



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

PECH-FEA-E

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #49, Civilian Tours of Duty and Renewal Agreement Travel (RAT)

1. The proponent for this policy is the Civilian Personnel Advisory Center (CPAC).
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References:
 - a. AK Regulation 690-3, Overseas Tour of Duty, 7 Dec 09.
 - b. Memorandum, Tour of Duty Revision for Civilian Employees in US Forces Korea (USFK), 25 Aug 09.
 - c. Memorandum, UTD/CTD for MAP 81-09(I)/CAP 72-09(I) - Update Korea Tour Lengths, 9 Sep 09.
 - d. Memorandum, Management of Civilian Tour Length and Involuntary Separate Maintenance Allowance (ISMA) During Tour Normalization, 13 Nov 09.
 - e. The Department of Defense Joint Travel Regulation (JTR), Volume 2.
4. The following policy pertains to civilian tour lengths and Renewal Agreement Travel (RAT).
5. Tour Normalization: For Area III, normal civilian tour lengths will be 3 years (36 months) for initial tours. Subsequent tour extensions are normally for two years. The tour schedule should be as follows: 3 year initial tour, with a two year tour extension with RAT. In no case will a shorter duration than the prescribed two year extension, incur a RAT entitlement.

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6. Exceptions to Policy: The approval of less than a 36 month initial tour is an exception to policy that should only be exercised where circumstances warrant. If an employee is approved for an exception to policy for a tour of less than 3 years initially, the initial extension will be for the balance of the 36 months; then normally for two years thereafter. While management may grant tour extensions in less than two year increments, in no case will a shorter duration incur a RAT entitlement.

7. Point of contact is the Civilian Personnel Advisory Center at 753-8762.


DARIN S. CONKRIGHT
COL, SF
Commanding

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