



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"



COMMANDER'S POLICY

POLICY NUMBER: 7

DATE: 21 July 2004

SUBJECT: 98th ASG DOD Civilian Employee Rotation Policy

1. REFERENCES:

- a. Department of Defense (DOD) Civilian Personnel Manual 1400.25-M, 301, dated Dec 96.
- b. USAREUR Supplement 1 to AR 690-300.301, dated 15 June 99 Subject: Overseas Employment.
- c. US Army Installation Management Agency Policy Memorandum (draft), Extension of Overseas Tours Beyond Five Years.

2. **PURPOSE:** To establish 98th ASG Overseas Rotation Plan.

3. **SCOPE:** DOD policy on overseas employment of civilian employees limits overseas tours to 5 years. Certain categories of employees are exempt from this limitation:

- a. Positions that require frequent contact with Host Nation officials (must be documented in the job description).
- b. Family members of military or civilian DOD employees.
- c. Employees who have been continuously employed in a foreign area since 1 Apr 66.
- d. Employees employed on or before Aug 88 in GS-6 or below or non-supervisory wage grade.
- e. Positions remain exempt as long as they remain continuously employed at those levels.

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4. POLICY:

a. The USAREUR Chief of Staff command objective establishes that no more than 25 percent of USAREUR career employees will exceed the 5-year limit by the year 2003. Currently, 32.7% of the civilian employees in the 98th ASG have over 5 years of overseas service. To attain the 25 percent goal, the number of employees exceeding the 5-year limitation will be reduced at a rate of approximately 2% per year.

b. Extension of tours beyond 5 years may be granted in extremely rare situations. In order to be eligible for an extension, the employee must be rated at least fully successful, have knowledge, skills, and abilities required for the position, and have successfully adapted to the foreign work and cultural environment. The following reason may justify approving an extension:

(1) The employee has special host nation knowledge and contacts of essential corporate skills and knowledge required for his position.

(2) There is a critical need of the command to maintain the stability and continued presence of the employee.

(3) The position is difficult to fill.

(4) The position is connected with force protection or deployment requirements.

5. The point of contact is the ASG HRO at 350-1430.

6. This policy memo supersedes 98th ASG Policy Memo 7, dtd 30 January 2003.

"Team of Teams!"



RUSSEL D. SANTALA
Colonel, AD
Commanding