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Civilian Personnel

Working Overseas—With the Department of the Army

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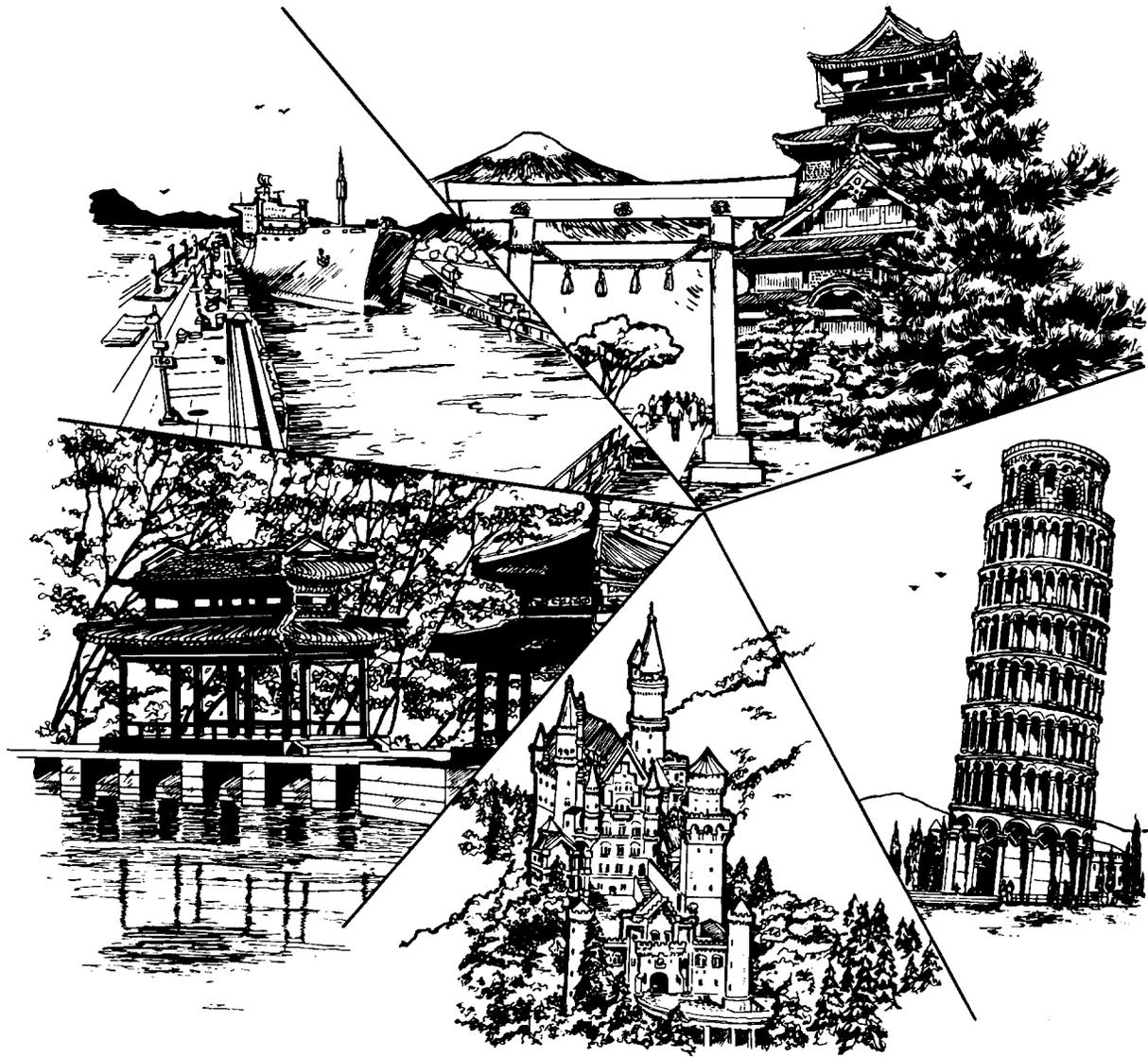
DA PAM 690-1

Working Overseas—With the Department of the Army

This Change 1--

- o Was printed on 1 September 1985.
- o This electronic edition publishes the basic 1 August 1983 edition and incorporates Change 1.

Working Overseas - - - - With the Department of the Army



Civilian Personnel

Working Overseas—With the Department of the Army

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

1 August 1983 edition and incorporates Change 1.

Summary. In welcoming you as a member of, or a candidate for, its US civilian work force overseas Department of the Army (DA) knows that you will benefit from advance information about what to expect, how to adjust yourself to conditions, and how you can make your tour of duty valuable as well as enjoyable. This is one of several guides to oversea employment (see appendix A). This pamphlet will help you understand the things you must do or that others must do for you in the course of your processing for an oversea assignment. It also explains the privileges and obligations connected with your employment. If you have a question which is not answered in this pamphlet, consult the personnel office at your processing station or your sponsor in the oversea area.

Applicability. This pamphlet was primarily selected for oversea DA service. You may be one who is merely considering

oversea DA employment. Whatever your personal situation, this pamphlet seeks to give you an understanding of what is involved when you go overseas with DA.

Proponent and exception authority. The proponent agency of this pamphlet is Deputy Chief of Staff for Personnel.

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Chapter 1 Introduction

This chapter describes the things you must do or that others must do for you in the course of your processing for an overseas assignment.

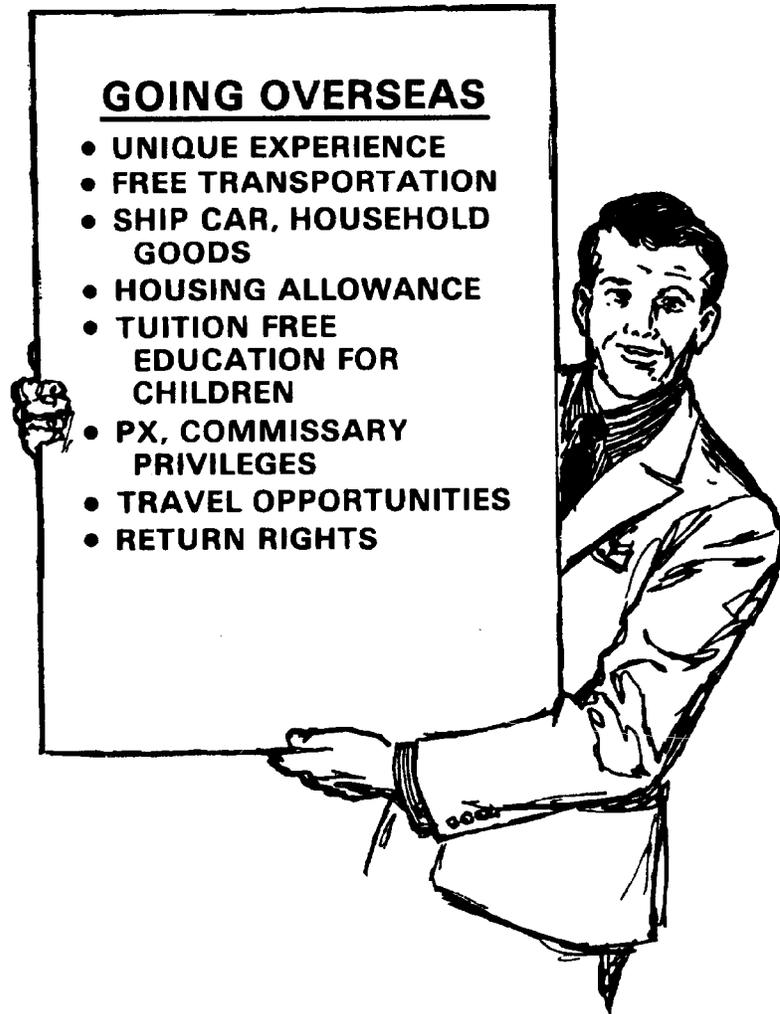


Figure 1-1. Introduction

1-1. Going Overseas

In welcoming you as a member of, or a candidate for, its US civilian work force overseas* Department of the Army (DA) knows that you will benefit from advance information about what to expect, how to adjust yourself to conditions, and how you can make your tour of duty valuable as well as enjoyable. This is one of several guides to overseas employment (see appendix A).

1-2. Welcome to Overseas Service

This pamphlet will help you understand the things you must do or that others must do for you in the course of your processing for an overseas assignment. It also explains the privileges and obligations connected with your employment.

* This pamphlet was primarily written for the use of those selected for overseas DA service. You may be one who is merely considering overseas DA employment. Whatever your personal situation, this pamphlet seeks to give you an understanding of what is involved when you go overseas with DA.

If you have a question which is not answered in this pamphlet, consult the personnel office at your processing station or your sponsor in the oversea area.

1-3. The Army's Civilian Employees Overseas

DA maintains its civilian work force to support military personnel. Overseas, this civilian work force consists of host nation civilians, and US citizen employees including family members of civilian and military personnel stationed in the area. The policy of DA is to provide the best possible working and living conditions for its civilian employees in oversea areas, in recognition of their contribution to the military mission. The general well-being of civilian employees is considered a highly important responsibility by all oversea commanders. An oversea assignment offers many career advantages. Foremost is the broadened experience that oversea work provides. The employee develops flexibility because he or she must learn a variety of methods for getting the work done, many of them different from accustomed standard practices. He or she has more opportunity to supervise others than in the US since much of the responsibility for the training and supervision of host nation employees is assigned to US citizen employees. While basic principles are the same, practices vary based on customs of the country. Supervision of foreign employees provides experience supervising under a variety of personnel rules and practices. Continuing career employment with DA is also provided.

1-4. The Sponsor Program

When your selection has been confirmed, an employee, civilian or military, of your employing organization will be appointed to act as your sponsor. He or she will personally contact you and furnish additional information concerning the local living and working conditions. He or she will meet you, or arrange to have you met, at your point of arrival in the oversea area; therefore, it is very important to notify your sponsor of your port call to include the flight number, date and time of departure and of arrival at the oversea terminal because many foreign area duty assignments are quite distant from servicing airports. Your sponsor will furnish reasonable assistance to make your introduction to oversea living and working a pleasant and interesting experience. Your sponsor must be advised of your needs if effective assistance is to be provided.

1-5. Benefits of a Foreign Area Assignment

- The opportunity to gain unique experience, obtainable only in oversea employment that will contribute to your career development and advancement.
- Allowances and other entitlements, to provide for adequate housing and reduced cost of living expenses.
- Purchases made in military sales outlets (Post Exchange (PX), commissary, etc.) are free of sales tax and prices at some oversea locations are substantially lower than comparable items in the US.
- Cost of the shipment of a maximum of 11,000 pounds of household goods and one privately owned vehicle, when authorized, to and from the oversea area paid by the government. Additionally, non-temporary storage of household goods may be authorized providing the weight of the household goods in storage, plus the weight of the household goods shipped, does not exceed the weight allowance to which you are entitled.
- Government paid transportation of yourself and family to visit the US between oversea tours.
- An opportunity for travel in the foreign area, limited only by the amount of time you can be spared from your work. You will be exposed to cultures different from your own and learn first hand about other countries and their people.

1-6. The Department of Defense Dependents Schools (DODDS)

DOD provides elementary and secondary schooling for the children of military and civilian personnel assigned overseas on accompanied tours. Schools are located in 20 countries around the world and employ a staff of approximately 11,000 people. The employment conditions described in Chapter 2 are not applicable to teachers and other school personnel employed on a school, rather than a calendar, year schedule. The procedure for obtaining employment, the conditions of employment and salaries are described in the brochure, "Overseas Employment Opportunities for Educators". This brochure may be obtained by writing the address listed in appendix A.

Chapter 2 Conditions of Employment

Your conditions of employment of your overseas tour are described in this chapter.



Figure 2-1. Conditions of Employment

2-1. Duration of Oversea Service

Your initial overseas tour is for a period of 1, 2, or 3 years, depending on the area to which you will be assigned (see appendix B). If you and your employer agree, this initial tour may be extended for periods which will allow you to complete five consecutive years of overseas service. Tours in Panama are limited to a maximum period of five years in compliance with provisions of the Panama Canal Treaty and related agreements. Extensions beyond five years in other overseas areas are permitted when requests are initiated by management with your consent. Approval of extensions beyond five years is contingent upon management's continuing need of your services; your performance being fully successful or better; and, your supervisor's verification that you are current in the knowledge, skills and abilities required in your job. If you have reemployment rights to a position in the US, your former employer will be requested to continue those rights beyond five years. Should your former employer not agree to this condition, you have the option to either make application to exercise your reemployment rights or remain in the overseas command without reemployment rights. If you remain, your return to continuing employment in the US will be effected through the DOD Priority Placement Program or may be by normal career management program referral. Management may direct your return to the US at any time during the initial tour or any approved tour extension.

2-2. Effective Date

You are entered on the overseas command rolls and your pay begins the day you start traveling from your home to the overseas duty station.

2-3. Status of Oversea Positions

While the majority of DA positions in foreign areas are in the competitive service, a significant number may be filled by special excepted appointment authority used to hire nonstatus family members of military and US Government civilian employees, who are in the oversea area with their sponsor. Positions in Panama are covered by the Panama Canal Employment System. Positions in nonforeign oversea areas (e.g., Hawaii, Alaska, Puerto Rico, the territories and possessions) are in the competitive service.

2-4. Probationary Period

You may be required to complete a 1-year probationary period. If you have successfully completed this period as a career or career-conditional employee before going overseas, no further probationary period is required unless you are to be appointed to the oversea position from an Office of Personnel Management (OPM) Certificate of Eligibles. Even then, some of your previous service may be creditable toward completion of the probationary period. Your processing station will advise you about any previous service that may be credited. Employees who must serve a probationary period and fail to perform their work in an acceptable manner after reasonable instruction and assistance, may be separated before the end of the 1-year probationary period and be returned to the US. In addition, if you are being assigned to a supervisory or managerial position for the first time, you will be required to serve a 1-year (supervisory) probationary period. Failure to perform supervisory or managerial duties in an acceptable manner may result in your reassignment to a nonsupervisory or non-managerial position.

2-5. Salary and Wage Systems

a. The General Schedule (GS) pay system covers all positions in grades from GS-1 through GS-12 and nonsupervisory, non-managerial positions at GS-13 through GS-15. The 15 grades in the GS pay system each have 10 pay steps. Under the GS, an employee's pay is based on 3 factors: (1) annual comparability increases, (2) within-grade increases (longevity), and (3) quality step (additional within-grade) increases for exceptional performance.

b. The Merit Pay (GM) system covers supervisory and managerial positions at grades GM-13 through GM-15. The minimum and maximum pay rates for a GM grade are identical to those of the GS system. However, merit pay employees are paid at any dollar amount within the appropriate range, based on level of performance. Merit pay employees receive a portion of the comparability adjustment (annual pay increase) and may receive merit pay increases each October based on their performance. They are not entitled to within-grade or quality step increases.

c. Some oversea US citizen jobs are in the trades and crafts and are not subject to either GS or GM procedures. Employees occupying these jobs are paid according to hourly wage schedules prescribed by the US Office of Personnel Management. Your processing station will advise you of the hourly rate of pay for your job.

d. Salaries are paid at 2-week intervals. Payment is usually made 6 to 10 days after the close of each 2-week pay period. Generally, receipt of your first paycheck after arrival at the oversea duty station will be 2 to 4 weeks. Your processing station will advise you of the procedure for requesting an advance of pay if you feel you need the money. One advance of up to 3 months' pay may be made not sooner than 1 month before and not later than 3 months after arrival at the foreign area duty post. Repayment must be made within 6 months from date of advance. It may be made by payroll deductions of up to 13 subsequent pay periods or by lump-sum payment.

2-6. Wage Deductions

a. You may have allotments automatically withheld from your pay. The allotment will be sent direct to your family in the US, to your life insurance company, bank, or other authorized recipient. These arrangements may be made through your servicing civilian payroll office. You will be advised of the office's address upon your arrival in the oversea area. You may also make remittances to the US by postal money order or by bank draft.

b. A deduction of 7 percent is made from the base pay of employees subject to the Civil Service Retirement System.

c. A deduction of 1.3 percent is made from base salary for the Medicare portion of the social security system.

d. Salaries are subject to Federal income tax withholding. Any differential, when paid, also is subject to Federal income tax. Authorized allowances are not taxable. It is the responsibility of each employee to file State income tax returns; however, you should check with tax officials of your State to find out what your State tax obligation will be while you are assigned overseas.

e. You may purchase savings bonds either by payroll deductions or cash. They are deliverable to you overseas or to an addressee within the US.

f. Premiums on Federal Employee Group Life insurance policies are deducted from your pay unless you have elected to waive coverage.

g. The employee's share of the cost for coverage in a plan under the Federal Employees Health Benefits Program will be withheld from your salary if you are enrolled. Not all plans provide coverage while you are overseas. You should check your plan to make certain that it will provide coverage. If it does not, your enrollment may be changed within 30 days after arrival overseas.

2-7. Additional Compensation

In many areas outside of the continental US, DA civilian employees have their salaries augmented by additional compensation. If you are recruited in the US, the amount of the additional compensation is primarily dependent upon the area in which you are stationed. Additional pay for cost of living allowances (COLA) and differentials will not exceed 25 percent of basic pay. Except for the Foreign Transfer Allowance (Subsistence Expense Portion), explained below, these allowances begin the day you arrive at your overseas duty post. They may be increased, decreased, or *withdrawn without prior notice* to the employee. Except under certain circumstances, you will not be paid any additional compensation during any period you are in a nonpay status. The following allowances and differentials are authorized:

- Cost of living allowance (designated nonforeign overseas areas only)
- Tropical differential (Panama only)
- Temporary lodging allowance
- Living quarters allowance
- Post allowance
- Supplementary post allowance
- Separate maintenance allowance
- Post differential
- Foreign transfer allowance (subsistence expense portion)
- Danger pay allowance
- Miscellaneous expense allowance
- Educational travel allowance (see chapter VII, Schools for Dependent Children)

An explanation of these items of additional compensation is given in succeeding paragraphs.

2-8. Additional Compensation – Nonforeign Oversea Areas

a. A cost of *living allowance* (COLA) is currently payable in Alaska, Hawaii, Guam, Puerto Rico and the Virgin Islands where living costs have been determined to be substantially higher than in the District of Columbia. Employees under the Federal Wage System are not authorized a cost of living allowance or differential because their rate of pay is based on wages paid in the locality of their assignment. Living quarters allowances are not granted in nonforeign areas. The COLA is subject to State income tax in Hawaii and Puerto Rico.

b. The *tropical differential* of 15 percent is currently authorized and payable in Panama. This is subject to Federal Income taxes and Civil Service retirement deductions. No other allowances or differentials are payable nor are living quarters provided without charge.

2-9. Additional Compensation – Foreign Oversea Areas

a. The *temporary lodging allowance* (TLA) is a quarters allowance payable for the cost of temporary quarters incurred for a period not in excess of 3 months after the first arrival at a new post or a period ending with the occupation of permanent quarters, if earlier. It is also payable for 1 month immediately preceding final departure from the overseas post after vacating permanent quarters. TLA will usually cover most, if not all, of the cost of temporary quarters. TLA is not subject to Federal income tax.

b. In all areas outside the continental US, except nonforeign overseas areas and Panama, government living quarters (including heat, light, water, and fuel), will be provided, when available, without cost to eligible employees. When government quarters are not available, the *living quarters allowance* (LQA) will be paid. The LQA authorized is based on the employee's grade and family status and is determined by average costs for adequate living quarters in the geographical area of his or her duty station. The type of quarters an employee rents will depend on personal preference and availability. Depending on the type of quarters rented, the allowance will usually cover most of the cost of rent, heat, light, water, and fuel. The LQA is not subject to Federal income tax.

c. The *post allowance* is a payment made to employees who are assigned to a foreign post where the cost of living (other than quarters costs) has been determined to be substantially higher than in Washington, D.C. Payments vary by locality and will fluctuate as the relationship between the costs of living in Washington, D.C. and the locality changes. Generally, as the value of the dollar decreases in relation to local currency, the allowance increases, and vice versa. Therefore the post allowance helps stabilize employees purchasing power. The post allowance is not subject to Federal income tax.

d. Employees faced with unusually heavy expenses because of the necessity for providing high cost hotel or restaurant meals for a family, may be paid a *supplementary post allowance* for the first 3 months after arrival at a new post or upon occupancy of permanent quarters, whichever occurs first. This allowance is paid only when suitable quarters having kitchen facilities are unavailable at the post and the families are compelled to take their meals at a hotel or restaurant. The supplementary post allowance is not subject to Federal income tax.

e. The *separate maintenance allowance* helps an employee to offset the additional expense incurred when he or she must maintain a separate household for family living elsewhere. This situation can occur when a family cannot accompany the employee, or for the convenience of the government, or because of dangerous, notably unhealthy, or excessively adverse living conditions at the post in the foreign area. It can also occur when an employee, because of special need or hardship involving the employee or the employee's spouse or other family members, elects not to have

one or more members of the family accompany him or her on the overseas assignment. Requests for this allowance, when based on personal hardship, must be approved by the overseas command. Request should be made through the processing station as soon as possible after selection. This allowance is not subject to Federal income tax.

f. The *post differential* provides additional compensation to employees assigned to foreign areas where environmental conditions differ substantially from environmental conditions in the continental US and warrant additional compensation as an incentive to recruitment and retention. The post differential is considered part of gross income for Federal income tax withholding.

g. The *subsistence portion of the foreign transfer allowance* is granted to an employee for expenses up to 10 days before leaving the US for a post in a foreign area. Expenses include lodging, meals (including tips), laundry and dry cleaning while occupying temporary quarters. Occupancy of temporary quarters in the US must commence within 30 days after the employee's permanent residence has been vacated. This allowance is not payable to employees transferring from Puerto Rico, US territories and possessions, and the Republic of Panama to a foreign area. Your processing station will advise you of the current rates of reimbursement for yourself and family members accompanying you. This allowance is not subject to Federal income tax.

h. Employees serving in foreign areas may be granted a *danger pay allowance* on the basis of civil insurrection, civil war, terrorism, or wartime conditions which threaten physical harm or imminent danger to the health or well being of them. This allowance may not exceed 25 percent of basic pay. The danger pay allowance is authorized for payment when the Secretary of State designates the duty post as a danger pay post. This allowance is subject to Federal income tax.

i. The *miscellaneous expense allowance* helps an employee defray expenses incurred in connection with relocation of residence. Some types of expenses to be reimbursed include, but are not limited to, the following: disconnecting and connecting appliances and utilities; cutting and refitting rugs, draperies and curtains, utility fees or deposits not refunded; rental agent fees customarily charged in foreign countries, etc. The civilian personnel office (CPO) at your overseas location will further advise you of allowable expenses. An employee without family may be reimbursed \$350 or the equivalent of one week's basic compensation, whichever is the lesser amount, and an employee with family, \$750 or the equivalent of 2-week's basic compensation, whichever is the lesser amount. Reimbursement in these amounts may be paid without being supported by receipts or itemized statements. However, if your allowable expenses exceed these rates of reimbursement, you may submit a claim supported by paid bills or other acceptable evidence. The allowance payable may not exceed one week's basic compensation for an employee without family or 2-week's basic compensation for an employee with family. In no case, may the allowable amount exceed the maximum rate of grade GS-13. It is advisable to retain receipts and paid bills of all expenses associated with relocation of residence. New employees being assigned to a first duty post are ineligible for this allowance. This allowance is subject to Federal income tax.

2-10. Rules and Regulations

Your basic rights, privileges, and obligations as a Federal employee are the same overseas as in the US. You will have additional privileges and obligations set forth by the overseas command because of local conditions. Infraction of job rules or rules of conduct will be dealt with by the overseas command through disciplinary action taken in accordance with OPM and DA personnel regulations.

2-11. Retirement

a. If you are serving under career or career-conditional appointment in the competitive service or under appointment without specific time limits in the excepted service, you are subject to the Civil Service Retirement System. After 5 years of civilian service under the system, you become eligible for an annuity at retirement age. If you leave the service after 5 years, you will be entitled to an annuity at age 62, provided you leave your retirement deductions in the fund. Upon separation, you may request that your money be refunded, unless at the time you file a claim for refund you are eligible for an annuity, or are within 31 days of being eligible.

b. Family members employed in appropriated fund positions under the special family member appointment authority are not subject to coverage by the Civil Service Retirement System unless they are appointed without a break in service from an appointment under which they were covered. This applies to status employees who are on leave without pay from their previous Federal employment and are appointed in the overseas area prior to the expiration of the leave without pay. Other family member employees are covered by social security and Federal Insurance Contributions Act (FICA) taxes are withheld from their salary.

2-12. Transportation Agreement

a. As a selectee for an overseas assignment, you are required to enter into an agreement by signing DID Form 1617 (Transportation Agreement — Oversea Employee). This initial agreement for transportation entitlement is an understanding between DA and you wherein you agree to complete the prescribed tour of duty overseas and DA agrees to furnish return transportation and other related allowances. Completion of the period of service specified in the agreement establishes transportation eligibility. After satisfactory completion of the initial agreement, a renewal agreement may be entered into which provides eligibility for round trip transportation of yourself and family to and

from your place of actual residence for the purpose of taking leave between consecutive periods of overseas employment. The initial tour of duty for most overseas areas is 36 months, although in some areas 24-month and 12-month periods are authorized (see appendix B). The length of your tour of duty depends upon where you are assigned and is specified in your transportation agreement. Your tour commences on the date of your arrival at the overseas post of duty.

b. After completing your minimum period of service, you are eligible to be returned at government expense to your place of actual residence (as defined below) at the time you were selected for overseas employment, provided your return is for exercising statutory reemployment rights, separation, or for the purpose of taking renewal agreement leave before beginning another tour of duty at the same or another overseas duty station. If after completion of a tour of duty, you are reassigned (transferred) to a duty station in the continental US, your transportation entitlement at government expense is from the overseas duty station to the new duty station in the US. The fact that you have completed the minimum period of service for your overseas tour does not mean that your job terminates automatically. There is no relationship between the tenure of your employment and the tour of duty prescribed in the transportation agreement. The length of your overseas employment depends on such factors as the continued need for your position, your performance rating, the needs of overseas management, and, of course, your own wishes. If you terminate before completing your agreed tour of duty for reasons not acceptable to the command, you may be required to reimburse the government for travel and transportation costs either one or both ways, depending on how much of your tour you have completed. Such costs include travel of family members and transportation of household goods. See Violation of Transportation Agreement below.

2-13. Place of Actual Residence

It is important that you give careful consideration to the designation of your place of actual residence before recording it on your transportation agreement (DD Form 1617). Once established, it may not be changed during a period of continuous employment overseas. The place of actual residence which you establish governs the extent of your transportation entitlement upon completion of an overseas tour of duty for the purposes of separation or renewal travel leave between overseas tours of duty. The following is furnished to assist you in reaching a proper determination. An employee's place of actual residence is a fixed or permanent residence, normally where family members and household goods are maintained at the time of assignment overseas. It is not necessarily the place of employment or a mailing or temporary address. The place of "actual residence" is determined by the circumstances in each individual case. Some of the factors to be considered are property ownership, length of residence, voting registration, place where taxes are paid, and other evidence of continued ties and intention to return to such an established residence. An employee's desire to specify a location other than his or her actual residence, or his or her intention to establish a different place of residence, will not be considered a basis for designating such place as the place of actual residence. If at the time of selection for overseas assignment, you are not employed by the Federal government, your transportation may be furnished either from your point of hire or place of actual residence, but transportation of your family members and household goods may be furnished only from the place of actual residence. If you are employed by the Federal government at the time of selection for overseas assignment, although it is necessary to establish your place of actual residence as indicated above for separation and renewal agreement travel, transportation to the overseas duty station is limited to transportation from your current duty station to the overseas duty station.

2-14. Violation of Transportation Agreement

a. The Army recognizes that certain circumstances beyond your control may prevent you from completing your transportation agreement. If you fail to qualify through no fault of your own, suffer illness or injury not induced by misconduct, are affected by a reduction in force, or the Red Cross certifies that compelling personal reasons warrant your return home, the overseas command may furnish your return transportation at government expense by determining that your return is for reasons acceptable to the government.

b. If you leave US Government service before completing your required period of overseas service and the overseas command does not agree to early termination, as described above, you must either reimburse the government for costs incurred during your overseas move or pay your own way home (including your family, household goods, and vehicle) or both.

Table 2-1
Violation of Transportation

<i>When violation occurs</i>	<i>Cost to employee</i>
Dropout at the port of embarkation.	Reimburse the government for the cost of transportation to the port of embarkation and all costs incurred for the packing, crating and shipment of household goods and unaccompanied baggage. Pay your own transportation to your home.
Within the first year of employment overseas.	Refund all expenses incurred by the government for transportation to the overseas area including: transportation, per diem and incidental expenses paid to you and provided for your family; transportation, packing, crating, drayage, unpacking, and temporary and nontemporary storage of household goods; shipment of a privately owned vehicle, and shipment of a mobile home. Pay your own transportation costs home, including transportation of your family, household goods, vehicle and mobile home as applicable.
After completion of the initial first year overseas, but before completion of the transportation agreement.	Pay your own transportation costs home, including transportation of family members, household goods, vehicle and mobile home when applicable. Reimburse the government for any charges for nontemporary storage of household goods incurred after the end of the 1-year period.

2-15. Employment After Completion of Oversea Service

a. The DOD has established programs which provide a means for your continued employment in the US after you satisfactorily complete your overseas service. An overseas tour is considered completed if the tour is terminated prior to completion for reasons beyond your control and which are acceptable to the government. These programs are available to career or career-conditional employees of DA.

b. The DOD Priority Placement Program (PPP) provides a system for priority placement in the US at your attained grade following one or more tours if you have no reemployment rights; If your reemployment rights are to a lower grade; or if you have been reached for separation by reduction-in-force. Your overseas CPO will furnish complete details on this program.

c. If you were a career or career-conditional employee in the competitive service of DA or of any component of DOD immediately prior to your assignment to a foreign area, you were granted reemployment rights by your former activity at the grade you held before departure for your overseas tour. These rights continue as outlined in the portion of this chapter titled "Duration of Oversea Service." Application for exercise of your rights must be made no more than 30 days after completion of an overseas tour of duty. If exercising reemployment rights will result in a demotion, you may apply for placement through the DOD PPP, or if you are covered by a civilian career management program, you may register with the appropriate referral activity. The date on which you may apply for return placement is determined by the length of the initial overseas tour, e.g., if you are serving on a 36 month tour of duty, you may apply 6 months prior to the tour completion date, or if you are serving on a 24 month tour of duty, you may apply 4 months prior to the tour completion date.

2-16. Hours of Work

The standard workweek is 40 hours. The organization for which you work will determine which days of the week your 40-hour tour of duty will cover. Occasional overtime may be required according to the work load of your organization.

2-17. Holidays

The following days are observed as holidays:

- New Year's Day - 1 January.
- Washington's Birthday - the third Monday in February.
- Memorial Day - the last Monday in May.
- Independence Day - 4 July.
- Labor Day - the first Monday in September.
- Columbus Day - the second Monday in October.
- Veterans Day - 11 November.
- Thanksgiving Day - the fourth Thursday in November.
- Christmas Day - 25 December.
- Any other day designated as a holiday by Federal statute or Executive order.

2-18. Injuries

If you are injured in the line of duty, you are entitled to the benefits under the Federal Employees' Compensation Act (5 USC 8101 et seq.).

2-19. Leave

a. One of the many advantages of foreign area service is that you are allowed to accumulate *45 days of annual leave*, except in Alaska and Hawaii, rather than the maximum accumulation of 30 days allowed within the US. You accrue annual leave according to the following schedule:

Table 2-2
Leave

Total Federal service (Including honorable service in US Armed Forces)	Days of annual leave earned per calendar year
0 to 3 years	13
3 to 15 years	20
Over 15 years	26

b. *Sick leave* accrues at the rate of 13 days (4 hours per pay period) a year for all employees, regardless of length of service. There is no limit on the amount you can accrue. You may use sick leave when you are actually III or when visiting a doctor or dentist for treatment or examination.

c. If you wish to continue your overseas assignment after you have satisfactorily completed your original transportation agreement or any subsequent renewal travel agreement, but wish to take leave in the US, you and eligible family members who accompany you overseas will be entitled to government transportation, upon approval of your leave by proper authority and your agreement to perform a further tour of duty in the overseas area after your travel. Government transportation will be provided from your overseas duty station to your actual place of residence in the US for the purpose of taking leave. Travel time by the most usually traveled route and authorized mode of transportation to your residence and return to the overseas command is not charged against your leave balance. The time you spend awaiting transportation through no fault of your own is also counted as duty time. Where an indirect or circuitous route of travel is performed by privately operated vehicle and/or where voluntary layovers occur enroute, any excess travel time will be charged to leave or leave without pay.

d. Employees who are recruited from the US accumulate home leave that may be used in conjunction with renewal agreement travel or at any time while assigned to a foreign area after completion of 24 months of continuous foreign service. Home leave may be used by any eligible employee who has once completed a continuous 24-month period of foreign service. (Employees recruited and hired locally in the overseas area do not accumulate home leave). Employees who elect to use *home leave*, with proper supervisory approval, prior to completion of their transportation agreement must make their own transportation arrangements, which are not a reimbursable expense. Employees who return to the US for leave or temporary duty during a renewal tour of overseas duty will be required to use accrued *home leave* before they will be authorized to use *annual leave*, unless this requirement would result in forfeiture of *annual leave*. The *home leave* may be used only in the US, Puerto Rico, or one of the US territories and is in addition to *annual leave* and travel time authorized to travel from and to an overseas command. The following are home leave accrual rates:

Table 2-3
Home leave accrual rates

Eligible employee	Leave days accrued
Employees occupying positions for which DA has prescribed the requirement that he or she accept assignments anywhere in world.	15 days per year
Employees serving with a US mission to a public international organization.	15 days per year
Employees serving at a post for which a 20 percent or higher (foreign post differential but not tropical) is authorized.	15 days per year
Employees who receive a foreign or territorial (but not tropical) pay differential of at least 10 percent and less than 20 percent.	10 days per year
All other employees.	5 days per year

e. When it is necessary for you to be away from work for personal reasons, and you do not have earned leave to your credit, you may be granted leave without pay if you obtain appropriate administrative approval.

Chapter 3 Preparing for Departure

This chapter describes preparing for the departure

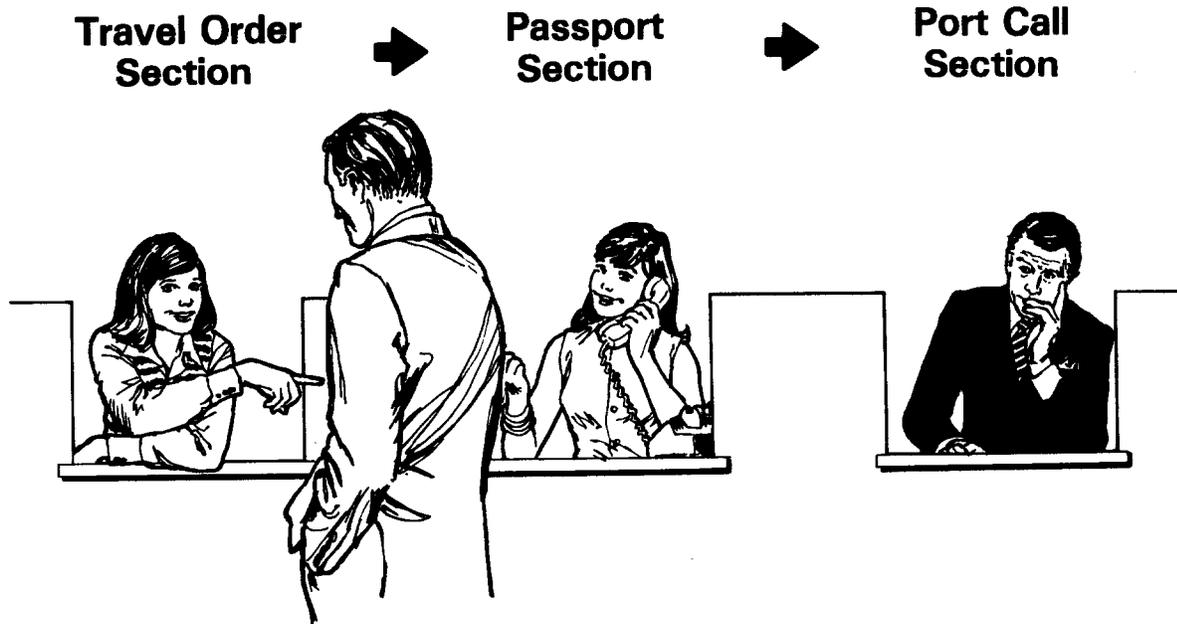


Figure 3-1. Preparing for Departure

3-1. Arranging Personal Affairs

a. Between the time you are originally considered to fill an overseas vacancy and the time you arrive at your overseas assignment there are many things that must be done for you and many things you must do for yourself. The responsible activities will arrange for you and your family's travel with the least possible inconvenience to you. A myriad of details must be dealt with. Your willing cooperation will assist greatly in getting you overseas.

b. When you have been informed in writing that you have been tentatively selected for an overseas assignment, start making plans to take care of your personal affairs. Do not resign from your present position, dispose of real or personal property, or assume any obligation in connection with your anticipated employment overseas until you have been notified in writing of your definite selection for the position. Planning at this point will enable you to avoid a last minute rush.

c. There may be matters which must be handled by someone after you leave the US. Consider giving a power of attorney to your lawyer, bank, reliable friend or relative.

d. Prior to departure, any physical or dental problems you or members of your family have should be corrected. Failure to do so may cause discomfort and inconvenience later because of limited facilities in some areas. If you have special medical requirements or a program of treatment requiring specific medication, you should ask your sponsor to contact the medical facility in the overseas area to determine if those requirements can be met.

e. If you or any member of your family requires prescriptive drugs (insulin, digitalis, hormones, etc), you should plan taking at least 6 months supply with you. The local medical facility should be able to provide resupply of special drugs within 6 months of your arrival.



Figure 3-2. Arranging Personal Affairs

3-2. Instructions for Emergencies

a. Be sure to instruct your family in the US to notify the local American Red Cross if an emergency arises which requires that you or your spouse return home. Time will be saved if they do this, because all emergencies must be verified by the Red Cross before government transportation, if available, can be arranged. The Red Cross chapter nearest your home will notify the chapter at your station overseas. It is important to give family members remaining in the US the best overseas address available at the time. Transportation and leave for this purpose should be discussed with the appropriate authorities at your duty station at the time of the emergency.

b. Consideration should be given to your insurance requirements and your present coverage. Life, accident, health, casualty, and liability insurance should be reviewed for coverage under the Federal Employees Group Life Insurance plan and Federal Employees Health Benefits program with your eligibility kept in mind. If you are currently enrolled in the Federal Employees Health Benefits Program with coverage under a comprehensive plan, you should check with your carrier to determine whether coverage will continue while assigned overseas. Most comprehensive plans will not provide coverage during an overseas assignment. Your processing station will provide information on other plans available and the procedures for changing plans.

3-3. Processing

a. The letter informing you of your tentative selection will give you the name of the office to contact that will process you for overseas duty. This office—the “Processing Station”—normally will be a DA civilian personnel office. Final selection is contingent upon satisfactory reports of:

- (1) Final review of qualifications.
- (2) Complete medical examination.
- (3) Security investigation.
- (4) Eligibility for passport and visa if required by the foreign country.

b. The processing station will arrange for your medical examination, at no cost to you, at a Federal medical facility if possible. In a few locations, no Federal medical facility is available and it will be necessary for you to be examined by a private physician at your expense. Should you be required to take a physical examination at your own expense, you may submit a claim for expenses incurred for the physical examination upon arrival at your duty station.

Documentation must be attached to your claim. Reimbursement will not be allowed if you voluntarily elect to use a private physician when there are government physicians available. The processing station will provide needed forms and instructions if a security investigation is required.

c. Your country of assignment will determine the kinds of immunization you are required to receive. The Immunizations will be started when it is determined that you have met the physical requirements for selection. Immunizations will be provided at a Federal facility at no cost when possible.

d. If you are now employed by the Federal Government, you may be excused without charge to leave for part of the time you spend processing to go overseas. However, your agency policy governs excused absence for this or other reasons. If the designated processing station is not within a reasonable commuting distance from your residence or current duty station, Government furnished transportation should be requested, if available. If Government furnished transportation is not available, approval of travel by privately owned vehicle (POV) should be requested. Expenses incurred for local travel to and from your residence or duty station and the processing station may not be claimed in connection with travel to the oversea area.

3-4. Final Processing

When the processing station determines that you meet the conditions for assignment, it will complete the final processing steps and arrange for your travel to the port of embarkation and overseas. Usually, you will have from 20 to 30 days between the time you are finally selected and your scheduled departure date. If you require more time than this, advise your processing station immediately so that the oversea command can be notified.

3-5. Passport

You and your family accompanying you must have passports to enter most foreign areas. Also, many foreign countries require a visa to enter them for more than a few hours. Your processing station will assist you in applying for passports for you and your family and in securing any needed visas. Your passport will be returned to you through your processing station. Should you leave the vicinity of the processing station prior to receiving your passport, keep the processing station advised of your new address to which your passport can be forwarded. A port call will be arranged by your processing station upon receipt of your passport. Passports are furnished for you and your family at no cost.

3-6. Port Call

a. Air travel is the normal means of transportation to and from the US. If you or a member of your family cannot travel by air for medical reasons, advise your processing station. The necessary arrangements will be made to obtain the required certification by a military medical officer so that travel by water can be authorized.

b. The Central Port Call Office (CPCO) at your processing station will arrange your transportation to the Aerial Port of Embarkation (APOE), a commercial or military airport servicing your duty post. Air transportation will be aboard a commercial common carrier or an airline under contract to the Military Airlift Command (MAC). The CPCO will issue your port call to advise you of the place, date and time that you are to report to MAC or commercial airline for outbound movement. This port call information should be immediately sent to your appointed sponsor. The CPCO will also furnish documents necessary to obtain tickets and to board aircraft: Government Transportation Request (GTR) (SF 1169) or MAC Transportation Authorization (DD Form 1482). Your port call information will be included in DA Form 4600 (Travelope). The contents of the Travelope will include DA pamphlets of preview information about the best way to travel to your port of embarkation. Make certain you arrive on time and there will be minimum delay before you depart for your new adventure in oversee working and living.

- (1) Travel documents to be handcarried to the APOE:
- (2) Travelope (DA Form 4600) Passport for yourself and members of your family.
- (3) Record of current immunization (PHS Form 731).
- (4) Travel orders issued by your processing station.

3-7. Plan Your Finances

Between the time you depart from your current assignment to the time you receive your first pay check overseas, you may need a significant amount of money to pay initial living and "settling in" expenses. The cost of living varies from foreign area to foreign area, therefore, it is difficult to generalize on minimum amounts of money required. Your appointed sponsor is your best source of accurate information concerning the amount of money required to defray your initial expenses. You may wish to avail yourself of the advance of salary provision, if authorized, to minimize the financial impact. After arrival overseas, your first major expense will be for hotel and food. The length of stay in temporary living quarters before obtaining permanent living quarters will depend on the availability of housing on the local market. It is reasonable to plan up to 3 months in temporary quarters or hotel. In most cases you will recoup all of your basic hotel expense, plus a part of your restaurant expenses through the TLA and the SPA. Your second major expense will be obtaining permanent housing. You may be required to pay a realty office a fee for obtaining your housing; pay a security deposit and advance rent of a month or more. The security deposit will be returned when the housing is vacated, provided it is returned in undamaged condition. Current Federal employees being transferred overseas are entitled to a Miscellaneous Expense Allowance which may reimburse all or a part of the agent's fee. New appointees being assigned to their first duty post are not entitled to this allowance.

Chapter 4 Baggage and Household Goods

This chapter describes Baggage and Household Goods

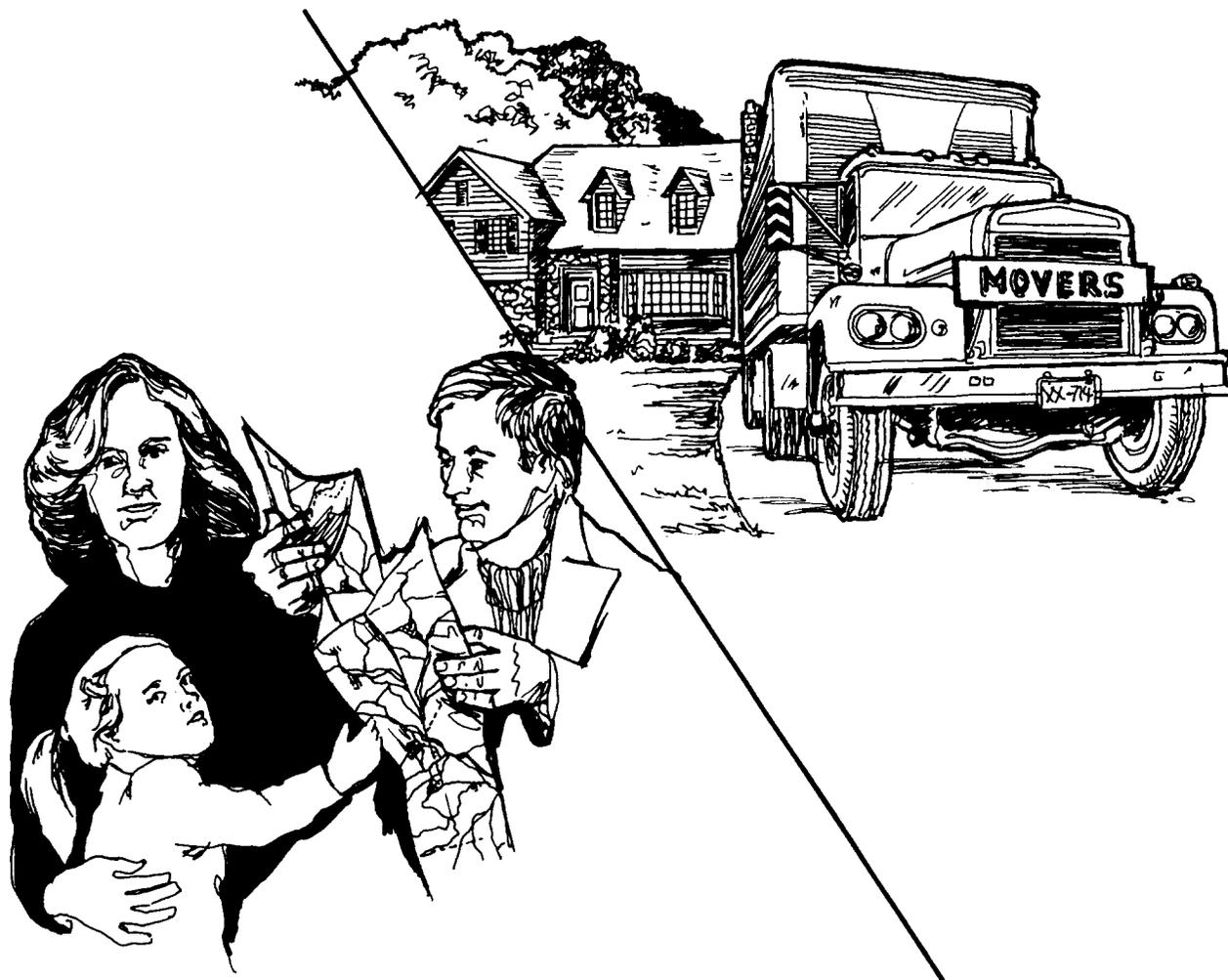


Figure 4-1. Baggage and Household Goods

4-1. Accompanied Baggage

If you travel overseas by air, you and each member of your family are authorized baggage aboard the plane. Baggage will be loaded on the same plane you and your family will board for the overseas travel. One piece of baggage (carry-on or tote) that fits under the passenger seat is not counted as part of the 2 pieces of free allowance. Since your unaccompanied baggage will arrive overseas later than you, you should (pack) take with you things you will need during the first weeks after you arrive overseas. Careful planning should enable you to do this, especially if you omit inexpensive things you can buy in post exchanges. If you wish, you may send more by parcel post at your own expense. Parcel post is not always convenient because delivery usually takes several weeks at a minimum and must be made to the mailing address that has been given you at your processing station and this address may not be your permanent address.

4-2. Unaccompanied Baggage

You and each adult member of your family may ship 350 pounds net weight of unaccompanied baggage and 175

pounds net weight for each child under 12 years of age. The total amount of unaccompanied baggage shipped will be charged against your maximum household goods weight allowance. Be sure to include personal clothing, essential pots, pans, light housekeeping items, cribs, baby carriage, sheets, pillow-cases, towels, table linens and other items you will need to keep house until your household goods arrive. In some localities, some household items (dishes, silverware, transformers, cribs, etc.) may be borrowed from the Army Community Service Center of your new community. Ask your sponsor to check the availability for you. You may ship unaccompanied baggage anytime after receipt of travel orders; however, you are advised to ship as soon as possible to avoid delay of receipt in the overseas location.

4-3. Shipment of Household Goods, Firearms, Pots and Storage of Household Goods

a. If you take your family overseas, the maximum net weight of household goods authorized for shipment at government expense is 11,000 pounds, less the net weight of unaccompanied baggage shipped and/or household goods placed in nontemporary storage at government expense. Some overseas commands have an administrative weight restriction on the amount (usually 2750 pounds, of any type of household goods than may be shipped. If you are assigned to such an area, DA will provide all necessary furniture support. Have your sponsor check on the availability of Government furnishings so that the administrative weight allowance can be increased by the weight of unavailable items. If you ship more household goods than your authorized weight allowance, you must reimburse the Government for the excess. Shipment and/or storage of household goods will be arranged for you by the transportation officer at your processing station. Temporary storage of household goods, not to exceed a period of 90 days, is authorized while you are in transit to your new duty station. However, upon your written request, the Initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions, if approved by the commander of your employing activity.

b. Overseas command policies differ on shipment of household goods by single employees or by employees whose families will not accompany or join them. When the overseas command does not impose an administrative weight restriction, the maximum household goods weight allowance is 11,000 pounds, less the amount of unaccompanied baggage shipped and household goods placed in nontemporary storage at government expense.

c. You will be advised by the processing station of the amount and type of household goods that may be shipped at government expense. The general comments above relating to employees with families apply to single employees as well.

d. Firearms are permitted in some foreign areas subject to certain host nation and military restrictions. It is best to ask your sponsor if firearms are permitted and what restrictions apply in your country of assignment. Provided firearms are permitted and you intend to ship them, it is important to advise your processing station of your intention so that an authorization may be included in your travel orders. When firearms are shipped as part of the household goods shipment you avoid the trouble and extra expense of obtaining customs clearance which is required when firearms are handcarried. Any questions on the exportation and reimportation of firearms should be addressed to the US Treasury Department. Problems encountered with the shipment of firearms usually occur with reimportation into the US.

e. If you wish to take a house pet overseas it is best to ask your sponsor about the overseas command policy regarding pets. You are not entitled to transport your pet at government expense; however, the Transportation Officer of your processing station will assist you on how to go about making arrangements. The best authority for information on transporting pets and the cost of transportation is the commercial airlines serving the country of your assignment. Your veterinarian can advise you on the preparation of the animal for shipping, documentation required and quarantine periods, if any. Many overseas commands prohibit keepings pets in government bachelor housing.

f. You may be authorized to store part or all of your household goods not to exceed the authorized weight limitation, at government expense, if one of the following conditions is met:

- The permanent post of duty is one at which you are not authorized to take or will be unable to use your household goods.
- The storage is in the public interest.
- The estimated cost of storage would be less than the cost of round trip transportation (including temporary storage) of the household goods to the new permanent post of duty.

Chapter 5 Travel to Port of Embarkation

This chapter describes Travel to Port of Embarkation

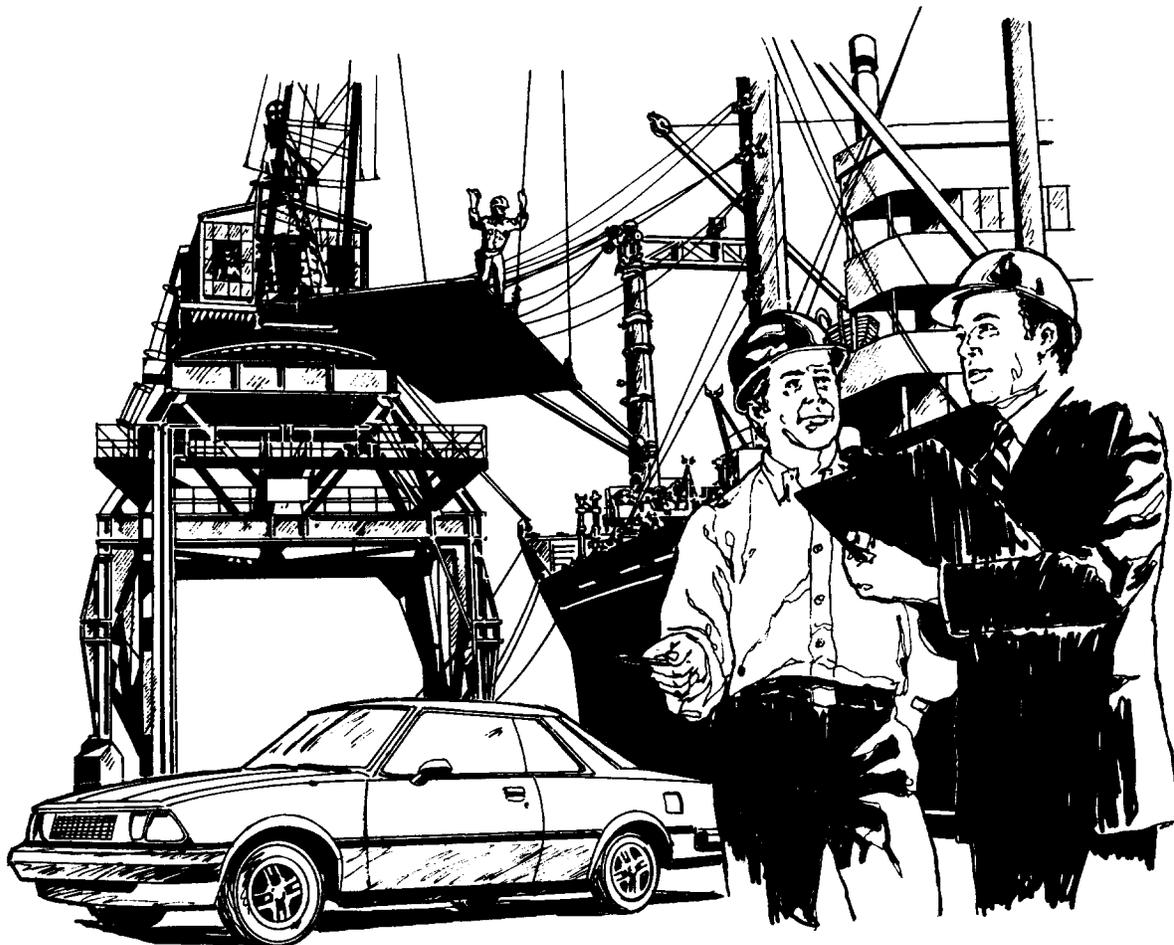


Figure 5-1. Travel to Port of Embarkation

5-1. Transportation Matters

The Transportation Officer of your processing station will assist in all transportation matters connected with your move overseas.

5-2. By Privately Owned Vehicle (POV)

You may travel to the port of embarkation in your own automobile if you are authorized to ship it for your use overseas. If you wish to travel this way, your use overseas. If you wish to travel this way, notify your processing station in advance so that your travel orders. The amount of reimbursement is determined on the basis of the rate per highway mile, including per diem for yourself and family, for the actual travel period not in excess of the time required to complete the trip at the rate of 300 miles per calendar day. Your travel orders will specify the authorized rate per highway mile. If family members en route to your overseas duty station travel with you by automobile, the cost of their travel by usual means is added to your own in arriving at your rate of reimbursement.

5-3. Shipment of Your Automobile

a. Depending on your overseas assignment you may be authorized to transport your POV at government expense. Some foreign areas have restrictions on the import of vehicles based on age, pollution controls, etc.

b. Prior to overseas shipment, it is recommended that you have your car thoroughly inspected by a competent mechanic and have all deficiencies corrected. Your car will be subjected to a mandatory safety inspection at the port of entry into the foreign area and must be mechanically sound before you will be permitted to drive it from the port facility.

c. Unleaded fuel is not available in most overseas areas. If you have a vehicle manufactured after March 1976, that is equipped with special emission control devices (catalytic converter/oxygen sensor), you should have them removed before using leaded fuel. This work can be performed anywhere in the US (except Pennsylvania) 5 days prior to turning your vehicle in for shipment, if you have an Environmental Protection Agency (EPA) waiver. This waiver can be obtained by calling the Military Traffic Management Command, Washington, DC at Autovan 269-1744/1869 or commercial (202) 756-1744/1869. To obtain a waiver you should call at least 3 weeks prior to turning your vehicle in for shipment. When calling, you should have a copy of your travel orders available and your vehicle registration. Each vehicle manufacturer has different procedures for the proper conversion of the vehicle. Therefore, it is important to obtain as much information as possible from the dealership because some vehicles cannot be converted for use with leaded fuel and other manufacturers recommend against such conversion. The EPA requires the reinstallation of emission control devices on these vehicles when entering the US from abroad. The cost of removal and reinstallation of emission control devices is not a reimbursable expense.

d. The Army Air Force Exchange Service operates garages at many locations and keeps a reasonably good inventory of spare parts for popular US cars in models less than 10 years old. Your appointed sponsor can advise you of the automotive services available at your overseas location.

5-4. Documents to be Handcarried

The processing station will provide you with an envelope containing some or all of the documents listed below; depending on the type of personnel action which assigns you to an overseas activity. You must handcarry these documents and keep them where they can be readily reached because you must deliver them to the CPO at your overseas duty station. Failure to do so may result in delaying receipt of your first salary payment.

5-5. Documents From Processing Station

- Standard Form (SF) 50 (Notification of Personnel Action).
- SF 61 (Appointment Affidavit), if applicable.
- SF 61-B (Declaration of Appointee) Security clearance information.
- Department of Defense Form (DD) 1617 (Transportation Agreement— Oversea Employee)
- Reemployment Rights Agreement, if applicable.
- Rotation Agreement.
- DD Form 1614 (Request and Authorization for DOD Civilian Permanent Duty Travel)
- Department of the Army Form (DA) 2302, (Civilian Personnel Qualification Record), if registered in a civilian career management program.
- SF 2809 (Health Benefits Registration Form) or SF 2810 (Notice of Change in Health Benefits Enrollment)
- SF 2817 (Life Insurance Election)

5-6. Personal Documents

In addition, you should handcarry the following important personal documents:

- Medical records including record of current immunizations (PHS Form 731)
- Passports for entire family.
- Forms for the Internal Revenue Service.
- College transcripts, if any.
- Copy of will.
- Copy of power of attorney.
- Savings and checking account books.
- Credit cards.
- Citizenship certificate, if any.
- International driver's license.

Chapter 6 Arrival at Port of Embarkation

This chapter describes Arrival at Port of Embarkation



Figure 6-1. Arrival at Port of Embarkation

6-1. Departing for Overseas.

a. If you are properly prepared before arriving at the APOE and arrive on time, there will be no appreciable delay before departing for overseas. Upon arrival, go immediately to the passenger check-in counter. Have the Travelope which the transportation officer provided you ready to present to the attendant. Also have your and your family's passports and immunization records readily available because they must be verified by the attendant before boarding the aircraft. Your baggage will be processed at this time. If you have excess baggage it either must be authorized in your travel orders or you will be required to pay any additional costs before you are issued your boarding pass.

b. Most of the airplanes used to transport personnel overseas are US commercial airlines chartered by DOD. They operate from commercial terminals within the US and some military installations. These airplanes are the same large jets that the airlines use all over the US, capable and equipped to fly to international cities.

c. Once on board the airplane, a flight attendant will brief you and all other passengers on the necessary cabin rules, emergency equipment and other things you will need to know while in flight. Blankets and pillows are available from the cabin attendant. Meals are provided at no cost to you. Ask the attendant for whatever you may require; reading material, drinks, aspirin, or whatever. Introduce yourself to your neighbor or sleep all of the way. Relax and enjoy your flight.

6-2. Reimbursement of Travel Expenses

a. When traveling on travel orders you will be reimbursed for authorized necessary travel expenses on the basis of a completed travel claim voucher. It is important that you keep receipts and a detailed record of expenditures associated with your travel, such as: taxi fares, tips, cost of transfer, storage, checking, handling of baggage, and the cost of traveler's checks. Reimbursement for the cost of traveler's checks will be limited to the total value of the per diem or actual expense allowance and travel expenses authorized on the travel voucher. Receipts are required for any expenditures over \$15.00. Redcap and Skycap charges for handling personal baggage are payable out of per diem expenses. Duplicate or carbon copies of receipts usually will not be accepted as evidence of payment.

b. While in a travel status you will be paid a flat daily rate allowance known as "per diem." This allowance is computed on a quarter day basis and paid in lieu of actual subsistence expenses incurred. For more information, see parts 2 and 3 of CPP 63 (Civilian Travel and Transportation). This pamphlet is available from the processing station or the installation transportation office.

c. Should you elect to arrange your own transportation to your oversea duty station and apply for reimbursement, you should be aware to two important facts:

- You will only be reimbursed for what it would cost the government to furnish transportation.
- You must travel by US flag carrier if such US carriers are available. If you fail to use available US flag carriers, you may not be reimbursed for the travel involved.

Chapter 7 Other Matters of Interest

This chapter describes Other Matters of Interest



Figure 7-1. Other Matters of Interest

7-1. Recreation

a. An overseas tour offers excellent recreational opportunities. The guide to living and working conditions for the area to which you are assigned (See app A) describes the recreational opportunities available.

b. You are welcome to participate in the Morale Support Activities (MSA) programs. Under skilled instructors in MSA craft shops, you will have the opportunity to improve or to test your skill in a widevariety of art handiwork—designing costume jewelery, shaping art medals, drawing, painting, ceramic design, handtooling of leather, working with textiles and native materials, model building, photography and woodworking.

c. Through MSA entertainment workshops you may learn stagecraft, from acting to the technical aspects of stage management, and be given a chance to show your talents in productions organized by the workshops. The Army's overseas sports programs offer all of the amateur sports normally found in a typical US community, and Americans are also frequently invited by host country natives to join them in sporting activities.

d. Regardless of where you are stationed, you will find a MSA library. These libraries vary in size, but large or small, each offers a selection of books and periodicals to fulfill most literary needs. The Dependent Youth Activities (DYA) program provides school children from ages 6 to 19 with a broad range of recreational activities; sports, cultural and social. In many locations the Boy Scouts and Girl Scouts have active troops and programs.

e. Group and individual tours to historical, cultural, and recreational sites are available at nominal costs in most countries.

f. Environmental and Morale Leave entitlements are granted in designated foreign areas. Employees are authorized

space available travel to prescribed areas at a cost of \$10.00 each way. Absences from duty are charged to annual leave.

7-2. Schools for Dependent Children

a. In most foreign areas, where families are authorized, the DOD maintains an excellent elementary and secondary education school system for dependent children. The quality of instruction and the courses of study compare favorably with those of the best public schools in the US. Army bus transportation is provided for school children when warranted. High schools which are accredited by the North Central Association of Colleges and Secondary Schools are located in places where American families are concentrated. Carefully supervised dormitories are maintained at some high schools where boys and girls from smaller communities may board during the school week at nominal cost. If you wish to send your child to a school conducted in the native language of the country, or to a private school, you must arrange for and pay the costs of such education. You can learn more about the schools if you obtain the pamphlet, "This is DODDS, A Look Inside The School System". (See appendix A).

b. Programs for children with learning disabilities, physical handicaps, speech impairments, or hearing impairments, or who are mentally retarded are available, but not in every location of assignment. If you have children classified in any of these categories, you can assist in the educational placement by providing information on the specific handicap, summary of the problem and recommendations from current program personnel on the type of program required to your designated processing station. This information will enable the processing station and oversea activity to determine whether appropriate educational and medical facilities are available at your post of assignment.

c. Reimbursement is authorized for transportation costs of dormitory student dependents between the employee's oversea duty station and the DOD operated or approved school. Reimbursement will be limited to that necessitated by the school's vacation closing schedule and what it would have cost the government for travel from the school to the employee's post of duty by the authorized mode of transportation. Your oversea CPO will provide you with complete details concerning this subject.

d. Educational travel permits reimbursement for an employee for travel expenses incurred to send his or her child(ren) for one round trip each year from the foreign area post to a school, college or university in the US for purposes of secondary or college education. Educational travel will be paid for secondary education only when the nearest secondary school operated or approved by the DOD as a tuition-free school under contract is so far distant for daily commuting from the employee's permanent duty post that room and board would be needed to attend. Your oversea CPO will furnish details concerning this entitlement and its eligibility criteria.

7-3. Conduct

Obligations of DA civilian employees stationed overseas have been summarized in general terms in this pamphlet. Each command also has special restrictions that reflect conditions within the particular area, such as use of currency, sale and barter, and health precautions. These matters are discussed in the living and working conditions guide to the country where you will be stationed. Civilian employees and their family members serve as representatives of the US in a foreign area and their conduct and actions reflect not only upon themselves but also on the US.

7-4. Renting Your Home While Abroad?

The Economic Recovery Act of 1981 established the Accelerated Cost Recovery System (ACRS) which affords taxpayers two methods of depreciating rental property placed into service after 1980. IRS Publications 529 and 534 provide detailed information regarding ACRS and they may be obtained from the IRS Forms Distribution Center servicing your area.



Figure 7-2. Renting Your Home While Abroad

7-5. Absentee Voting

During your stay overseas, you will be afforded the opportunity to vote by absentee ballot in any elections for which the State of your voting residence has established such procedures. You will be furnished current absentee voting information for your respective State including dates, officers to be elected, amendments and other proposals to be voted on, and other relevant information. You will be provided with assistance in the procedures of voting, including the services of an officer or other official authorized to attest to required oaths. All eligible citizens are encouraged to take advantage of this opportunity to exercise their privilege and responsibility of voting.

7-6. Police Protection

During your overseas tour, you and your family will have the protection of both US military police and the civilian police system of the country or areas where you are stationed.

7-7. Medical and Dental Services

The medical facilities in overseas areas are intended primarily for support of the military and its needs, but medical services are usually available to civilian employees and their families on a fee paying basis. Daily in-patient and out-patient charges are established by DOD. You should retain your health benefits coverage. Routine dental care is not universally available and the amount and type of dental care depend on the availability of limited resources. Orthodontic care is offered on a limited basis; therefore, obtain information from your appointed sponsor if members of your family have orthodontic appliances installed. Emergency as well as routine dental care is generally available from local dentists.

7-8. Postal Service

US postal services are furnished by the Army Postal Service in foreign areas in accordance with an agreement between DOD and the US Postal Service. With the exception of Overnight Delivery, Collect on Delivery, Home Delivery and Special Delivery services, all other postal services are available.

7-9. Continuing Education Programs

A number of American universities are represented at many military communities and offer a limited range of undergraduate education and graduate programs.

7-10. Family Member Employment Program

a. There are usually a variety of employment opportunities available at Army and other DOD installations in foreign areas. Family members of DOD civilian and military personnel are given employment preference over non-veteran, non-DOD family member applicants for many positions filled locally. Job opportunities are most common in clerical and secretarial positions requiring typing and stenographic skills, bookkeeping or accounting, nursing, teaching, sales

store clerks, cashiers and other service occupations. Previous civil service experience is not necessary in order to work for DA in oversea locations.



Figure 7-3. Family member Employment Program

b. Family members currently employed in civil service positions and who hope to continue working while overseas without a break in service should request leave without pay from their present employer. It is DA policy to grant 90 days leave without pay to its career employees who accompany their spouses to other duty stations. Other agencies have similar policies. The personnel officer at your current agency should also be asked to prepare SF 75 (Request for Preliminary Employment Data) that may be handcarried to the oversea location. It is also helpful if the most recent SF 50 (Notification of Personnel Action) which shows civil service status and/or leave without pay, is handcarried.

7-11. Foreign Laws

a. Generally, employees are subject to the laws of the countries in which assigned, in the absence of treaties and agreements exempting them from such laws.

b. Family members may also alert the CPO at their sponsor's duty post, in writing, of their anticipated date of arrival, of their interest in employment, and of being in a leave without pay status. A completed SF 171 (Personal Qualifications Statement) (and supporting documents such as SF 50, SF 75, Performance Appraisal) should accompany this written notification.

c. Upon arrival at the oversea command, family members wishing employment should visit the local CPO and review the current job announcements to determine what positions are available. If steps set forth above were not followed, a completed SF 171 should be submitted to advise the recruitment branch of the CPO of interest and availability for employment.

d. DA also employs family member youth during the summer recess from school. Summer jobs do not require specific skills and may be white collar jobs in offices or blue collar jobs with manual laboring duties. The hourly wage rate is determined annually by the DOD Wage Fixing Authority.

e. Family members who are Federal employees and leave their government jobs to accompany their sponsors to oversea assignments have their career status protected. A family member with career-conditional status may extend his

or her 3-year period of eligibility for reinstatement of the amount of time spent overseas in connection with the sponsor's assignment. Time off the rolls, while accompanying the sponsor overseas, will not interrupt substantially continuous service, provided the separation occurs no more than 90 days prior to departure from the US and reinstatement occurs within 180 days after return to the US. A family member who has not yet acquired career status and returns to career employment within this time limit is not required to begin a new 3-year period of service to acquire career tenure.

f. Executive Order 12362 provides that family member employees may receive direct civil service appointments to competitive service positions for which they qualify when they return to the US. The family member must be a US citizen and have been employed in an appropriated fund position(s) while in the foreign area with their civilian or military sponsor. They need not be on a civil service register or certificate of eligibles. Your oversea CPO will furnish additional detailed information concerning requirements and procedures.

7-12. Religious Programs

A complete religious program is offered to employees and their families. Programs include worship services for the distinctive faith groups such as: Catholic, Protestant, Jewish, and Orthodox, as well as a great variety of denominational services.

7-13. Living Conditions Overseas

Working and living conditions, including personal services, community, and recreational activities, provision for family members, and special restrictions on conduct necessarily differ according to circumstances in each oversea command. To the greatest practicable extent, each command strives to provide you with a comfortable working and living environment, to bring within easy access religious services of your particular faith, and to provide a wide variety of educational and recreational opportunities. You will be impressed when you see how well this difficult objective has been attained.

Appendix A References

The pamphlets listed above are available to you at either the processing station or the installation transportation office.

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

DA Pamphlet 360-400,

A Pocket Guide to Great Britain.

DA Pamphlet 360-401,

A Pocket Guide to Great Italy.

DA Pamphlet 360-402,

A Pocket Guide to Great Egypt.

DA Pamphlet 360-403,

A Pocket Guide to Great Turkey.

DA Pamphlet 360-409,

A Pocket Guide to Great Spain.

DA Pamphlet 360-414,

A Pocket Guide to Korea.

DA Pamphlet 360-416,

A Pocket Guide to Benelux-The Low Countries.

DA Pamphlet 360-418,

A Pocket Guide to Japan.

DA Pamphlet 608-8,

Canal Zone-Facts You Need to Know.

DA Pamphlet 608-9,

Alaska-Facts You Need to Know.

DA Pamphlet 608-10,

Japan-Facts You Need to Know.

DA Pamphlet 608-11,

Okinawa-Facts You Need to Know.

DA Pamphlet 608-12,

Germany-Facts You Need to Know.

DA Pamphlet 608-13,

Italy-Facts You Need to Know.

DA Pamphlet 608-15,

Korea-Facts You Need to Know.

DA Pamphlet 609-9,

Learning to Live Overseas.

DOD Pamphlet

This is DODDS, A Look Inside the School System. This pamphlet provides an overview of the DOD schools and should be of interest to employees with children of school age. This pamphlet may be obtained by writing: DOD Dependents Schools, Teacher Recruitment Section, Hoffman Building 1, Alexandria, Virginia 22331.

DOD Pamphlet

Overseas Employment Opportunities for Educators. This pamphlet furnishes employment information about teaching positions in the DOD School System. This pamphlet may be obtained by writing: DOD Dependents Schools, Teacher Recruitment Section, Hoffman Building 1, Alexandria, Virginia 22331.

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

This section contains no entries.

Appendix B Overseas Tours of Duty

Except as noted below, overseas tours of duty are 36 months under the initial agreement and 24 months under renewal agreement tours.

Table B-1
Overseas Tours of Duty

24 Months' Tour of Duty Areas

Alaska¹
Canada: Newfoundland (Argentina only)²
Japan (Wakkanai)²
Korea²
Morocco
Moscow, U.S.S.R.
Oman²
Panama
Saudi Arabia²
Trust Territory of the Pacific Islands, except for Kwajalein and Eniwetok Atolls
Turkey, except Sinop
United Arab Republic

18 Months' Tour of Duty Areas

Canada: Newfoundland (Argentina only)³
Greenland
Israel³

12 Months' Tour of Duty Areas

Alaska: Aleutian Islands, isolated mainland bases, Kodiak Island
Johnson Island
Kwajalein Atoll
Canada: Newfoundland: Gander. Labrador, St. Anthony only and Northwest territories.
Japan (Wakkanai)⁴
Korea⁴
Oman⁴
Saudi Arabia⁴
Turkey, Sinop only
United Arab Republic⁴

Notes:

¹ For all employees on the initial transportation agreement and authorized to be accompanied by family members.

² For employees authorized to be accompanied by family members.

³ For employees not authorized to be accompanied by family members and all employees serving a renewal agreement tour.

⁴ For employees not authorized to be accompanied by family members.

Appendix C

Application Procedure for Oversea Employment

C-1. DA Civilian Career Programs

DA has a wide variety of civilian positions at overseas activities which support the military mission. The majority of these overseas positions are covered by DA civilian career programs. There are 23 career programs as follows:

- Civilian Personnel Administration
- Comptroller and Financial Management
- Safety Management
- Supply Management
- Procurement
- Quality and Reliability Assurance
- Education Services
- Housing Management
- Engineers and Scientists (Resource and Construction)
- Engineers and Scientists (Non-construction)
- Quality Assurance Specialist (Ammunition Surveillance)
- Intelligence
- Librarians
- Information and Editorial
- Automatic Data Processing
- Transportation Management
- Manpower and Force Development
- Records Management
- Equal Employment Opportunity
- Communications
- Training
- Commissary Management
- Material Maintenance Management

C-2. Interested DA Employees

2. DA employees interested in receiving consideration for career program positions should submit a copy of current DA Form 2302 (Civilian Personnel Qualification Record), most recent career appraisal results if available, and DA Form 4338-R (Civilian Career Program Availability Statement) directly to one or more of the appropriate overseas recruitment activities listed below. Career employees of other Federal agencies and reinstatement eligibles should submit a copy of SF 171 (Personal Qualifications Statement), current or most recent performance appraisal, and the most recent SF 50 (Notification of Personnel Action)

C-3. Other Federal Employees

DA employees, other Federal employees, reinstatement eligibles, and eligibles on Office of Personnel Management registers interested in receiving consideration for positions not covered by career programs should submit SF 171, current or most recent performance appraisal, and SF 50, or OPM notice of rating to one or more of the overseas recruitment activities below. Personnel applying for nonappropriated fund positions should submit DA Form 3433 (Application for Nonappropriated Fund Employment) and recent performance appraisal (if applicable). Civil service status is not required for nonappropriated fund employment.

Table C-1
Overseas recruitment activities

Overseas recruitment activities	For
<i>a.</i> US Army Civilian Resultment Center HQ, USAREUR ATTN: AEAGA-CRC APO New York, NY 09403	Positions in Europe, Saudi Arabia, Mid-East and Africa
<i>b.</i> Commander US Army Garrison, Yongsan ATTN: AEAGA-CPR APO San Francisco, CA 96301	Positions in Korea
<i>c.</i> US Army CPO, Honshu, Japan ATTN: CPH- APO San Francisco, CA 963431	Positions in Japan
<i>d.</i> HQ, US Army Support Command, Hawaii ATTN: Civilian Personnel Office(CMSA) Fort Shafter,, HI 96858	Positions in Hawaii
<i>e.</i> HGDA (DAAG-CMO-EX) 2461 Eisenhower Ave Alexandria,, VA 22331	Club Management positions at world-wide locations paid from appropriated funds.
<i>f.</i> HGDA (DAAG-CMO-RP) 2461 Eisenhower Ave Alexandria,, VA 22331	Club Management positions at world-wide locations paid from non-appropriated funds.
<i>g.</i> HQ, 172d Infantry Brigade (Alaska) ATTN: AFZT-CP-E Ft Richardson, Alaska 99505	Positions in Alaska
<i>h.</i> HQ, 193d Brigade (Panama) ATTN: AFZU-CPR APO Miami, FL 34004	Positions in Panama
<i>i.</i> Cdr, US Army Corps of Engineers ATTN: DAEN-PEC-SC 20 Massachusetts Avenue, NW Washington, DC 20314	Corps of Engineer positions in Germany, Japan, Korea, NW Hawaii, Kwajalein, Turkey and the Netherlands
<i>j.</i> US Army Engineer Division, Middle East (Rear) Personnel Sub Office P. O. Box 2250 (ADV) Winchester, VA 22601	Corps of Engineer positions in Saudi Arabia, Oman and the United Arab Republic
<i>k.</i> US Army Civilian Personnel Center ATTN: PECC-NAF Hoffman Building II 200 Stovall Street Alexandria, VA 22332	Recreation and Librarian positions paid from nonappropriated funds. and other advertised nonappropriated fund positions at world-wide locations
<i>l.</i> HQ, Troop Support Agency ATTN: DALO-TAB-C Fort Lee, VA 23801	Commissary Officer, Manager and Department Manager positions at world-wide locations
<i>m.</i> HQ, US Army Communications Command ATTN: CC-PA-CP Fort Huachuca, AZ 85613	Positions located at Communication Command activities in Hawaii, Korea, Japan, Okinawa, Alaska and Panama

Table C-1
Oversea recruitment activities—Continued

Overseas recruitment activities	For
<p><i>n.</i> Personnel and Employment Service Washington HQDA (JPES-W) Washington, DC 20310</p>	Auditor positions at worldwide locations
<p><i>o.</i> The Adjutant General HQDA (DAAG-MS) Washington, DC 20314</p>	Positions: Sports Specialist, Recreation Specialist, Music Specialist, Theater Specialist and Art Specialist at worldwide locations.
<p><i>p.</i> The Judge Advocate General Department of the Army ATTN: DAJA-PT Washington, DC 20310</p>	Overseas attorney positions
<p><i>q.</i> HQ, US Army Health Services Command ATTN: HSPE-CR Fort Sam Houston, TX 7883</p>	Overseas medical officer positions
<p><i>r.</i> Commander 18th Combat Support Group/PCS/ APO San Francisco, CA 96239</p>	Positions in Okinawa

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