failure to accept an offer at his or her current grade or pay band, and at a location for which registered, is a basis for separation from Air Force employment for failure to accept return assignment to comply with the Department of Defense rotation policy. **(T-0)**

10.3.5.2. A position offer resulting from such registration will be made in writing. If the offer is at the employee's current grade or pay band equivalent, he or she will be advised that failure to accept the offer will result in action being initiated to propose his or her separation for failure to accept return assignment to the CONUS to comply with the Department of Defense Rotation Policy. **(T-0)**

10.3.5.3. Employees whose early return is in the "best interests of the Air Force" will be proposed by the supervisor and approved or disapproved at the discretion of the Installation Commander. **(T-3)**

10.3.5.3.1. The employee will be advised in writing of the decision, the reasons, and the means by which return is to be effected; such as exercise of return rights or registration in Department of Defense Priority Placement Program (if otherwise eligible) for priority return placement. **(T-3)**

10.3.5.3.2. Depending on the urgency of the situation, expanded registration may be required.

10.3.5.3.3. Any return to a lower grade or pay band equivalent will be affected under adverse action procedures in accordance with AFI 36-704. **(T-0)**

10.3.5.3.4. Employees whose skills do not match the overseas position. If the employee does not have return rights, the employee's return will follow the procedures in [Paragraph 10.1.2](#) Return registration will not include the series and grade or pay band equivalent of the overseas position, unless options are available for which it is determined the employee is well qualified. **(T-0)**

10.4. Failure to Request Return Assignment.

10.4.1. Failure to request return assignment when notified that overseas service will not be extended or that overseas service allowable under the Department of Defense rotation policy is completed is a breach of the overseas employment agreement and DoDI 1400.25 Volume 1230 of which the covered employees have been informed. It will result in action to propose the employee's removal for failure to comply with the overseas employment agreement or failure to request return assignment in accordance with the provisions of the Department of Defense overseas rotation policy and the conditions implicit to his/her employment situation. This includes those employees from whom the agreement was not obtained, but who were notified of the Policy and are obligated to return (see Figure 5.5.) **(T-0)**

10.4.2. A proposed removal will be initiated for failure to request or accept return from the overseas area to comply with the overseas employment agreement and policy within DoDI 1400.25 Volume 1230 of which the covered employee has been informed. A separation effected under these procedures will be no earlier than the end of the authorized period of overseas service. **(T-0)**

Chapter 11

RESIDENCY REQUIREMENTS BETWEEN FOREIGN OVERSEAS TOURS

11.1. General Information.

11.1.1. Applicants must complete a 24-month residency requirement in the United States or a non-foreign area between foreign area tours. **(T-2)** Further restrictions regarding eligibility for a subsequent centrally-funded PCS may be applicable in accordance with Air Force Manual 36-606. **(T-1)** This guidance applies to those employees who have returned to the CONUS or a non-foreign area from a foreign area Department of Defense assignment, as well as to employees or CONUS applicants who are currently in a foreign area seeking employment with the Air Force in foreign areas. Employees who have been in a foreign area for 5 or more years are not eligible for foreign overseas employment until having resided in the CONUS for 24 months (36 months for centrally managed positions) or have received an approved waiver of this residency requirement. Employees with prior foreign area service should be counseled on the 24-month (or 36 month) CONUS residency requirement.

11.1.2. Air Force Personnel Center and Civilian Personnel Sections counsel applicants who have been in a foreign area, or who are currently in a foreign area, for 4 years or less and who have not resided in the CONUS or in a non-foreign area for 24 months (36 months for centrally managed positions) or more, they may only apply for other positions in foreign areas if they can complete a full tour of duty at the applicable OCONUS permanent duty station. However, these applicants are ineligible for any tour that exceeds 5 years, when totaled with previous tours not interrupted by 24 months (36 months for centrally managed positions) or more in the CONUS or non-foreign area. Given the necessary lead time to fill a position, applicants may apply for Air Force positions overseas any time after residing in the United States or non-foreign area for at least 18 months (30 months for centrally managed positions). If selected, however, the employee cannot be appointed or assigned to the foreign area position until completion of the 24 months (36 months for centrally managed positions) of CONUS or non-foreign residency unless a waiver of the residency requirement is approved. For centrally managed employees who are under a CONUS service agreement, a subsequent paid PCS will not be made unless a waiver is approved. It is essential that each selectee be carefully screened by the gaining Civilian Personnel Section or appropriate Career Field Team, to ensure the selectee has resided in the CONUS or non-foreign area for the minimum 18-month period (30 months for centrally managed positions), or met their CONUS service agreement (if applicable). **(T-2)**

11.2. Residency Requirement Waiver Requests.

11.2.1. Owing Major Command Deputy Commander (or equivalent) (CONUS) may grant exceptions to the 24-month residency requirement for non-centrally managed positions on an individual case basis to permit the assignment of an employee to a hard-to-fill category position. **(T-2)** The Career Field Functional Manager may request exceptions for centrally managed Career Field positions (Refer to AFMAN 36-606 to allow for a second paid PCS within the applicable service agreement in addition to a residency waiver). AFPC/DP3D is the final approval. Residency waiver requests must show true management need based on (1) significant adverse impact on mission accomplishment if the waiver is not approved or (2) any other particularly urgent and unique organizational needs that are tied to the mission. **(T-2)**

11.2.2. Residency waiver requests will include the following:

11.2.2.1. Proposed selectee's name.

11.2.2.2. Current position title, series, grade or pay band, organizational assignment and duty location.

11.2.2.3. Position title, series and grade or pay band equivalent of position, organization assignment and duty location for which selected.

11.2.2.4. Inclusive dates last served in a Department of Defense position in a foreign area, position title, series, grade or pay band, organizational assignment and duty location.

11.2.2.5. Any other relevant data that supports the waiver request.

11.2.3. The Civilian Personnel Section must ensure the criteria for the (management-initiated) waiver to the guidance are met. The Civilian Personnel Section will disapprove the request if the criteria are not met. **(T-3)** If the criteria are met, the waiver for non-centrally managed positions will be forwarded through the installation Commander (or equivalent) and OCONUS MAJCOM/A1 to the OCONUS Major Command Deputy Commander (or equivalent). **(T-2)** For centrally managed positions, the waiver must be forwarded through the installation Commander (or equivalent), and the Career Field Team prior to submission to the appropriate Career Field Functional Manager for approval. **(T-1)**

Chapter 12

DOD PRIORITY PLACEMENT PROGRAM RETURN PLACEMENT PROCEDURES FOR NONDISPLACED FOREIGN OVERSEAS EMPLOYEES

12.1. Priority Placement Program Registration Procedures for Nondisplaced Overseas Employees. This does not apply to displaced or nondisplaced overseas family member employees or displaced overseas employees. Priority Placement Program registration eligibility and procedures for nondisplaced overseas employees are contained in the Department of Defense Priority Placement Program Handbook, **Chapter 5**, at <https://www.cpms.osd.mil/Content/Documents/PPPHandbook20Oct2015.pdf>.

12.2. General Priority Placement Program Registration Procedures.

12.2.1. Priority Placement Program registration eligibility and time of registration is based on the length of time served on an overseas tour and any authorized extensions. Refer to Priority Placement Program Handbook Chapter, 5, Section C1 for registration eligibility and **Chapter 5**, Section C2 for the timelines.

12.2.2. As indicated in Priority Placement Program Handbook, **Chapter 5**, Section C1, item c, eligible employees must be available to register in Priority Placement Program within 7 workdays after notification that their tour is not being extended or be subject to separation if no return rights exist. **(T-0)**

12.2.3. Complete Priority Placement Program Registration or Counseling Checklist (Chapter 7, Appendix H in Priority Placement Program Handbook) for each Priority Placement Program registrant and ensure it is signed by both the registrant and the registering personnelist in the Civilian Personnel Section. Also ensure that registrants are counseled (and Appendix H is documented) on all automatic registration expansions and file maintenance requirements indicated in this appendix. **(T-0)**

12.2.4. Nondisplaced overseas employees successfully completing one or more overseas tours or those who are within 6 months of meeting the 5-year limitation of overseas employment with no specific return rights or with return rights to a lower grade or pay band equivalent are referred as a Priority 2 to their own Component and a Priority 3 to all other Components.

12.2.5. Initial registration normally occurs 6 months prior to the employee's date of estimated return from overseas. **(T-0)** During the initial 60 days of registration, nondisplaced overseas employees will register for the minimum number of activities likely to provide job opportunity, up to and including one entire zone. **(T-1)**

12.2.6. If an employee has not received a valid offer within 30 days of registration, the registration must be updated to include all skills (up to 5) for which the registrant is well qualified. If a valid offer is not received within 60 days (Air Force Policy) of registration, the registration will be amended to include one grade interval below the employee's current grade in accordance with Priority Placement Program Handbook, C5C4b and the overseas employment agreement, if it so indicates. **(T-0)**

12.2.7. If not placed during this 60-day period, the area of registration will be expanded to include at least two full zones. This expansion is an automatic action accomplished by the registering Human Resources Specialist and does not require the concurrence of the employee.

(T-1) If not placed within 120 days, the area of registration will be expanded to include all four zones. (T-1)

12.2.8. Employees with return rights to a position at a lower-grade or pay band equivalent may remain in the Priority Placement Program until they are placed, decline a valid offer, are within 30 days of their date of estimated return from overseas, renew their agreement, or are directed to return, whichever happens first. If not placed by the end of the authorized registration period, employees must exercise their return rights. [Priority Placement Program Handbook, [Chapter 5](#), Section 2C, item 2.b.(1)]. (T-0)

12.2.9. Employees without specific return rights must register for a minimum of one entire United States region when initially enrolled in the Priority Placement Program. The region must be in the United States zone in which they last resided (or home of record if former military) or a zone closer to their overseas duty station. After 60 days without a valid job offer, the employee must be registered for two full zones. The area of referral must be expanded to all four zones after 120 days without a valid offer. Employees will be registered for all skills for which they are well qualified beginning with the initial registration. (T-1) The registration will automatically be expanded to include all Department of Defense activities in all zones at the employee's date of estimated return from overseas (or the expiration of the 6 month registration period, whichever occurs first). There are no exceptions to this guidance. Registrants will be allowed to remain in Priority Placement Program until they are placed, decline a valid offer, renew their agreement (if employee is within the initial 5-year tour and is eligible for one-single extension beyond the initial 5-year tour) or are directed to return, whichever occurs first. [Priority Placement Program Handbook, [Chapter 5](#), Section C, item 2.b.(2)]. (T-0)

12.3. When an employee is placed through the Priority Placement Program, the losing activity in the foreign area shall fund the employee's PCS expenses. Temporary quarters subsistence and miscellaneous expenses at the location of the gaining activity will be paid by the gaining activity. (T-0)

Chapter 13

EMPLOYMENT OF NON-UNITED STATES CITIZENS IN FOREIGN OVERSEAS AREAS

13.1. Authority for Appointment and Employment.

13.1.1. This chapter implements Department of Defense Instruction (DoDI) 1400.25, Volume 1231, *Employment of Foreign Nationals*.

13.1.2. Persons who are not citizens of the United States may be recruited at foreign overseas areas and appointed to overseas positions without regard to competitive requirements in accordance with the authority provided in DoDI 1400.25 Volume 1231. These appointments are, in general, made in the same manner as Schedule A, Excepted Appointments. Also, non-United States citizens must be family members of individuals who are in the country/territory on “official orders” from the United States government. (T-0)

13.1.3. The employment and administration of non-United States citizens must conform to local laws, customs, and practices, to the extent permitted by United States law, other federal authority, and practical management considerations. (T-0)

13.2. Types of Appointments.

13.2.1. All non-United States citizen employees are given either an Excepted or Excepted not to exceed appointment, as appropriate. Appointments may be made on a full-time, part-time, or intermittent basis. Excepted appointments are of indefinite tenure. Excepted not to exceed appointments are generally limited to periods of 1 year or less. However, there is no restriction on making these appointments for greater periods.

13.2.2. Time limits on Schedule a 213.3106(b)(6) excepted service appointments are based on the sponsor’s tour of duty and require the employee to remain a “family member.” Family member status ceases to apply through divorce or when the sponsor transfers or separates from the service or the sponsor is permanently reassigned to another base and departs the area. When requested by management and determined to be in the best interest of the Air Force, the Commanding Officer with appointing authority may approve an extension for up to 1 year beyond the sponsor’s tour for employees who have lost family member status. These exceptions shall be used sparingly. (T-3)

13.3. Dual Citizenship.

13.3.1. Some countries recognize dual citizenship, but the United States government does not. The following guidance pertains to United States citizens who may be employed as local nationals.

13.3.1.1. Direct Hire. There is no authority to hire a United States citizen as a local national into appropriated fund positions because such employment is not exempt from United States employment and pay laws and implementing regulations. Where a United States citizen is employed unknowingly as a local national and later makes known his or her United States citizenship, the employment must be terminated promptly because the employee is serving under an unauthorized appointment. (T-0)

13.3.1.2. Indirect Hire. The local government may hire a United States citizen under the indirect hire system but United States Air Force personnel should not refer, recommend, or encourage such employment. As United States citizenship could be affected by such employment, the individual should be advised to consult with the United States Embassy before accepting local indirect hire employment. Indirect hire of United States citizens should not be made in countries where local national salaries are paid by the host country.

13.4. Effect of Acquiring Citizenship.

13.4.1. Employees appointed under DoDI 1400.25, Volume 1231, who acquire United States citizenship during their overseas service, may continue to serve under the Excepted Appointment in the position occupied when citizenship is acquired. No personnel action is involved unless the person is subsequently made subject to the General Schedule and a change in pay method category must be recorded. These employees may not be moved noncompetitively to other competitive positions. When the non-citizen appointment was to a General Schedule position, action is taken to convert the employee to a career-conditional appointment (applicable to Guam).

13.4.2. A non-United States citizen direct hire employee who acquires United States citizenship is entitled to receive the United States rate of pay appropriate for the position occupied. The employee is also entitled to retirement, health, leave, and life insurance benefits accorded to United States citizen employees. **(T-0)** Entitlement to travel and other allowances are determined under current criteria. The conversion to United States rate of pay is effected on a SF 50, *Notification of Personnel Action*, as a "Pay Adjustment." The effective date of the pay adjustment is the day following the date that the employee made known his or her United States citizenship to the Civilian Personnel Section. Pay is established at the initial step rate unless a higher adjustment rate is appropriate on the basis of the current rate of pay. **(T-0)**

13.4.3. Considering that the position occupied by the employee was established and funded for occupancy by a local national and United States citizenship alone does not entitle an employee to continuing employment, a decision must be made in accordance with the following on retention of the employee: **(T-0)**

13.4.3.1. If manning and budget approval can be obtained for continuing occupancy of the position at United States pay rates, the employee may remain under his or her current appointment. However, the employee cannot be moved to another position or converted in the current position except under 13.4.3.3, below.

13.4.3.2. If manning and budget approval cannot be obtained, reduction-in-force procedures must be applied. The employee's type of appointment and pay would place him or her in a separate competitive level and no entitlement to displace or bump another employee exists.

13.4.3.3. If the employee meets qualification and training requirements and is otherwise eligible for appointment under Civil Service as well as Air Force requirements, an appointment may be made either to the current position, if authorized under 13.4.3.1 above, or to another position.

13.5. Determination of Positions to Which Non-United States Citizens will be Assigned.

13.5.1. The following factors and circumstances are considered in deciding whether to fill a position by a non-United States citizen:

13.5.1.1. Provisions of governing treaty or agreement and view of host government, including its position relative to our retention of an adequate non-United States citizen work force in the event of military mobilization or national emergency.

13.5.1.2. Availability of qualified personnel locally or in surrounding areas.

13.5.1.3. Degree of indoctrination and training estimated to be required if locally available non- United States citizens are employed.

13.5.1.4. Relative cost for salary, transportation and logistical support of non-United States and United States citizen personnel.

13.5.1.5. Security requirements for individual positions.

13.5.2. The ability to retain personnel in the event of mobilization or national emergency is significant in determining whether effective use can be made of non-United States citizen personnel. Therefore, an attempt must be made to ascertain the views of the host government on this point prior to making a decision to employ non-United States citizens. Governing agreements may provide general assurance regarding the retention of the non-United States citizen work force under mobilization or national emergency conditions. In any event, it is advisable that implementing arrangements are developed or understandings reached with the host country or territory to identify the specific measures to be taken under such circumstances.

13.5.3. Program Development. Non-United States citizen programs are based on the most practicable and efficient methods of administration in each specific area, within the framework of the guidance and the provisions of this section. In all cases, parallel consideration must be given to the Department of Defense and Air Force objectives of qualifying as a good employer by local standards and of fulfilling management needs.

13.5.4. Program Review. Continuing analysis and review of the personnel programs and the circumstances in the local areas must be made to determine:

13.5.4.1. Whether program improvements are required to increase effectiveness of administration;

13.5.4.2. Actions which can be taken within the provisions of this section to improve programs or alleviate problems, or;

13.5.4.3. Need for negotiation or renegotiation of agreements. In this instance, action is initiated in accordance with Department of Defense Instruction 1400.25, Volume 1231, *Employment of Foreign Nationals*. In addition, information on the requirements for and significant developments in negotiations must be transmitted to AF/A1C, 1040 Air Force Pentagon, Washington, D.C. 20330-1040 or usaf.pentagon.af-a1.mbx.af-a1cp-workflow@mail.mil. (T-1)

13.5.4.4. Need for modification of, or exception to, the provisions of this section. In this case, information on the problems involved, alternative solutions, and recommendations are submitted to AF/A1C. (T-1)

13.5.5. Policies, Regulations, and Other Administrative Controls.

13.5.5.1. Employment Conditions for Non-United States Citizen Personnel. Employment conditions for non-United States citizen personnel must assure that these employees are: **(T-0)**

13.5.5.1.1. Compensated in accordance with locally prevailing rates of pay, or rates prevailing in the area from which recruited.

13.5.5.1.2. Trained as necessary to better equip them to perform their duties, to improve their production, and to qualify for advancement.

13.5.5.1.3. Provided equitable consideration for advancement in responsibility and grade, consistent with their abilities, and assignment to higher-grade duties that do not require assignment of United States citizens.

13.5.5.1.4. Governed by conditions of employment that conform to local practices, such as payment of bonuses, separation allowances, advance payments for vacations, payment for local holidays, and local leave practices. Even though benefits for non-United States employees may be more generous than the benefits provided for United States citizen employees, the local practices are permitted provided they are in the public interest and can reasonably be considered a part of the employee's compensation. Participation in local social security programs or the purchase of pension, life and health insurance from private firms is also permitted. Such programs include authorization to make employer contributions, withhold employee deductions, and forward such funds to the appropriate insurance companies. These practices are permitted in all areas where non-United States citizens are employed by the Air Force under direct-hire systems. Where legal authority for adoption of any practice appears questionable, submit a request for decision to AF/A1C.

13.5.5.2. Local laws, customs and practices are the fundamental basis for non-United States citizen personnel programs. Department of Defense guidance provides that the provisions of a local national employment system in any one area will apply uniformly to all elements of the United States Armed Forces. Thus, coordination must be maintained between component representatives within the host country when new or revised systems are under consideration.

13.6. Special Reduction-In-Force Plans.

13.6.1. Special reduction-in-force plans may be developed for all non-United States citizen employees in foreign areas under authority of Title 5 Code of Federal Regulations 351.201(d). When special plans are developed and used, administrative reduction-in-force rights given United States citizen employees by the Air Force do not apply, unless incorporated in a plan.

13.6.1.1. Coordination. Special plans are coordinated with other Department of Defense activities in the locality to assure consistency within the host country or area. Plans must not be used until this coordination has been completed, the plans made a matter of record, an effective date set for use, and employees notified of the provisions of the plans. **(T-0)**

13.6.1.2. Requirements of Plans. Plans should be simple and easy to understand and administer. Provisions for recognition of veterans' preference as a result of service in the United States Armed Forces, length of service, and type of appointment must be included. Tie breaking provisions also must be incorporated. **(T-0)**

Chapter 14

NON-FOREIGN OVERSEAS AREA POLICIES

14.1. Alaska, Hawaii. Guam or United States Territory or Possession.

14.1.1. An employee on a career or career-conditional appointment who moves from the CONUS, Alaska, Hawaii, Guam or a United States territory or possession to Alaska, Hawaii or Guam is authorized return rights (see [Paragraph 9.2](#)). Return rights are retained for 5 years, unless extended by the former organization. This applies whether or not there is a service agreement. It also applies when the employee pays for his/her own travel and transportation to Alaska, Hawaii or Guam. **(T-0)**

14.1.2. In accordance with the overseas employment agreement (Figures 5.8 and 5.9), management may initiate return when it is in the best interest of the Air Force during the 5 year return rights period, and for those without return rights, during the initial 5 year overseas period.

14.1.3. Employees assigned in Alaska, Hawaii or Guam who have return rights to a different location and accept an assignment at another overseas location, continue those return rights for the remainder of the initial 5 year return rights period.

14.1.4. After the 5 year return rights period, or any extensions thereof, employees with return transportation are authorized to register in the Department of Defense Priority Placement Program for return placement to CONUS as a nondisplaced employee. **(T-0)**

Chapter 15

SCHEDULE A, 213.3106(B)(6) APPOINTMENTS

15.1. Applicability and Purpose.

15.1.1. to implement operating instructions for employment of family members of active duty military members and civilian employees assigned in foreign overseas areas. Refer also to Department of Defense Instruction 1400.25, Volume 1232, *Employment of Family Members in Foreign Areas* and Department of Defense Instruction 1400.25, Volume 315, *Employment of Spouses of Active Duty Military*.

15.1.2. to promote employment opportunities for qualified family members of military and United States citizen civilian personnel of United States government agencies to the maximum extent possible within controlling appropriations, manpower resources, host nation agreements and veterans preference entitlement. This includes the conversion to the maximum extent practical of foreign national positions to United States citizen occupancy under treaty arrangement, local law, other agreements and political considerations. Providing employment opportunities also involves giving consideration to non-United States citizen third country national family members of military and United States citizen civilian personnel where permitted by host country agreements and where local tri-service agreements have been established for compensation and other employment conditions under Title 22 United States Code Section 3968 (22 USC § 3968), *Local Compensation Plans*.

15.1.3. This section applies to military spouses. However, this section is distinguished from the preference a military spouse may be entitled to under DoDI 1400.25, Volume 315, *Employment of Spouses of Active Duty Military*.

15.2. Uses and Prohibitions.

15.2.1. This appointing authority is designed to remove certain competitive service restrictions in filling positions locally in foreign areas and to provide job opportunities to family members of military and United States civilian employees of United States government agencies. It is not restricted to family members of military and civilian members assigned to the area by official travel orders. Those family members who later are authorized logistical support are also considered "family members." However, a family member must reside with the sponsor within the vicinity or commuting area of the employing activity to be eligible for appointment and continuous employment. **(T-0)**

15.2.2. This appointing authority does not apply to family members of locally hired appropriated fund or non-appropriated fund civilian employees or to family members with personal competitive status. The civilian employee's sponsor must be on official travel orders. **(T-0)** Additionally, this appointing authority does not apply to family members of personnel of the Red Cross, United States Organizations, Department of Defense Contractors, Army and Air Force Exchange Service concessionaires, military banking facilities or universities.

15.2.3. Employed, unmarried children who are entitled to retain a Department of Defense identification card and logistical support under the sponsor's orders may continue to be employed under this authority until their 23rd birthday or until the sponsor departs the area or completes the current period of service requirement, whichever occurs sooner.

15.2.4. The retention of a family member under this appointment authority requires that the employee remains a family member and the sponsor remains within the commuting area. The employment must be terminated within 2 months of when an employee ceases to be a family member or when the sponsor transfers or separates from the service or the sponsor is permanently reassigned to another base and departs the area. (T-0) The appointment SF 50, Notification of Personnel Action, is documented to reflect the limitation on the appointment based on the projected duration of the sponsor's assignment.

15.2.5. This appointment authority is not to be used to employ locally available family member personnel to professional staff positions in Department of Defense Education Agency.

15.2.6. This authority does not inhibit management's prerogative to recruit and select candidates from internal recruitment sources.

15.3. Local National Positions.

15.3.1. In the absence of qualified local nationals, vacant positions designated for local national occupancy may be identified and filled with family members under the following conditions: (T-0)

15.3.1.1. It can be accomplished under current appropriations and resources.

15.3.1.2. It would not violate any treaty, local law or other arrangements with local governments.

15.3.1.3. Appointments are made under the Excepted Appointment Not-to-Exceed authority including those family members with personal competitive status. Initial appointments should not exceed 1 year. They may be extended in 1 year increments, if appropriate.

15.3.1.4. Appointment actions will not change the position's designation nor require United States citizen manpower authorization adjustment.

15.3.1.5. Family members will be separated or appointed to another position if the position is needed for the placement of a current local national.

15.3.1.6. Applicable Federal personnel laws and implementing regulations regarding pay and other benefits must be applied to employment.

15.4. Appointment Procedures and Requirements. (Refer to [Attachment 2](#) for the *Referral and Selection Order Quick Reference Guide*):

15.4.1. Family member eligibles will apply through USAJOBS. (T-0) The applicant will provide all required documents on the USAJOBS website such as a resume and the military or civilian sponsor's PCS orders confirming relocation to the new active duty station. It is recommended family member eligibles create a USAJOBS account and start a bank of resumes with the necessary documents required for employment verification. Suggested documents are college transcripts, a well written and supported resume, certifications, licenses, specialized training, Department of Defense Form 214 Member 4 copy (if claiming veterans preference in addition to family member preference) and the sponsors' PCS orders. Without proper documentation, the applicant may not receive consideration. Applicants must meet qualifications, experience and training requirements and medical qualifications similar to those established for similar or like positions for appointment in the competitive service. (T-0)

15.4.2. Appointments. The following types of appointments are given:

15.4.2.1. Family members with personal competitive status are given career or career-conditional appointments when selected for other than temporary appointments or for positions normally occupied by local national employees under 15.3 above.

15.4.2.2. Family members without personal competitive status are given an Excepted Appointment Not-to-Exceed or Excepted Appointment, as appropriate. When an Excepted Appointment is used, a trial period of 1 year is required.

15.5. Extension of Appointments.

15.5.1. Temporary Appointments. The provisions of Title 5 Code of Federal Regulations 213.104 limiting extensions of temporary appointments apply to the Schedule a appointing authority for those positions filled for 1 year or less. These provisions do not apply to positions that are filled for longer than 1 year or for indefinite periods.

15.6. Termination of Appointments.

15.6.1. A non-preference employee serving under an Excepted Appointment must complete a 2 year trial period prior to being eligible for appeal rights as prescribed in AFI 36-704. Preference eligible employees serving under an Excepted Appointment must complete a one year trial period before being eligible for appeal rights prescribed in AFI 36-704. However, such appeal rights are not applicable to the termination of an appointment under conditions established for the use of this appointment authority (such as when an employee ceases to be a family member as they are no longer eligible).

15.6.2. The notice of termination may be in the form of a letter in advance of the effective date and SF 50, Notification of Personnel Action, with the reasons documented in the remarks section. (T-0)

15.7. General Requirements.

15.7.1. Position Changes. An employee serving under an Excepted Appointment may be promoted, demoted or reassigned to another position for which this authority can be used to appoint.

15.7.1.1. to be eligible for promotion, excepted service family member employees appointed under the Schedule A, 312.3106(b)(6) authority are required to meet the same time in grade requirements as competitive service employees.

15.7.2. Reduction-in-force Actions. Employees serving under Excepted Appointments compete only within their respective competitive levels for retention. Organizations may provide for the filling of vacant positions at the same or lower grade levels for which this authority could be used to appoint and may provide for assignment rights comparable to those for the competitive service.

15.8. Procedural Requirements.

15.8.1. Family members may apply for vacancies through USAJOBS immediately after their sponsor receives PCS orders or formal job offer. However, family members may not receive preference until they arrive at the overseas location. (T-0)

15.8.2. Family members with less than 6 months remaining in the overseas area may be non-selected for permanent continuing positions.

15.9. Executive Order 12721 - Overseas Employees Eligible for Noncompetitive Appointment Upon Return to the United States.

15.9.1. Family members employed overseas under the Schedule A, 213.3106(b)(6) appointing authority are eligible to be noncompetitively appointed under Executive Order 12721 to competitive service positions (such as career conditional/career appointments), for which they qualify, after returning to the United States provided they meet the conditions of eligibility outlined in Title 5 Code of Federal Regulations 315.608. (T-0)

15.10. Extending/Waiving Service Requirement - Executive Order 12721 Noncompetitive Appointing Authority.

15.10.1. Appointing authority Executive Order 12721 prescribes authority for the noncompetitive appointment of certain family members who have been employed at a foreign overseas area (Title 5 Code of Federal Regulations 315.608). The authority to approve extensions of the normal 3 year period of appointment eligibility has been delegated to the appointing authority or his/her designee (refer to para 15.11 below). (T-3) This authority may be used by family members numerous times within the 3 year period for non-continuing positions until eligibility is lost due to the acceptance or declination of an offer to a continuing position.

15.10.2. Up to 26 weeks of the 52-week service requirement may be waived only by the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) when it is certified that the family member's expected 52 weeks of employment were cut short due to a non-personal situation that necessitated the relocation of the family member from the overseas area. (T-0)

15.10.2.1. A "non-personal" situation includes disaster, conflict, terrorism or the threat of terrorism, and those situations when a family member is forced to return to the United States because of military deployment, drawdowns, or other management-initiated actions. A non-personal situation does not include circumstances that specifically relate to a particular individual, for example, ill health or personal interest in relocating.

15.10.2.2. Fully documented, justifiable waiver requests will be forwarded through the servicing Civilian Personnel Section to the owning Major Command, AFPC/DP3FM (Program Oversight) and AF/A1C. (T-0)

15.11. Extending Time Limitation on Executive Order (Executive Order 12721) Noncompetitive Appointing Authority.

15.11.1. Extensions beyond 3 years may be granted by the appointing authority or his/her designee in accordance with provisions of Title 5 Code of Federal Regulations 315.608. (T-3)

15.12. Summer and Student Employment of Family Members in Foreign Areas.

15.12.1. Major Commands may authorize local activities to establish full-time summer and part time student employment programs for college and high school-age family members of military and civilian employees under the following conditions: (T-2)

15.12.1.1. The operation of the employment programs is permitted under local host agreements.

15.12.1.2. The programs can be established within manpower and budgetary ceilings.

15.12.1.3. Work assignments are controlled to ensure that no one is assigned to duties that will be demanding beyond his/her physical capabilities. Appropriate medical examinations and opinions should be secured to determine the physical qualifications of youth if the work assignment would involve a hazard to the youths' health or others.

15.12.1.4. Parental consent must be obtained for youth under 16. Parents are provided information as to the specific type of work to which the youth is to be assigned.

15.12.1.5. The local administration authorities must approve under the part-time student employment program.

15.12.2. Non-United States citizen family member youth may be employed under the program under the following conditions:

15.12.2.1. Where arrangements with host country would permit hiring of non-United States citizens accompanying the Armed Forces.

15.12.2.2. Where arrangements with host country would permit the hiring of one or more nationalities but exclude the employment of other non-United States citizens, the authority will be restricted to United States citizen family member youth.

15.12.2.3. This appointing authority rather than Civil Service Rule 8.3 (appointing authority for appointment of third country nationals) is used for such employment.

15.12.2.4. The Department of Defense Wage Fixing Authority for the type of employment involved establishes wage rates for summer and student employment programs. Civilian Personnel Sections desiring to establish these programs for the first time must recommend and request special wage rates through their Major Command to AF/A1CP.

SHON J. MANASCO, Assistant Secretary of the
Air Force
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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10 USC § 1586, *Rotation of Career-Conditional and Career Employees Assigned to Duty Outside the United States*, 2016 Edition

20 USC § 921, *Defense Dependents Education System*, 2016 Edition

40 USC § 1400, *The Individuals with Disabilities Education Act*

PL 99-145, *Military Family Act of 1985*, 8 Nov 85; as amended by Public Law 99-661, 17 November 1986, and Public Law 100-180, *Military Health Care Amendments of 1987*, 4 1

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5 CFR Part 8, *Appointments to Overseas Positions (Rule VIII)*, 2018 Edition

5 CFR Part 213, *Excepted Service*, 2018 Edition

5 CFR Part 300, *Employment (General)*, 2018 Edition

5 CFR Part 301, *Overseas Employment*, 2018 Edition

5 CFR § 301.201, *Appointments of United States Citizens Recruited Overseas*, 2018 Edition

5 CFR Part 307, *Veterans Recruitment Appointments*, 2018 Edition

5 CFR Part 310, *Employment of Relatives*, 2018 Edition

5 CFR Part 315, *Career and Career Conditional Employment*, 2018 Edition

5 CFR Part 316, *Temporary and TERM Employment*, 2018 Edition

5 CFR Part 335, *Promotion and Internal Placement*, 2018 Edition

5 CFR Part 339, *Medical Qualification Determinations*, 2018 Edition

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DoDI 1400.25, Volume 2005, *DoD Civilian Personnel Management System: Defense Civilian Intelligence System (DCIPS) Employment and Placement*, 3 March 2012

DoDI 1315.19, *The Exceptional Family Member Program*, 19 April 2017

DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents*, 17 May 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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AFI 36-815, *Absence and Leave*, 8 July 2015

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 17 June 2009

AFI 38-201, *Manpower and Organization: Management of Manpower Requirements and Authorizations*, 30 January 2014

AFI 36-704, *Discipline and Adverse Actions of Civilian Employees*, 3 July 2018

AFMAN 36-203, *Staffing Civilian Positions*, 12 December 2002

AFMAN 36-606, *Civilian Career Field Management and Development*, 2 May 2016

AFPD 36-2, *Civilian Recruitment and Placement*, 23 June 2015

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AFPD 38-2, *Manpower and Organization*, 31 August 20171400.5

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DoDM 1000.13, Volume 2, *DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services and their Dependents and Other Eligible Individuals*, 23 January 2014

DoDM 1416.08, *Department of Defense Manual for Foreign National Compensation*, 30 May 2013

Adopted Forms

AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval

AF Form 847, Recommendation for Change of Publication

DD Form 1617, Service Agreement-Overseas Employee

OF 178, Certificate of Medical Examination

SF 50, Notification of Personnel Action

SF 1190, Foreign Allowances Application, Grant and Report

Terms

Note—Definitions of the following terms are for use in this manual.

Centrally Managed Position—A position that is governed by Air Force Manual 36-606 and administered by an Air Force Career Field Management Team. The positions are of prime importance to the Air Force mission and are centrally managed.

Civilian Component—The civilian employees employed by, and accompanying, the United States Armed Forces.

Commander—The installation/equivalent or Wing Commander with oversight responsibility for civilian personnel matters.

Commuting Area—Vicinity of the new duty station of the military member sponsor and is the distance the employee is willing to travel back and forth on a daily basis to work.

Component—A Component is defined as the Military Departments, Defense Agencies with independent appointing authority, and the Office of Secretary of Defense Administration and Management.

Continental United States (CONUS)—The 48 contiguous states and the District of Columbia.

Direct Hire Employee—A non-United States citizen employee hired directly by the United States government and paid directly for services from appropriated funds.

Displaced Overseas Employee—A Department of Defense employee working in an overseas area, who is scheduled for a displacement action, such as involuntary separation or demotion by reduction-in-force, as a result of management action being taken on the position the employee encumbers in the overseas area.

DoD Rotation Policy—The Air Force guidance for overseas recruitment and rotation provides for the orderly movement of employees to and from overseas areas and is in accordance with DoDI 1400.25 Volume 1230. It is designed to provide expanded career opportunities, broaden experience, provide special skills where needed, and to return employees from overseas areas after an agreed period of service.

Family Member—The spouse, or unmarried dependent child (under age 23), of a member of the United States Armed Forces or a United States citizen civilian employee of a United States government Agency, including Non-appropriated Fund activities, whose duty station is in the foreign area and who was not locally hired. A dependent child includes a stepchild, adopted child, foster child, and a child under legal guardianship residing with a military member or United States

citizen civilian employee who was not locally hired. **Note:** In some nations, pursuant to Status of Forces Agreements, the definition of “dependent” omits any reference to age, but rather, depends upon the amount of support provided by the member of the United States Armed Forces or civilian component sponsoring the dependent. Check with your servicing Staff Judge Advocate for clarification.

Foreign Areas—Under Title 10 United States Code Section 1586 (10 USC § 1586) is “any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and United States territories and possessions.”

Host Country—A country other than the United States its territories, and possessions where United States Armed Forces are present.

Indirect Hire Employee—A non-United States citizen employee hired in a foreign area under the terms of an agreement between the host country and the United States.

Local Hire/Applicant—Any United States citizen recruited from a geographic locality, not directly from the United States (including the District of Columbia, and the territories and possessions of the United States) for a position in the same geographic locality.

Local National Employee—A non-United States citizen employee who is a national of the host country or is ordinarily resident there, or is otherwise employed under the same conditions as host country employees.

Military Spouse—A spouse of an active duty military member of the armed forces including a member of the United States Coast Guard.

Military Spouse Preference Eligible—A spouse who married the military sponsor before the military sponsor’s reporting date to the new duty station or, for spouses whose only eligibility is under the Executive Order 13473 appointing authority, the marriage to the sponsor must have occurred on, or prior to, the date of the military sponsor’s orders authorizing the PCS or amended orders authorizing the spouse to travel as a dependent.

Nondisplaced Overseas Employee—An employee satisfactorily completing a tour of duty in a foreign area, a United States territory or possession, or in the states of Alaska and Hawaii, who is not affected by reduction-in-force or Transfer of Function.

Non-foreign (OCONUS) Overseas Area—The States of Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and United States territories and possessions.

Owning Major Command—The member’s current command (this could be the CONUS, non foreign area or OCONUS depending on where the employee is currently assigned).

Ordinarily Resident—A United States citizen who has resided in a foreign area for more than 1 year (timeframe is dependent on host nation) without being a member of the United States Armed Forces or having civilian component status, or after obtaining a work permit (Confirm with Staff Judge Advocate on the timeframe that has been agreed upon with the host nation).

Overseas Area—Includes both foreign and non-foreign overseas areas, unless otherwise indicated.

Return Obligation—The requirement to accept return assignment after duty in a foreign area to comply with the terms of an employment agreement, or with the Department of Defense rotation

policy. An employee may be serving in a foreign area with a return obligation and have no return rights. A return obligation limits employment in a foreign area to the initial tour of duty, to a subsequent tour of duty mutually agreed upon, or to 5 years if serving in a position subject to the Department of Defense rotation policy. Extensions beyond those time limits may be authorized by mutual agreement or as outlined in this instruction.

Return Rights—Rights granted an employee under Title 10 United States Code or other legal, administrative or regulatory authority, to return to the position last held before assignment to duty in a foreign or non-foreign area, or to another position with rights, benefits and grade or pay band equal to the position last held.

Service Agreement—Specifies the entitlement of an employee to certain travel and transportation allowances incident to overseas rotation in return for which the employee agrees to remain in government service for a specified period, such as tour of duty. Service agreements are separate and distinct from the terms of a return obligation or return rights as specified in an Overseas Employment Agreement.

Servicing Civilian Personnel Section—The Civilian Personnel Section responsible for processing request for personnel actions of positions assigned to the installation.

Stateside Hire—An employee recruited from the United States for overseas employment who is on a service agreement. Stateside hires are normally restricted to status applicants.

Status Applicant—A current or former Federal employee who has served under a career or career-conditional appointment in the Federal civil service system. Normally, authority to reinstate a former career-conditional employee (except those with veterans' preference) terminates 3 years after separation. However, the 3 year period is extended for a family member who left career-conditional employment to accompany a sponsor to a foreign area.

Status as a Parent—The status of an individual who, with respect to an individual who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological parent, an adoptive parent, a foster parent, a stepparent, a custodian of a legal ward, in loco parentis over such individual, or actively seeking legal custody or adoption of such an individual as defined by Executive Order 13152.

Status of Forces Agreement—An international agreement negotiated between the host country and the United States that governs many of the rights, obligations, and privileges of the military and civilian members of the United States Armed Forces in an overseas area.

Tour of Duty—The minimum period specified for the overseas area (See Joint Travel Regulation, Appendix Q, for tour of duty requirements.)

Visa—A conditional authorization granted by a country (typically to a foreigner), allowing them to enter and temporarily remain within, or to leave that country. They include limits on the duration of the foreigner's stay, territory within the country they may enter, the dates they may enter, or the number of permitted visits.

Attachment 2

RULES OF ENGAGEMENT FOR REFERRAL, SELECTION AND PLACEMENT

A2.1. Positions may be filled from any recruitment source or area of consideration consistent with the priorities established in AFMAN 36-203 subject to the requirements of AFMAN 36-204 and other pertinent Office of Personnel Management, Department of Defense, and Air Force procedures or special employment programs. Individuals with Disabilities must also be considered (if qualified) whenever recruitment is extended to external (non-Air Force) candidates, regardless of their geographic location.

A2.1.1. Spouses and other family members will be given an appointment appropriate to their appointment eligibility, such as reinstatement, excepted service, transfer, et cetera. It is the responsibility of the Air Force Personnel Center to determine appointment type. Family members will be granted the appointment for which they are entitled and based on how they were referred for consideration. Family members with personal competitive status will be appointed to a career or career conditional appointment. Family members without personal competitive status will be appointed to an Excepted Service Schedule a 213.3106(b)(6) appointment. **(T-0)**

A2.1.1.1. Military spouses and family members with veterans preference who are entitled to preference under the provision of applicable public laws and instructions and who are among the “best qualified” on a competitive referral, will be selected before any other competitive candidates. **(T-3)**

A2.1.1.2. Exceptions to mandatory placement. The authority to approve an exception to the mandatory selection of a Military Spouse Preference eligible is delegated to the installation commander to whom the appointing authority is delegated (at the location where vacancy is located). That authority may be re-delegated in writing. **(T-3)**

A2.2. Order of Referral. When the priorities in AFMAN 36-203 are cleared, Table A2.1., *Referral and Selection Order Quick Reference Guide*, will be observed.

Table A2.1. Referral and Selection Order Quick Reference Guide

Step	Order of Referral and Preference	Remarks	Action
1A	All **Family Members with Veteran’s Preference and *Military Spouse Preference Eligibles	*Military Spouse Preferences must be amongst the “best qualified” in order for preference to be applied for positions being filled competitively. Also, spouses should be advised that refusal to participate in the competitive process terminates preference. Military Spouse Preference and Family Members with Veteran’s Preference have priority over competitive and Veterans	1A Must be referred and selected if best qualified
1B	AND The following non-competitive sources: Individuals with Disabilities, reinstatement or transfer to the same or lower grade, employees eligible for in-service placement to include re-		1B May be referred and may be selected

	<p>promotion, reassignment and change to lower grade candidates.</p>	<p>Employment Opportunities Act appointments.</p> <p>**If management wishes to bypass a “best qualified” Military Spouse Preference, they must receive an approved waiver before moving to Step 2,</p> <p>If no applicants remain in 1A referral of applicants in 1B and 2 is acceptable.</p>	
2	<p>***Family Member Preference without Veteran’s Preference.</p> <p>And</p> <p>Any remaining noncompetitive sources listed in 1B above and all other competitive sources (such as promotions, reinstatement/transfers to higher grade, et cetera).</p> <p>And</p> <p>Veterans Employment Opportunities Act</p>		2 May be referred and may be selected
3	<p>All recruitment sources remaining in 1B and 2 and Executive Order 13473, Postal, family members without hiring preference, Non-appropriated Interchange, Veterans Recruitment Appointment, 30% or more Disabled Veterans and Overseas limited Not-to-Exceed 5 years, et cetera.</p>	<p>Overseas limited appointments Not-to-Exceed 5 years are based on severe shortage of candidates and may require Major Command approval.</p>	3 May be referred and may be selected

*Best qualified is defined as Spouses qualifications are equal to or higher than the lowest ranked candidate eligible for referral.

** DoDI 1400.25, Volume 315 provides for pass over of Military Spouse Preferences. However, DoDI 1400.25, Volume 1232 does not provide for pass over of Family Members with Veteran's Preference.

*** Spouses or children of civilians; dependent children of active duty military members; military spouses who have used their preference, for the sponsors current assignment.

Attachment 3

TOUR EXTENSION REQUESTS BEYOND INITIAL TOUR

Figure A3.1. Tour Extension Requests beyond Initial Overseas Tour (Up to 5 years and beyond 5 years, but less than 6 months).**PURPOSE:**

DoDI 1400.25, Volume 1230, 26 July 12, *Employment in Foreign Areas and Employee Return Rights* establishes policy for rotating Department of Defense civilian employee from foreign areas and limits civilian employment in the competitive service in foreign areas to a period of 5 continuous years unless interrupted by at least 2 years of physical presence in the United States or non-foreign area. **Reference AFMAN 36-204, Paragraph 4.7.3. and Figure 4.1.**

Overseas Initial Tour Extension (centrally and non-centrally managed positions):

Installation commanders may approve extensions of **up to a maximum of 5 years**. Not applicable to Central Salary Account funded positions, Civilian Strategic Leader Program positions, or Career Broadeners or Key Civilian positions which must be coordinated through appropriate Central Salary Account, Civilian Strategic Leader Program or Career Broadener office prior to Air Force/A1's approval.

Or

Short-term Extensions (centrally and non-centrally managed positions):

Employees may request a **6 months or less extension beyond 5 year** foreign area limitation for unforeseen circumstances (such as medical issues, allowing children to complete current school year, to reach retirement eligibility, et cetera). **Reference AFMAN 36-204, Paragraph 4.7.2.1.**

Reason for Extension:**Local Commander's Succession Plan** (to prevent subsequent extensions):

- What is the workforce succession plan to meet the organization's requirements after the extended tour?
- What efforts have been taken to reallocate the work or explain why reallocation is not feasible?
- Identify the gaps of the previous approaches for filling the position.
- What caused the previous workforce succession plans not to succeed?

Servicing OCONUS Civilian Personnel Section Coordination (notify CONUS Civilian Personnel Section)

Career Field Team Notification Attached (Centrally-Managed Positions)

Approval Authority: OCONUS Installation Commander or equivalent (May be further delegated to lowest practicable commander)

Figure A3.2. Tour Extension Requests Beyond Initial Overseas Tour (5 years to 7 years).

PURPOSE:

DoDI 1400.25, Volume 1230, 26 July 12, Employment in Foreign Areas and Employee Return Rights establishes policy for rotating Department of Defense civilian employee from foreign areas and limits civilian employment in the competitive service in foreign areas to a period of 5 continuous years unless interrupted by at least 2 years of physical presence in the United States or non-foreign area.

First Tour Extension beyond 5 Years (up to 7 years). Initiate request no later than 12 months prior to date of estimated return from overseas). Extension requests to the foreign area beyond the initial 5-year overseas limitation are prepared on e-SSS and initiated by supervisor, and will include a written business case that articulates retaining the employee in the overseas area. The business case will include a succession plan for replacing the employee after the end of the extension. **Reference AFMAN 36-204, Paragraph 4.7.4. and Figure 4.2.**

Business Case Analysis: At a minimum, analysis must include the following:

- Purpose/Name/Position/Duty Location
- Overseas Arrival Date/Proposed date of estimated return from overseas/Chronology of Position Changes
- Justification for Extension and Timeframe
- Explain why the loss of the employee will degrade the mission.
- What current and past recruitment efforts have been taken to locate a replacement?
- Describe employee's performance during overseas assignment.
- Does employee have return rights to CONUS activity? (If yes, provide location. If employee does not have return rights, provide reason.

Local Commander's Succession Plan (to prevent subsequent extensions):

- What is the workforce succession plan to meet the organization's requirements after the extended tour?
- What efforts have been taken to reallocate the work or explain why reallocation is not feasible?
- Identify the gaps of the previous approaches for filling the position.
- What caused the previous workforce succession plans not to succeed?

Civilian Personnel Section (CPS) Analysis: Include detailed analysis of business case request (address management's justification and ensure requirements of **Paragraph 4.7.4.** have been met). Coordinate on local commander's succession plan, likelihood of PPP match if employee does not have return rights, and historical recruitment efforts.

Career Field Teams/Functional Managers Perspective. The functional perspective is unique and provides an important data point in the decision making process from a force management perspective. The functional analysis should be expounded from a “develop the force posture,” to prevent stagnation and minimize loss of return rights. A rationale should be provided whether a concur or non-concur is submitted. Ultimately, coordinations should be viewed with emphasis on returning within 5 years in accordance with DoDI 1400.25 Volume from any respective functional viewpoint that provides coordination.

Servicing OCONUS Civilian Personnel Section Coordination

CONUS Civilian Personnel Section Coordination

**Major Command 2-digit Functional Manager Coordination (with separate narrative)
(Centrally-Managed and Non-Centrally Managed Positions)**

**Major Command/A1K (with separate narrative)
(Centrally-Managed and Non-Centrally Managed Positions)**

**Career Field Team Coordination (with separate narrative)
(Centrally-Managed Positions)**

**Career Field Manager Coordination (with separate narrative)
(Centrally-Managed Positions)**

Major Command/A1 Coordination (Centrally-Managed and Non-Centrally Positions)

Approval Authority: OCONUS Major Command/Deputy Commander or equivalent (may be further delegated to a general officer or senior executive)

Figure A3.3. Tour Extension Requests beyond Initial Overseas Tour (7 years and beyond).

PURPOSE:

DoDI 1400.25, Volume 1230, 26 July 12, Employment in Foreign Areas and Employee Return Rights establishes policy for rotating Department of Defense civilian employee from foreign areas and limits civilian employment in the competitive service in foreign areas to a period of

5 continuous years unless interrupted by at least 2 years of physical presence in the United States or non-foreign area.

Tour Extension at Year 7 and beyond: An overseas extension beyond 7 years should be rare and only for specific mission requirements and not for individual convenience. Extension requests to the foreign area beyond the initial 5-year overseas limitation are prepared on e-SSS and initiated by supervisor, and will include a written business case that articulates retaining the employee in the overseas area. The business case will include a succession plan for replacing the employee after the end of the extension. Overseas employment agreement required on date of the change. **Reference AFMAN 36-204, Paragraph 4.7.5.**

Business Case Analysis: At a minimum, analysis must include the following:

- Purpose/Name/Position/Duty Location
- Overseas Arrival Date/Proposed date of estimated return from overseas/Chronology of Position Changes
- Justification for Extension and Timeframe
- Explain why the loss of the employee will degrade the mission.
- What current and past recruitment efforts have been taken to locate a replacement?
- Results of advance recruitment.
- Describe employee's performance during overseas assignment.
- Does employee have return rights to CONUS activity? (If yes, provide location. If employee does not have return rights, provide reason.

Local Commander's Succession Plan: (to prevent subsequent extensions). The recruitment Request for Personnel Action number and analysis of advanced recruitment must be referenced in the request for extension to include a timeline enumerating previous recruitment efforts, an explanation of the unanticipated events or circumstances that caused the previous workforce succession plans not to succeed and a plan to return the employee at the end of the extension:

- What is the workforce succession plan to meet the organization's requirements after the extended tour?
- What efforts have been taken to reallocate the work or explain why reallocation is not feasible?
- Identify the gaps of the previous approaches for filling the position.
- What caused the previous workforce succession plans not to succeed?

Civilian Personnel Section (CPS) Analysis: Include detailed analysis of business case request (address management's justification and ensure requirements of **Paragraph 4.7.5.** have been met). Coordinate on local commander's succession plan, likelihood of PPP match if employee does not have return rights, and historical recruitment efforts, and the advanced recruitment effort associated with this extension request.

Career Field Teams/Functional Managers Perspective: The functional perspective is unique and provides an important data point in the decision making process from a force

management perspective. The functional analysis should be expounded from a “develop the force posture,” to prevent stagnation and minimize loss of return rights. A rationale should be provided whether a concur or non-concur is submitted. Ultimately, coordination should be viewed with emphasis on returning within 5 years in accordance with DoDI 1400.25 Volume 1230 from any respective functional viewpoint that provides coordination.

Servicing OCONUS Civilian Personnel Section Coordination (Notify CONUS Civilian Personnel Section, if applicable)

Major Command 2-digit Functional Manager Coordination (with separate narrative)
(Centrally-Managed and Non-Centrally Managed Positions)

Major Command/A1K (with separate narrative)
(Centrally-Managed and Non-Centrally Managed Positions)

Career Field Team Coordination (with separate narrative)
(Centrally-Managed Positions)

Career Field Manager Coordination (with separate narrative)
(Centrally-Managed Positions)

Air Force Personnel Center/DP2Z Coordination (Centrally-Managed Positions)

Air Force Personnel Center/DP2 Coordination (Centrally-Managed Positions)

Major Command/A1 Coordination (Centrally-Managed and Non-Centrally Positions)

Approval Authority: OCONUS Major Command/Deputy Commander or equivalent
(may not be further delegated)

Final Approval Authority: Headquarters Air Force/A1 or equivalent
(Only if OCONUS Major Command/Deputy Commander disagrees with Functional Manager's recommendation)

A3.4. Tour Extension Requests Beyond Initial Overseas Tour (Inadequate Permanent Change of Station Funds)

PURPOSE:

DoDI 1400.25, Volume 1230 establishes policy for rotating Department of Defense civilian employee from foreign areas and limits civilian employment in the competitive service in foreign areas to a period of 5 continuous years unless interrupted by at least 2 years of physical presence in the United States or non-foreign area.

Tour Extension – Inadequate Permanent Change of Station (PCS) Funds: If funds are not available and the employee must remain in the overseas area until funds become available, the gaining CONUS Major Command may approve a 1 year or less extension in coordination with the losing OCONUS Major Command until funding issues are resolved). Business case analysis not required; however, only one extension per employee is allowed. Reference **Paragraph 4.7.** and Figure A3.1. for routing guidance.

Servicing OCONUS Civilian Personnel Section Coordination

CONUS Civilian Personnel Section Coordination

Career Field Team Coordination (Centrally-Managed Positions)

CONUS Major Command/Deputy Commander Coordination

Approval Authority: OCONUS Major Command/Deputy Commander (May not be further delegated)