

~~ADMINISTRATIVE - INTERNAL USE ONLY~~(b) (2)
(b) (3)**Date:** 02/01/2002**Category:** 20 - Human Resources **OPR:** HR**Title:** AR 20-18 EMPLOYEE TOURS OF DUTY ABROAD

--

REVISION SUMMARY: 01 February 2002 (0574)

This regulation supersedes AR 20-18, dated 8 September 1997.

AR 20-18 is being revised to update organizational and position titles. This revision reflects the Agency's organizational restructure that resulted from the DCI's decision, effective 4 June 2001 to abolish the Directorate of Administration, and establish the Mission Support Offices.

Boldfaced text in this regulation indicates revisions .

This regulation was written by Policy Team, Human Resources Strategy & Planning Staff, HRM Policy@DA.

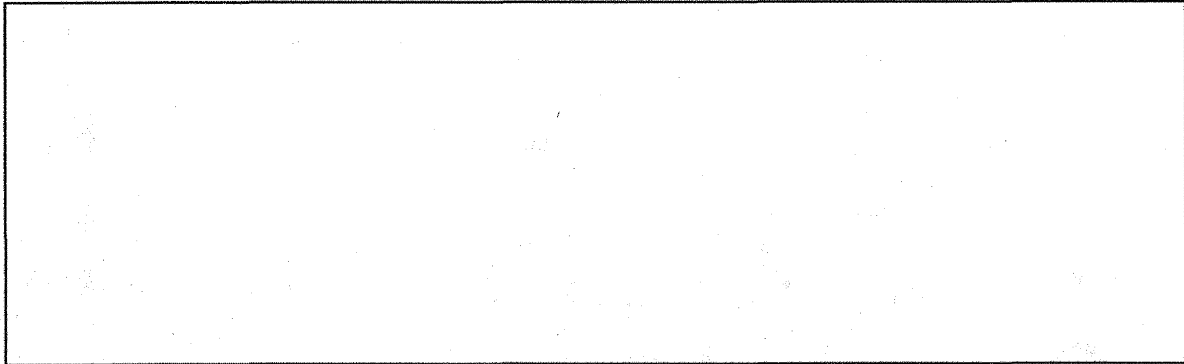
18. EMPLOYEE TOURS OF DUTY ABROAD

SYNOPSIS. This regulation states Agency policy on duty tours at posts abroad, including the rules for computing creditable service abroad. The Agency uses that computation to determine employee entitlements and obligations (or liabilities) under the Service Abroad Agreement and under the eligibility rules for home leave and the CIA Retirement and Disability System and the Federal Employees' Retirement System Special Category.

- a. **AUTHORITY.** Sections 4 and 18, CIA Act of 1949, as amended (50 U.S.C. 403e); CIA Retirement Act, (50 U.S.C. 2001 et seq).
- b. **POLICY.** The Agency assigns employees to posts abroad to serve the Agency's needs. Career Services establish a specific tour of duty for each employee prior to the employee's departure for post.

--

~~ADMINISTRATIVE - INTERNAL USE ONLY~~



d. TYPES OF TOURS

- (1) The standard tours of duty abroad are:
 - (a) **Single 18-month tour.** Eighteen months of continuous service abroad, normally at a hardship post, followed by end-of-tour home leave and transfer.
 - (b) **Back-to-back 18-month tours.** Eighteen months of continuous service abroad, normally at a hardship post, followed by home leave and return to the same post for a second 18-month tour. Career Services may convert a single 18-month tour into back-to-back 18-month tours with the employee's consent.
 - (c) **24-month tour.** Two years of continuous service abroad followed by home leave and transfer to a different post.
 - (d) **Back-to-back 24-month tours.** Two years of continuous service abroad followed by home leave and return to post for a second two-year tour. Career Services may convert a single two-year tour into back-to-back two-year tours with the employee's consent.
 - (e) **36-month tour.** Three years of continuous service abroad followed by home leave and transfer.
 - (f) **48-month tour.** Four years of continuous service abroad with midtour home leave and end-of-tour home leave and transfer to a different post. Midtour home leave counts as part of the four years' overseas service. Midtour home leave begins no earlier than 18 months after arrival at post and ends no later than 30 months after arrival at post.
- (2) Nonstandard overseas tours of at least 12 months but not more than 48 months may be approved by the **Chief Human Resources Officer** or designee upon written request by an Operating Official and concurrence of the appropriate Deputy Director or **Chief of Mission Support Office**. Nonstandard overseas tours should be kept to a minimum and approved only to meet requirements that cannot be accommodated through standard tours. A nonstandard tour may be approved for one member of a married employee couple when both are assigned to the same post but their tours are not of equal length.

e. ADMINISTRATION

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

(1) COMPUTING CREDITABLE SERVICE ABROAD

- (a) Creditable service abroad begins on the earliest of the following:
- (1) Date of arrival at the overseas post on a PCS assignment.
 - (2) Date of entry on duty if the employee is appointed abroad and enters on duty overseas.
 - (3) Date of temporary duty (TDY) arrival at a post abroad if the employee is assigned to perform the TDY enroute to an overseas PCS assignment.
 - (4) Date of TDY arrival at a post abroad if the TDY assignment is converted to a PCS assignment at the same or different overseas post without a break in continuous overseas service.
- (b) Creditable overseas service ends on the later of the following:
- (1) Departure date from a post abroad for PCS assignment in the United States or end-of-tour home leave travel.
 - (2) Last day of TDY at a post abroad enroute to a PCS assignment in the United States or end-of-tour home leave travel.
- (c) Creditable service ends on the departure date if an employee is assigned PCS to the United States while on midtour home leave from an overseas tour.
- (d) If an employee is transferred PCS to the United States during any other leave or while TDY in the United States, the last day of creditable overseas service is the later of:
- (1) Departure date from the overseas post for leave in the United States.
 - (2) Last day of TDY at a post abroad enroute to a PCS assignment in the United States.
- (e) Creditable overseas service includes the full days on which the tour begins and ends.
- (f) All periods of paid leave taken during an overseas tour are creditable as service abroad.
- (g) Leave without pay (LWOP) is creditable as service abroad only if:
- (1) Taken outside the United States during a period of creditable service. LWOP in the United States is not creditable.
 - (2) It does not exceed two weeks for each 12 months of creditable overseas service in a tour.
- (h) Time during which an employee is detailed to or serving in the United States armed forces is creditable if it interrupts continuous overseas service.
- (i) Time away from the overseas post for approved emergencies such as the death or grave illness of immediate family members (see AR) is creditable, except as provided in paragraph (g) above. Time spent in the United States for the emergency,

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

including travel time, is counted as part of the tour but does not extend the tour or delay home leave eligibility if the employee has completed 18 months of continuous service abroad.

(2) SERVICE ABROAD AGREEMENT

- (a) Employees located in the United States must complete Form 3154, *Service Abroad Agreement*, before beginning travel to a post of assignment abroad. The form must be forwarded to Human Resources/**Pay & Benefits (HR/P&B)** for retention.
 - (b) Employees entering on duty abroad must complete a *Service Abroad Agreement*. The form must be forwarded to headquarters for retention.
 - (c) Employees must sign a new Service Abroad Agreement if accepting a new PCS assignment abroad immediately following a PCS assignment abroad (whether or not the first tour has been completed and with or without end-of-tour home leave), or if the tour of duty in the same location is changed.
 - (d) Employees should complete the new Service Abroad Agreement at headquarters if visiting headquarters during or after end-of-tour home leave and before travel to the new overseas PCS assignment.
 - (e) If the Service Abroad Agreement is not completed before arrival at the new PCS assignment, the Chief of Installation will ensure the employee completes and forwards the form to HR within 90 days of arrival at post or advise headquarters of the reason for the delay.
 - (f) The **Chief Human Resources Officer** or designee must approve an employee's permanent place of residence or home leave point in a new Service Abroad Agreement if different from information specified in the agreement completed for the immediately preceding overseas tour. Component human resource officers will review Service Abroad Agreements in accordance with AR 20-30 and AR Human Resources will provide the employee with written notification of the decision. Employees should not presume request approval.
- (3) BREACH OF SERVICE ABROAD AGREEMENT.** Employees who breach a Service Abroad Agreement are financially liable in accordance with the agreement and Agency regulations.
- (a) If an employee terminates a permanent assignment outside the United States prior to completing 12 months of creditable service following the date of arrival abroad, the employee must reimburse the government for all expenses incurred in the travel and transportation of the employee, dependents, and household and personal effects to post.
 - (b) If an employee fails to complete the prescribed tour of duty abroad, the employee and dependents are not entitled to payment of return travel and transportation to the United States or expenses incurred in the transportation of household and personal effects. If Agency officials determine early departure is necessary for official reasons or for personal reasons of significant interest to the government, the Agency may

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

waive the reimbursement of expenses already incurred or authorize return travel and transportation (whichever is applicable; see AR)

(4) **RETURN PRIOR TO END OF TOUR OF DUTY (SHORT-OF-TOUR DEPARTURE)**

- (a) At the request of an Operating Official, short-of-tour departure requests of 16 days or more that result in an overseas tour of more than 18 months can be approved by the appropriate Deputy Director, **Chief of Mission Support Office** or single senior officer delegated this authority. The concurrence of the **Chief Human Resources Officer** is required only in short-of-tour departure requests that result in an overseas tour of less than 18 months.
- (b) Short-of-tour departures of 15 days or less may be approved by Chiefs of Installation, unless the result is a tour of less than 18 months. Headquarters must approve all departures that result in a tour of less than 18 months because of the effect on employee eligibility for home leave (see AR 20-30). These authorities and responsibilities may not be redelegated.
- (c) Short-of-tour departures may be approved only when return prior to the end of the tour of duty is in the government's interest. Operating Officials must explain in writing the circumstances and government interest involved.

f. RESPONSIBILITIES

- (1) Deputy Directors and **Chiefs of Mission Support Offices** concur or nonconcur in requests from Operating Officials for nonstandard tours of duty.

g. APPROVAL AUTHORITY

- (1) Heads of Career Services or designated single senior officers, may approve:
 - (a) Short-of-tour departures of 16 days or more unless the request results in a tour of duty of less than 18 months, at the request of the Operating Official.
 - (b) Short-of-tour departures of 15 days or less that result in a tour of less than 18 months with the concurrence of the **Chief Human Resources Officer or Deputy Chief Human Resources Officer**.
- (2) The **Chief Human Resources Officer** approves waivers of employee financial obligations incurred in breaches of service abroad agreements (see AR)
- (3) The **Chief Human Resources Officer** or designee approves:
 - (a) Nonstandard overseas tours of at least 12 months but not more than 48 months.
 - (b) An employee's permanent place of residence or home leave point in a new Service Abroad Agreement if different from information specified in the agreement completed for the preceding overseas tour.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

- (4) Chiefs of Installations approve short-of-tour departures of 15 days or less unless the result is a tour of less than 18 months.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~