



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

AEPE-C

30 October 2018

MEMORANDUM FOR

HQ USAREUR Staff Principals and Commander, HHBN (Prov)  
Commanders of USAREUR Major Subordinate Commands  
Commander, USANATO Brigade

SUBJECT: USAREUR Delegation of Authority for Foreign-Area Tour Extensions and Waivers of the Physical Presence Requirement (AE Cmd Memo 2018-042)

This memorandum expires in 2 years.

**1. Supersession.** This memorandum supersedes memorandum, USAREUR, AEPE-CB, 19 September 2016, subject: Delegation of Authority for Foreign Area Tour Extensions and Waivers of Physical Presence Requirement (AE Cmd Memo 2016-029).

**NOTE:** According to references [2a through d](#), [AE Supplement 1 to AR 690-300.301](#), paragraphs 5-3b(1)(a) thru (d), are no longer in effect. This delegation implements revised DOD and HQDA policy and takes precedence over paragraph 5-3b(1) and any other conflicting provisions of AE Supplement 1.

**2. References.**

a. Department of Defense Instruction 1400.25 (DODI 1400.25), Volume 1230, subject: Employment in Foreign Areas and Employee Return Rights.

b. AR 690-300, Employment; Chapter 301, Overseas Employment; Subchapter 5, Overseas Employment and Rotation of U.S. Citizens.

c. Memorandum, HQDA, SASA, 30 May 2014, subject: Delegation of Authority – Foreign Area Tour Extensions and Waivers of Physical Presence Requirement.

d. Memorandum, HQDA, SAMR, 23 October 2017, subject: Delegation of Civilian Human Resources Authorities, Matrix 02-2017.

e. [AE Supplement 1 to AR 690-300.301](#), Overseas Employment.

**3. Background.** DODI 1400.25 ([ref 2a](#)) requires a command-approved extension for any U.S. appropriated-fund employees in the competitive service to continue an overseas assignment in an approved status for any period of employment in any foreign area that exceeds 5 continuous years, unless the period of employment is interrupted by at least 2 years of physical presence in the United States or a nonforeign area.

AEPE-C

SUBJECT: USAREUR Delegation of Authority for Foreign-Area Tour Extensions and Waivers of the Physical Presence Requirement (AE Cmd Memo 2018-042)

[References 2c and 2d](#) delegate the CG, USAREUR, authority to grant tour extensions and waivers of the physical presence requirement. This memorandum updates USAREUR delegations of authority for the tour-extension and waiver policy.

#### **4. Delegation of Authority for Foreign-Area Tour Extensions Beyond 5 Years.**

I hereby delegate authority to—

a. The DCG, USAREUR, to approve any initial foreign-area tour extensions of up to 2 years after the 5th year of overseas service for civilian employees assigned to the following:

(1) HQ USAREUR.

(2) USAREUR non-general-officer major subordinate commands.

(3) USANATO Brigade.

(4) 21st Sustainment Command (21st SC), Seventh Army Training Command (7th ATC), and 7th Mission Support Command (7th MSC) by exception as noted in [subparagraph b](#) below.

**NOTE:** In the event of an extended absence of the DCG, USAREUR, approval authority reverts to the CG, USAREUR.

b. The CG, 21st SC; the CG, 7th ATC; and the CG, 7th MSC; to approve initial foreign-area tour extensions of up to 2 years after the 5th year of overseas service for personnel assigned to their commands and for personnel assigned to their subordinate organizations. These commands will send initial-extension requests to the DCG, USAREUR, only by exception (for example, extended absence of the command CG). This authority may not be further delegated.

c. The DCG, USAREUR, to approve all subsequent extensions beyond the delegations in [subparagraphs a and b](#) above.

**NOTE:** In the event of an extended absence of the DCG, USAREUR, approval authority reverts to the CG, USAREUR.

AEPE-C

SUBJECT: USAREUR Delegation of Authority for Foreign-Area Tour Extensions and Waivers of the Physical Presence Requirement (AE Cmd Memo 2018-042)

## 5. Tour Extension Requests.

a. Organizations will send all tour extension requests for DCG, USAREUR, approval through the Civilian Personnel Directorate (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR, for review and processing to the USAREUR DCG.

b. All requests for extension must clearly articulate the mission requirement that makes it critical to extend the employee in question.

c. All requests must address why the DOD required succession plan has failed, who is responsible for the plan, and what is being done to make the plan successful. Succession plans must delineate a process that ensures no additional extensions are needed to meet mission needs, goals, and objectives.

d. Any subsequent extension requests will not be for reasons that are substantially identical to previous requests. The succession plan of the previously approved extension will be included as an enclosure to the subsequent extension request.

**6. Delegation of Authority to Approve Waivers of the 2-Year Physical Presence Requirement.** I hereby delegate authority to the DCG, USAREUR, to approve hiring-action waivers for applicants who have been physically present in the United States or a nonforeign area for less than 2 years, for all U.S. competitive service civilian positions assigned to HQ USAREUR, all USAREUR major subordinate commands, and the USANATO Brigade, as well as their subordinate organizations. This authority may not be further delegated.

**7. Effectiveness.** This delegation is effective immediately, may be canceled or withdrawn at any time, and is subject to review by the incumbent CG, USAREUR, for the purpose of cancellation or renewal after I relinquish command.

**8. POC.** The POC is the CPD, military 537-1532 or civilian 0049-(0)611-143-1532.



CHRISTOPHER G. CAVOLI  
Lieutenant General, USA  
Commanding