
ORIENTATION STATEMENT

For use of this form, see AR 690-300, chapter 301; the proponent agency is DCSPER

SECTION I

(This section is to be completed by the selectee upon completion of the processing orientation.)

I hereby acknowledge receipt of a copy of DA Pam 690-1, "Working Overseas with the Department of the Army" and the DA pamphlet in the 608 series (" _____ , Facts You Need to Know").
(Country of assignment)

I have read these pamphlets and understand and accept without reservations the conditions set forth therein.

I have been briefed on all of the topics listed on the attached Orientation Checklist and understand my entitlements, rights, responsibilities, and obligations in these areas.

I have been given the opportunity to participate in the Exceptional Family Member Program for handicapped school-aged family members, if appropriate.

SIGNATURE OF SELECTEE

DATE

SECTION II

(This section is to be completed by the personnel office representative responsible for processing the selectee for the overseas assignment.)

The selectee has had an opportunity to discuss the contents of the DA pamphlets listed above with me, and I have answered all questions to the best of my ability.

I have discussed each of the topics listed on the attached Orientation Checklist with the selectee and have answered all questions to the best of my ability.

SIGNATURE OF CPO REPRESENTATIVE

DATE

NAME AND ADDRESS OF INSTALLATION

ORIENTATION STATEMENT (Cont'd)
ORIENTATION CHECKLIST

- ___ Position description.
- ___ Information pamphlets on country to which employee is being assigned.
- ___ DA Pam 690-1 (Working Overseas with the Department of the Army).
- ___ CPP 63 (Civilian Travel and Transportation - Permanent Change of Station Travel).
Tour of duty, transportation agreement.
- ___ Family member travel eligibility.
- ___ Family member employment counseling.
- ___ Dependent schools.
- ___ Housing availability and cost.
- ___ Allowances and differentials (Discuss SMA).
- ___ PX and commissary privileges.
- ___ Transportation and storage of household goods.
- ___ Advance of pay.
- ___ Hold baggage - how to ship.
- ___ Furniture and appliances - what to ship.
- ___ Privately owned vehicle - shipment.
- ___ Name, address, and telephone number of sponsor.
- ___ Port call information.
- ___ Port facilities.
- ___ Steps to follow upon arrival overseas if not met at port.
- ___ Where to report at overseas destination.
- ___ Time limitations on overseas employment.
- ___ Reemployment rights.
- ___ Returnee placement program.
- ___ Federal Employee Group Life Insurance.
- ___ Health benefits.
- ___ Emergency-essential position obligations.
- ___ Exceptional Family Member Program.

ORIENTATION STATEMENT (Cont'd)
ORIENTATION CHECKLIST

- ___ Payroll allotment.
- ___ Retirement system or social security.
- ___ Travel claims and transportation requests.
- ___ US Savings Bonds.
- ___ Annual and sick leave.
- ___ Renewal agreement travel.
- ___ Home leave.
- ___ Emergency procedures for reaching employee overseas through Red Cross.
- ___ Documents required for DEERS registration.