



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 12301.1C  
MPC  
11 SEP 2017

MARINE CORPS ORDER 12301.1C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: FOREIGN AREA EMPLOYMENT-OVERSEAS TOUR EXTENSIONS

Ref: (a) DoD Instruction 1400.25 Volume 1230, 26 July 2012  
(b) Department of the Navy (DON) Office of Civilian Human Resources, Interim Guidance for Foreign Area Employment-Overseas Tours, January 2013  
(c) Joint Travel Regulation (JTR)  
(d) MARADMIN 138/16  
(e) SECNAV M-5210.1  
(f) SECNAVINST 5211.5E  
(g) 5 U.S.C. 552a

Encl: (1) Civilian Tour Extension Guidance  
(2) Business Case Template  
(3) Succession Plan  
(4) Overseas Tour Extension Checklist  
(5) Overseas Tour Extension Request Form and Sample Memos

1. Situation. To establish, in accordance with the references, Marine Corps policy and assign responsibilities for approval of overseas tours and tour extensions for Civilian Marines. This guidance must be used in conjunction with the references and enclosures and may not further be supplemented or re-delegated.

2. Cancellation. MCO 12301.1B

3. Mission. To ensure overseas tours and subsequent extensions are processed in accordance with the procedures outlined in the references and enclosures and meet with the intent of the overseas tour program.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

(1) Commander's Intent. Heads of major commands and Headquarters, Marine Corps (HQMC) Staff Agencies shall implement this Order including the requirements of the references and the enclosures.

(2) Concept of Operations. Civilian Tour Rotation:

(a) Reference (a) limits Department of Defense (DoD) civilian employment in foreign areas to a period of five (5) continuous years without further review.

(b) Employees hired into competitive service positions, or appointed to positions leading to employment in the competitive service (e.g. Veteran's Readjustment Act appointees), must, as a condition of their employment, sign an appropriate rotation agreement acknowledging the five-year limitation on foreign area employment.

(c) Initial tour extension requests that do not exceed the five-year limitation and tour extensions up to a maximum of seven (7) years shall be approved by the Commanding General (CG), Marine Corps Installations Pacific; Commander, Marine Corps Forces Pacific; Commander, Marine Corps Forces Europe; Commander, Marine Corps Forces Africa; CG, Marine Corps Logistic Command; Commander, Marine Corps System Command; CG, Training and Education Command; CG, Marine Corps Air Ground Combat Center; or appropriate HQMC Staff Agency Heads. This authority may not be re-delegated.

(d) Tour extension requests that extend overseas tours beyond seven (7) years must be approved by the Commandant of the Marine Corps (CMC), Manpower and Reserve Affairs, Manpower Plans and Policy Division (MP), Director, Civilian Human Resources (DCHR), Civilian Workforce Management Branch (MPC).

b. Subordinate Element Missions

(1) CMC (MPC) shall:

(a) Ensure proper issuance of overseas policy and delegations of authority for tour extensions in the Marine Corps.

(b) Develop, implement and administer Marine Corps-wide policy and related guidance on overseas extensions to ensure compliance with Office of Personnel Management (OPM), DoD

and Department of Navy (DON) policies and continually review and evaluate the efficiency and effectiveness of the program.

(c) Provide technical advice and program direction to Human Resource Directors (HRDs) and Satellite Human Resource Offices (HROs) on Marine Corps overseas extension policies and overall program operation.

(d) Review and make decisions on overseas tour extension requests beyond seven (7) years.

(e) Monitor and report on overseas tour extension usage as requested by DON.

(f) Maintain a tracking tool to monitor compliance with OPM, DoD, DON and Marine Corps policies.

(g) Develop standardized materials and distribute to HRDs and HROs for implementation.

(h) Establish and maintain files and records to document procedures followed and to permit reconstruction of actions.

(2) Heads of major commands/HQMC staff agencies shall:

(a) Anticipate needs and initiate action to request overseas tour extensions consistent with this Order.

(b) Ensure that all overseas tour extension requests are consistent with mission needs and fiscal objectives and not intended to meet the desires of an individual employee.

(c) Comply with the intent of this Order and ensure that the servicing HRO reviews and provides a written recommendation with the request prior to approval by the appropriate command or staff element.

(3) HRDs and satellite managers shall:

(a) Ensure policies and procedures for providing advice and guidance on overseas extensions are in compliance with this Order and the applicable references.

(b) Provide Managers with the Marine Corps Overseas Tour Extension Request package at least twelve months prior to the employee's Date Eligible for Return from Overseas (DEROS).

(c) Review extension requests to ensure they are in compliance with this Order and provide a written recommendation on appropriate letterhead prior to forwarding requests to MPC for final review and decision.

(d) Provide MPC with copies of all completed Overseas Tour Extension Review forms and Notification of Expiration of Overseas Tour and Employee Acknowledgement memos.

(e) Provide continuing advice and guidance directly to commanders, managers and supervisors, and employees regarding execution of the overseas program and consistent application of OPM, DOD, DON, Marine Corps directives and requirements.

5. Administration and Logistics. Reference (b) delegated authority to approve tour extensions to the CMC (MPC) who has in turn re-delegated portions of this authority to those identified in paragraphs 4.a.(2)(c) above.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps appropriated funded civilian positions.

b. Signal. This Order is effective the date signed.



M. A. ROCCO  
Deputy Commandant for  
Management and Reserve  
Affairs

DISTRIBUTION: PCN 10211996400

Civilian Tour Extension Guidance

1. General - Civilian Tour Rotation

a. DoDI 1400.25 Volume 1230 limits DoD civilian employment in foreign areas to a period of five continuous years.

b. Employees hired in competitive service positions, or appointed to positions leading to the competitive service (e.g. Veteran's Readjustment Act appointees), must, as a condition of their employment, sign an appropriate rotation agreement acknowledging the five year limitation on foreign area employment.

c. DoDI 1400.25 Volume 1230 provides that employment overseas shall be limited to five continuous years unless interrupted by at least two years physical presence in the United States or non-foreign area. The authority to waive the physical presence has been delegated to the CMC (MPC) and may not be re-delegated. Rationale for waiving "Physical Presence" requirements:

(1) The first year (months 1-12) physical presence requirement may be waived based on compelling mission reasons.

(2) The second year (months 13-24) physical presence requirement may be waived based on the mission's demand for a shorter dwell time.

d. Extensions beyond the five year limitation will be based on compelling operational criteria and clearly articulate the specific reason(s) and rationale why the extension is necessary. Extensions beyond five years can only be requested for up to a two year period. The following circumstances may justify tour extensions beyond five years:

(1) Where failure to extend the civilian employee will have adverse effect on the organizations ability to accomplish its mission or when completion of an identified project is deemed critical. Extension requests should be for a period long enough to complete the specific mission or project.

(2) When the recruitment process fails to yield qualified applicants, the extension justification must provide documented recruitment evidence that the position was advertised and the knowledge, skills, or abilities of referred applicants were insufficient to meet specific mission requirements. All

recruitment documentation and specific rational for non-selection must be included as a part of the extension request. Therefore, the Command, who anticipates difficulty in recruiting for the position should advertise the position well in advance of the potential vacancy. This will allow sufficient time for review of an overseas tour extension, if necessary. Overseas tour extension requests shall be submitted no later than nine (9) months prior to the end of the employee's overseas tour.

e. Commands/organizations will make certain that they are aware of an applicant's status regarding the five year limitation before extending employment offers during the normal recruitment process. Tour extensions will not be granted to selectees for positions within the Marine Corps unless it can be demonstrated that no other qualified candidate was available that could have completed the equivalent of a two year tour without requiring an extension.

f. Employees have no rights to tour extensions. To be eligible for any tour extension, employees must meet all of the following requirements:

(1) Be rated at least fully successful.

(2) Have the knowledge, skills, and abilities required for the position.

(3) Have successfully adapted to the foreign work and cultural environment.

g. Managers must also take into consideration such factors as:

(1) Impact on mission/program requirements.

(2) Ability to recruit.

(3) The organization's ability to offer continued meaningful employment throughout the period of the extension.

(4) Whether the extension will extend the employee overseas beyond five years resulting in loss of return rights to the CONUS position held prior to the overseas assignment. Requests for tour extensions that will result in the loss of the

employee's return right should only be considered in very unusual circumstances.

## 2. Tour Extensions Procedures

a. Up to Five Years and Five to Seven Years. Authority to approve extension requests up to five years and from five to seven years is delegated to the CG, Marine Corps Installations Pacific; Commander, Marine Corps Forces Pacific; Commander, Marine Corps Forces Europe; Commander, Marine Corps Forces Africa; CG, Marine Corps Logistic Command; Commander, Marine Corps System Command; CG, Training and Education Command; CG, Marine Corps Air Ground Combat Center; or appropriate HQMC Staff Agency Heads.

(1) Tour extensions up to five years are to be accomplished by completing the overseas tour extension form at TAB E (Overseas Tour Extension Review Form) and forwarding the signed form to the servicing HRO for processing.

(2) Tour extension requests from five to seven years must include the following:

(a) An endorsement memorandum signed by the head of the major command/HQMC staff agency with a clear rationale that articulates a business case for retaining the employee in the overseas location, including the serious impact to the organizations ability to accomplish its mission if the extension is not granted.

(b) The timeline enumerating the previous recruitment efforts.

(c) A written business case describing the need for the extension (see TAB B for what is required in a business case).

(d) A plan to return the employee at the end of the extension.

(e) A workforce succession plan for filling the position (including the Request for Personnel Action (RPA) used to recruit) no later than nine months prior to the expiration of the renewal agreement tour (See TAB C for what is required in a succession plan).

(f) Copy of the vacancy announcements and certificates of eligibles.

(g) An organizational chart indicating the employee's position and supervisory hierarchy.

(h) Copy of the Renewal Tour Agreement.

(i) A completed Overseas Tour Extension Request form signed by the Commander/HQMC Staff Agency Head (See TAB E for the appropriate form).

b. Beyond Seven Years

(1) Authority to approve tour extension requests beyond year seven will be maintained by the CMC (MPC). Requests must include all documentation/information required for extensions from five to seven years as identified in paragraphs 1.b.(1)-(9) above.

(2) Requests must be signed by the appropriate major command/HQMC staff agency head and submitted to CMC (MPC), DCHR via the servicing HRO. **In order to allow sufficient time for review, the request for tour extensions shall be submitted no later than nine (9) months prior to the end of the employee's overseas tour.**



Business Case Template

It's important that the purpose of the plan be understood; whenever an organization faces a major decision, it's important that all relevant information to enable the decision to be made is gathered together in a coherent business case.

1. **Introduction** - Short statement that summarizes the purpose of the business case, how it should be used, and its relationship to any other documents submitted and how it will be updated to address future or un-anticipated changes.

2. **Reasons** - Explain current issues and why the employee should be retained, include any strategic projects or activities the employee is current engaged in as well as any proposed future tasking. Also include timeline of recruitment efforts.

Key Questions:

Why does the employee need to be retained?

What will change if the employee is not retained?

Why the personnel change cannot occur at the end of the current tour?

What are the implications to the organization of the employee is not retained?

3. **Key Outcome and Success Criteria** - The expected immediate and long term benefits of retaining the employee. These benefits may be tangible, intangible or quantifiable.

Key Questions:

How will retaining the employee contribute to the achievement of the organization's strategic objectives?

What other services or organizations dependent on the continuation of the employee?

What benefit will be gained by renewing the employee's tour?

How will the employee's contribution be measured?

4. **Options and cost** - Outline the main options for retaining the employee, including any summary cost.

Key Questions:

What are the main characteristics of each option?

What are internal and external costs?

What are the pros and cons of the options?

The DoDI is silent on financial cost; therefore, the fact that Permanent Change Of Station (PCS) cost may be incurred if the employee is rotated is not prime factor in retention. It may be considered as one of the overall factors in retaining an employee. In this section emphasis should be placed on mission cost (if any) that will be incurred due to restart, delay, or cancellation if the employee is not retained.

5. **Recommendation** - Reason(s) for approving the requested tour extension and the most favorable outcomes that will be achieved by the employee's retention;

Key Questions:

Why this recommendation is the best for the organization?

What assumptions are being made?

6. **Impact Analysis** - Present an assessment of the impact on the organizations if the tour extension is not approved and an assessment on the organization's ability to carry out future projects or tasking.

Key questions:

Does the benefit of retaining the employee outweigh the cost of recruitment?

What are the financial impacts to the organization if the employee is not retained?

What is the impact to the organization if the employee is not retained?

What are the impacts to other organizations of employees who are dependent upon the employee?

What institutional knowledge or expertise will be lost and its importance to the organizations?

7. **Risk Assessment** - Summarize the key risks if the employee is not retained and how they will be managed.

Key Questions:

What are the risks involved?

What are the consequences of these risks materializing?

Do you have a contingency plan to deal with these risks?

What opportunity risk may arise?

8. **Outline Plan** - Give a broad high level review of the projects and mission tasking and other activities the employee will continue to be engaged in and how the employee's continuing participation will impact key decisions.

Key Questions:

How will decision making for the organization be impacted if the employee is not retained?

Are there organizational tasking or mission that will be impacted?

Will there be changes to time tables on deliverables or decisions if the employee is not retained?

9. **Project Governance & Organizational Standards** - What projects or organizational reviews is the employee currently engaged in and the impact to successful completion if the employee is retained.

Key questions:

Employee's role and responsibility in the project(s)

Project tolerance level (how much time table can be changed if the employee is removed from the project).

What internal resources can be leveraged if the employee is not retained?

How will key decisions be made if the employee is not retained?

What standards or deliverables will be affected?

Succession Plan

1. A succession plan should be initiated one year prior to any extension request. The objective of a succession plan is to seek qualified candidates (external and internal) to replace the incumbent by the time the incumbent's approved tour has expired. Succession planning is necessary to ensure critical positions are filled to mitigate any negative impacts to the mission. Request for tour extensions for an employee who has completed five years in the foreign area without a succession plan will be returned without action.

2. Initial succession plan must include:

- a. The employee's DEROS;
- b. The position title, series and grade;
- c. Whether the employee's return rights will be forfeited by acceptance of the proposed tour extension;
- d. The critical programs, duties, or mission tasking of the position;
- e. Whether or not the position serves as a hub or conduit where one or more essential functions or processes come together;
- f. Any specialized leadership or skills required by the position;
- g. A specific recruitment plan that will be used to fill the position with dates;
- h. A specific reason why the position cannot be gapped or why internal resources cannot be used to perform the position's tasking (skill set or competence not possessed by current employees);
- i. If necessary, internal development strategies (cross training, rotational/developmental assignments, employee self-

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development) that will be used to prepare employees to fill in gaps caused by rotation of employees who have met the 5-year limitation.

3. Subsequent succession plan will require the updated information specified above in paragraph 2;

a. A detailed explanation of the unanticipated events(s) that resulted in the failure of the initial succession plan; and,

b. The specific actions that will be taken to address or correct steps in the failed succession plan.

## OVERSEAS TOUR EXTENSION (OTE) REQUEST CHECKLIST

Use this checklist as a **cover page** to all OTE packages. **Requests must include all required documentation. Incomplete packages will be returned without action.**

EMPLOYEE NAME: \_\_\_\_\_

Please initial each item that is included in the package

### Required Documentation

- \_\_\_\_\_ Copy of all Employee Notification of Overseas Tour Expiration beyond 5 years (current and previously approved)
- \_\_\_\_\_ Endorsement memorandum signed by the head of the major command/HQMC staff agency
- \_\_\_\_\_ Business case for retaining the employee in the overseas command, including the serious impact to the organizations ability to accomplish its mission if the extension is not granted
- \_\_\_\_\_ Timeline enumerating the previous recruitment efforts, to include supporting documentation of recruitment shortages and hardship to the mission
- \_\_\_\_\_ A plan to return the employee at the end of the extension
- \_\_\_\_\_ A workforce succession plan for filling the position
- \_\_\_\_\_ Copy Request for Personnel Action (RPA), Job Opportunity Announcement (JOA) and all certificates of eligibles
- \_\_\_\_\_ Copy of the Renewal Tour Agreement
- \_\_\_\_\_ Copy of Return Rights Agreement (if applicable)

HRD Endorsement \_\_\_\_\_ Date \_\_\_\_\_

MPC-10 Concurrence \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Request must be signed by the appropriate Commander/HQMC Staff agency and submitted to CMC (MPC) via the servicing HRO. In order to allow sufficient time for review, the request for tour extension shall be submitted no later than 9 months prior to the end of the employee's overseas tour.

## OVERSEAS TOUR EXTENSION REVIEW

1. EMPLOYEE		2. SSN (last four) xxx-xx-	3. ACTIVITY		
4. Position Title/Pay Plan/Series/Grade			5. Return Rights: (Yes/No). If "Yes" add Agency/Location.		
6. Date Current Tour Expires	7. Date Arrived Overseas	8. Total Years Overseas	9. Last Extension Date/Length:	10. Date New Tour Extension Expires:	

- 11. DEPARTMENT HEAD/COMMANDING OFFICER RECOMMENDATION:**
- Notify employee to exercise return rights/register in PPP as appropriate.
  - Approve tour extension of \_\_\_\_\_ months not to exceed five years overseas.
  - Approve tour renewal of 12, 18 or 24 months not to exceed five years overseas. (Circle 12, 18 or 24 as appropriate for renewal tour in geographic location listed in JTR Vol 2, Appendix Q.)
  - Approve administrative extension of \_\_\_\_\_ months. (6 month maximum/Extensions over 7 years require CMC(MPC) Approval)
  - Request extension of \_\_\_\_\_ months beyond five years. (May require higher-level approval. Please refer to Page 3 instructions)

### **JUSTIFICATION FOR EXTENSION OF OVERSEAS TOUR BEYOND FIVE YEARS**

**12. Business Case/Succession Plan/Timeline Of Unsuccessful Recruitment Efforts**

**JUSTIFICATION FOR EXTENSION OF OVERSEAS TOUR BEYOND FIVE YEARS**

12. (Continued)

**13. Certification of Requesting Official:**

I certify the reasons for this request fully comply with the spirit and intent of the DoD policy limiting overseas employment to five years and conforms to all governing regulations.

\_\_\_\_\_  
Signature  
Requesting Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

**← APPROVAL AUTHORITY →**

**14. Activity Head**

- Approved
- Disapproved

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

**15. Commander**

- Approved
- Disapproved

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title



## RETURN COMPLETED FORM TO SERVICING HRO FOR REVIEW INSTRUCTIONS FOR COMPLETING FORM

1. HRO will complete sections 1-10 as applicable.
2. Department Heads, Activity heads will complete Blocks 11 - 13 using the following guidelines.
  - a. Tour is not extended. You may elect to not extend the tour of the employee. A decision not to extend the overseas tour of an employee is not considered a punitive action and cannot be grieved or appealed. However, the decision must be based on legitimate business reasons including compliance with the DoD five-year rule and must be free from unlawful discrimination. A decision to not extend a tour may be made by Department Heads, Activity heads and does not require further review unless your command has an internal policy requiring higher-level approval.
  - b. Extend tour for a period less than a full renewal period (12, 18 or 24 months depending on location) but not to exceed five years overseas. If the employee has less than five years of overseas service, you may elect to extend the employee for any period of time up to a full renewal period not to exceed five years overseas. Department Heads may recommend an extension but must seek approval from the local Commander. Local Commanders have been delegated authority to extend a tour for a period of time not to exceed five years without further review. An extension of a tour for less than a full renewal tour does not entitle the employee to Renewal Agreement Travel (travel to CONUS for employee and family members at government expense).
  - c. Approve an extension of a full renewal tour not to exceed five years overseas. The authority to extend a tour for any period not to exceed five years overseas is the same as contained in paragraph 2b. Employees recruited from CONUS under a transportation agreement may be entitled to Renewal Agreement Travel for themselves and their families.
  - d. Request an extension beyond five years up to an including, seven years. Approval for extensions beyond five years and up to seven years must be submitted to those identified in paragraph 4.a.2) c) of this order.
3. **Command Endorsement.** Activity heads complete Block 14 and Commander completes Block 15, as required, based on the information in paragraph 2, or by your command's internal policy.
4. Return all completed forms to HRO no later than nine months prior to the end of the employee's tour.

**NOTE:** Requests for Extension beyond Seven Years must be submitted to Servicing HRO for review and concurrence before sending to CMC (MPC) in accordance with this Order. These requests must be submitted no later than nine (9) months prior to the end of the tour.

MEMORANDUM

From: Director, Civilian Human Resources Office, Camp Butler  
To: **Department Head, XXXX Department**

Subj: NOTIFICATION OF OVERSEAS TOUR EXPIRATION BEYOND 5 YEARS

Ref: (a) DoDI 1400.25M-V301.4, Overseas Employment and Rotation of Employees  
(b) OCPMINST 12301.2 (CPI 301) of 5 Jul 88  
(c) Joint Travel Regulation (JTR), JTR, par. 5572

Encl: (1) Interest to Extend Overseas Employment Tour Letter  
(2) Overseas Tour Extension Justification Form  
(3) Notification of Expiration of Overseas Tour Letter

The overseas (OS) tour for the employee listed below will expire on the dates indicated below:

<u>NAME OF EMPLOYEE</u> <b>LAST, FIRST NAME.</b>	<u>INITIAL TOUR</u> <b>MM/DD/YYYY</b>	<u>CURRENT TOUR EXP</u> <b>MM/DD/YYYY</b>	<u>Return Right</u> <b>MM/DD/YYYY</b>
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2. It is management's sole discretion to request an additional overseas tour of duty for an employee to the appropriate approval authority. Supervisors and managers may choose not to request an additional tour of duty for an employee, subject to approval by the Commanding Officer. This decision is not subject to an administrative grievance or other appeal procedures.

3. In accordance with references, the employee must be notified of their overseas tour extension date, and be advised whether or not an additional overseas tour of duty will be extended. You are requested to issue a formal notice of invitation or non-invitation for an additional tour to the above subject employee, upon higher level approval/disapproval.

4. Requests for overseas extensions beyond 5 years but not to exceed 7 years must be forwarded to the appropriate Commander/HQMC Staff agency for review and approval. Extensions that will exceed 7 years must be forwarded to CMC (MPC) via CHRO for review and approval. Supervisors and managers are encouraged to ascertain the employee's plans regarding continued overseas employment by having the employee complete enclosure (1). If you choose to request to extend the employee beyond 7 years, you are required to complete and forward enclosures (1) and (2) to CHRO Camp Butler office. CHRO Camp Butler will submit the package for Command endorsement and route it to CMC (MPC). Enclosure (2) should address the items in paragraphs 5 and 6 below including any documented recruitment efforts for the employee's position.

5. Requests for tour extensions beyond 5 years will be considered on a case by case basis, solely at the discretion of management, and only for positions that require special skills specified in the position description such as foreign host-nation language proficiency, special submarine/nuclear systems skills, or other mission critical skill sets that cannot be readily

Subj: NOTIFICATION OF OVERSEAS TOUR EXPIRATION BEYOND 5 YEARS

recruited; positions that are determined to be a hard-to-fill based on recent recruitment efforts resulting in three or more valid job offer declinations for a specific location; or individuals who are completing short-term mission-critical projects. Extensions beyond 5 years should be on a rare basis.

6. Additionally, to be eligible for an extension, the employee must be rated fully successful or higher; be current in knowledge, skills, and abilities required for the position; and have successfully adapted to the foreign work and cultural environment. There must also be a continuing need for the employee's services. The decision to grant an additional tour of duty should also factor the employee's performance or conduct.

7. If the employee has no interest to extend his/her overseas tour; or if you choose not to request an additional tour beyond 5 years; or if the request to extend beyond 5 years is disapproved, please complete the Notification of Expiration of Overseas Tour (Enclosure E) and issue to the employee. You must notify the employee in writing of this decision as soon as possible but no later than 180 days before the expiration of his/her current tour of duty. Once the employee signs and dates enclosure (3), they must be advised to contact the servicing HRO within 7 working days.

8. If the request for an overseas extension beyond 5 years is approved by the appropriate Commander or CMC, HRO will initiate the "Invitation to Extend" letter and submit to CO for signature. Once it is signed, HRO will forward to the cognizant Department Head or supervisor for issuance to the employee. A copy of the signed notice must be furnished to this office to be placed in the employee's official personnel folder (OPF).

9. If you have any questions regarding this notice, please contact \_\_\_\_\_ at DSN XXX-XXXX or at \_\_\_\_\_ .usmc.mil

Director CHRO

Copy to: MPC  
MCIPAC

MEMORANDUM

From: **Department Head, XXX Department**  
To: **Name of Employee**

Subj: INTEREST TO EXTEND OVERSEAS EMPLOYMENT TOUR BEYOND 5 YEARS

1. Your current overseas employment tour will expire on **Date Month Year**. You will have completed five or more years of overseas service at the end of your current tour. Because you are subject to the DoD Overseas Rotation Policy, future extensions can only be approved if you meet the criteria specified in DOD and DON guidance. Tour extensions beyond five years will be considered on a case by case basis, solely at the discretion of management, and only for positions that require special skills specified in the position description such as foreign host-nation language proficiency, special submarine/nuclear systems skills, or other mission critical skill sets that cannot be readily recruited; positions that are determined to be a hard-to-fill based on recent recruitment efforts resulting in three or more valid job offer declinations for a specific location; or individuals who are completing short-term mission-critical projects. Extensions beyond 5 years will be on a rare basis. Factors such as your adaptation to the overseas environment, currency of your knowledge, skills, and abilities required for your position, continuing need for your services, as well as your conduct and performance will be reviewed before a decision will be made to offer you an additional tour in the overseas area.

2. Prior to making a decision on your tour extension, I would like to inquire about your interest in receiving an additional overseas tour. Please use the endorsement attached to indicate if you are interested in being considered for an additional tour in the overseas area, and return it to me within three (3) work days of receipt of this letter.

3. If you are contemplating separation, either by resignation or retirement, contact the CHRO, Camp Butler Office at \_\_\_\_\_. If you have return rights to a position in CONUS, you will no longer be eligible to retain your statutory return rights back to a position in CONUS. Please contact HRO if you wish to discuss the options available to you.

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**Department Head**

EMPLOYEE ACKNOWLEDGEMENT

From: **Name of Employee**  
To: **Department Head, XXX Department**

1. At the expiration of my current tour: (Please check one)

( ) I would like to receive a 24 month additional tour of duty and understand I will be eligible for Renewal Agreement Travel (RAT) if it is approved. I fully understand that I will be required to sign a new transportation agreement and that RAT must be completed prior to one year before the end of my overseas tour extension.

( ) I would like to remain overseas for only \_\_\_\_\_ months and understand I may not be eligible for RAT.

( ) I do not desire a tour extension. I wish to exercise my return rights.

( ) I do not desire a tour extension. I have no return rights, or my return rights are to a lower grade, or my return rights position has been abolished and my return would initiate a RIF that would result in a separation or change to lower grade. Therefore, I request registration in the Priority Placement Program (PPP). I will contact the HRO within 7 work days for an appointment.

( ) I do not desire an extension. I will either retire if eligible, or resign.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

MEMORANDUM

From: Commanding General, Marine Corps Installations Pacific, Camp Butler  
To: **Name of Employee, Job Title, Grade**  
Via: **Department head, XXX Department,**

SUBJ: NOTIFICATION OF EXPIRATION OF OVERSEAS TOUR

1. Your current overseas tour will expire on Date Month Year. Under the provisions of the DOD Rotation Program and your employment agreement, you will be required to return to the U.S. The paragraphs checked below indicate options that you have for your return.

( ) Option 1. Exercise your return rights.

( ) Option 2. Register in the Priority Placement Program (PPP) because you have no return rights, or your return rights are to a lower grade, or your return rights position has been abolished and your return would initiate a RIF that would result in a separation or change to lower grade. You must contact the HRO at \_\_\_\_\_ to make an appointment for PPP registration within 7 work days after receipt of this notification, or be subject to separation if no return rights exist. If you have return rights, administrative action to effect the return rights will commence and registration eligibility will be forfeited.

( ) Option 3. Apply for retirement if eligible. For additional information regarding retirement eligibility, you may contact the Benefits Team, Human Resource Service Center, Southwest, San Diego, at com: 1-888-320-2917.

( ) Option 4. Resign. Return transportation to the U.S. will be provided, if eligible. Contact HRO at \_\_\_\_\_ immediately for counseling.

2. Please complete the endorsement below and return it to HRO via your supervisor. Questions regarding eligibility for PPP or return transportation entitlement should be directed to the HRO at \_\_\_\_\_.

3. Your services with the Marine Corps are greatly appreciated. I wish you success in your future endeavors.

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COMMANDING OFFICER

FIRST ENDORSEMENT

To: Commander General Marine Corps Installations Pacific, Camp Butler  
Via: **Department Head, XXX Department**

1. I understand I will not be granted an additional tour and have decided on Option \_\_\_\_\_ above.

\_\_\_\_\_  
Employee's Name and Signature  
Copy to: CHRO Okinawa/Iwakuni

\_\_\_\_\_  
Date