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Civilian Personnel

Overseas Recruitment, Processing, and Medical Evacuation Procedures for Army Civilian Employees

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SUMMARY of CHANGE

DA PAM 690-42

Overseas Recruitment, Processing, and Medical Evacuation Procedures for Army Civilian Employees

This is a new Department of the Army pamphlet. It furnishes guidance on recruitment, selection, and processing of DA selectees for overseas assignments previously furnished in AR 690-300, chapter 301.

- o This UPDATE printing publishes a new Department of the Army pamphlet.

Civilian Personnel

Overseas Recruitment, Processing, and Medical Evacuation Procedures for Army Civilian Employees

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History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This is a new pamphlet which provides information on overseas recruitment

and processing for civilian duty in overseas locations with the Department of the Army. It provides guidance for filling civilian positions and for the processing of selectees for overseas assignments. This pamphlet is to be used in conjunction with AR 690-300, chapter 301, which establishes overseas recruitment policy for civilian employees with the Department of the Army.

Applicability. This pamphlet applies to Department of the Army civilian employees and new hires from outside Army whose assignments require a permanent change of station or first duty station move to an overseas location.

Proponent and exception authority. This pamphlet does not contain information that affects the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this pamphlet is the United States Total Army Personnel Agency (TAPPA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-CPS-S), 200 Stovall Street, ALEX, VA 22332-0300.

Distribution. Distribution of this publication is made in accordance with DA Form 12-4-R, requirements for FPM Supplement 296-33. Four copies are to be distributed to each account requesting publications in Block 51 of the DA Form 12-4-R.

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RESERVED

Chapter 1 General

1-1. Purpose

This pamphlet provides guidance and procedures for filling civilian positions with the Army in overseas locations.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Explanation of abbreviations and special terms used in this pamphlet are explained in the glossary.

Chapter 2 Recruitment, Selection, Conversion, and Medical Evacuation Procedures

2-1. Submission of recruitment requests

a. Addresses of overseas recruitment offices are in table 2-1, page 1 and page 2.

b. For continuing positions filled by employees serving under a specified period of service requirement (tour of duty), the servicing Civilian Personnel Office (CPO) will determine, 6 to 9 months prior to the expiration of the tour (4 to 6 months for personnel on 1-year tours), whether the tour of the incumbent is to be extended. If the employee's tour is not to be extended, a recruitment request for filling the job will be forwarded 4 to 6 months prior to the expiration of the tour. If the incumbent has reemployment rights to a CONUS activity, the CPO of that activity will also be informed of the decision (AR 690-300, chap 352).

c. Recruitment requests will be forwarded as follows:

(1) For career program positions at mandatory referral levels, forward a request for career referral to the Department of the Army (DA) or major Army command (MACOM) Central Referral Office (CRO) responsible for the appropriate career program inventory. (See AR 690-950 for submission requirements and inventory addresses.) If an overseas MACOM requires their overseas recruitment office to initiate requests for career referral, the MACOM will issue necessary instructions to the subordinate CPO.

(2) Requests for Office of Personnel Management (OPM) certificates (SF 39) for career program positions at mandatory referral levels will be submitted to the appropriate overseas recruitment office listed in table 2-1, page 1 and page 2.

(3) Requests for positions in career programs below mandatory referral levels and positions not covered by career programs will be forwarded to the responsible over-seas recruitment office. That office will submit the request, if appropriate, to the office responsible for the occupational inventory (table 2-2) and/or will initiate recruitment action according to guidance issued by the occupational resource offices.

d. Form and content of the request should be as follows:

(1) Overseas activities will ensure the accuracy and completeness of recruitment requests and will submit these requests, in duplicate, to the proper recruitment office table 2-1, page 1 and page 2. Information on the SF 52 will include, but need not be limited to-

(a) A request number that includes the submitting office number (SON) assigned to the servicing CPO.

(b) The level of security clearance required.

(c) The complete local address of the CPO where the employee will report on arrival overseas and the complete address of the final destination to be cited on the travel order.

(d) A statement, if necessary, that the final destination of the employee is not known at the time of the request. Request that the processing station include the following statement in item 17 on DD Form 1614 (Request and Authorization for DOD Civilian Permanent Duty Travel): 'Destination shown in items 5, 13, and 14 is an

interim destination. Overseas activity is authorized to amend these orders after final destination is determined.' Under these circumstances, the office that issued the original orders must receive a copy of the amendment.

(e) A statement indicating the date on which the present incumbent's period of service expires and the approximate date on which the selectee could report for duty.

(f) The fund citation to which travel and transportation expenses are to be charged. When any portion of the physical movement of the employee, dependents, and/or household goods will take place during 2 fiscal years, the fund citation for both years will be provided. If the fund citation is not immediately available, it will be provided as soon as possible by electronic message.

(g) A statement indicating whether the position is emergency essential. (See para 2-6.)

(2) The following documents will be attached to each request:

(a) Two copies of DA Form 374 (Job Description). Ensure that the job description is accurate, and that the certifying and evaluating signatures appear in the appropriate signature blocks.

(b) SF 78 (Certificate of Medical Examination) with functional requirements and environmental factors for the position, if a physical examination is required (para 3-7).

(c) Documentation of the skills, knowledge, and abilities necessary for high quality performance and a copy of any rating guide established.

(d) Additional information on the position (for example, the amount of temporary duty (TDY) required, a mission statement for the organization).

(e) Completed DA Form 5373-R (Request for Processing of Overseas Selectee), if DA PAM 690-42 7 UPDATE required by the recruitment office. (DA Form 5373-R is located at the back of AR 690-300, chap 301.)

e. The following actions will be taken on cancellation of requests:

(1) A recruitment request will be canceled immediately upon determination that the position will not be filled. The recruitment office and any intervening office or headquarters will be notified by the CPO of the cancellation by the quickest method of communication (for example: A telephone call followed by confirming message).

(2) When the overseas activity determines that recruitment will be delayed, the servicing CPO will notify the recruitment office. All pertinent information will be provided so the recruitment office can determine if recruitment should be suspended or cancelled. The servicing CPO and any intervening offices or headquarters will be informed of the determination by return message.

(3) When the presence of U.S. Forces in an overseas area is discontinued, recruitment requests and overseas processing will be automatically discontinued. The responsible recruitment activity will inform candidates that the necessity for the assignments has been overtaken by events. Under these circumstances, the Army does not have an obligation to assign the individual overseas.

2-2. Recruitment sources

a. Career program positions at mandatory referral levels are filled under AR 690-950.

b. Career program positions below mandatory referral levels and positions not covered by a career program may be filled through the merit placement and promotion program, from applicant supply files maintained by overseas recruitment offices, or from any other appropriate source. Applicant supply files will contain applications from persons with competitive status and those eligible under a special appointing authority who desire consideration for positions serviced by the recruitment office. An individual employed in an Army career program will submit career records, if applicable, or an SF 171 (Application for Federal Employment) and a copy of the most recent official performance appraisal. A non-Army applicant will submit an SF 171 and a current performance appraisal. All applicants with civil service status will submit proof of such status, such as a copy of their latest SF 50. Additional information may be requested by the recruitment office.

c. For positions covered by DOD-wide programs, the appropriate DOD inventory will be used unless filled as an authorized exception to mandatory referral.

d. All individual applications received for employment by overseas recruitment offices will be acknowledged promptly. Applicants will be advised of an approximate date when additional information on the status of their application will be sent.

e. Overseas recruitment offices may publish monthly vacancy lists, to include current and projected vacancies. These lists should be distributed Army-wide to all CPOs and MACOMs. The lists will contain the complete address to which applications will be submitted and will indicate the forms required. Additional advertising of vacancies is encouraged. If assistance is needed in publicizing vacancies, the over-seas recruitment office may contact the U.S. Army Civilian Personnel Center, ATTN: DAPC-CPS-S, ALEX, VA 22332-0300.

f. The Defense Data Support Center (DDSC) at the Defense Electronics Supply Center in Dayton, Ohio, may be used to fill overseas positions under the DOD Overseas Employment Program. For information on registration of applicants, DDSC recruiting lists, and requests for applicant resumes, see DOD 1400.20-1-M, chapter 7.

2-3. Conversion to Status

appointment Requests for the conversion of locally hired overseas employees without reinstatement eligibility to career or career-conditional appointments will be initiated by the local CPO in accordance with MACOM guidance and OPM requirements. The requests will be submitted to the responsible overseas recruitment office. If appropriate, the over-seas recruitment office will submit the request to the OPM area office with jurisdiction over the overseas geographic location. Conversion requests will be submitted to OPM on SF 39 (Request for Referral of Eligibles) with additional documentation as required by the OPM area office.

2-4. Referral procedures

a. The overseas recruitment office will-

(1) Determine whether to contact individuals whose applications are on file for current interest and availability.

(2) Rate and rank candidates.

(3) Prepare referral lists.

b. The employing command will

(1) Monitor the referral process for compliance with equal employment opportunity goals and objectives and the time limits for processing of referral lists.

(2) Expedite selection of candidates. Selecting officials will indicate first, second, and third choices to provide for possible declinations. The completed original referral list will be dated by the selecting official and returned through the local CPO, with supporting documents, to the overseas recruitment office by the expiration date indicated.

2-5. Selection

a. Official notification of selection will be handled only by the overseas recruitment office unless this authority has been specifically delegated to the CPO. Selecting officials will not make job offers.

(1) All selectees will be advised by the overseas recruitment office that the job offer is tentative, subject to satisfactory completion of physical examination, if required, and security clearance. Selectees will be advised not to take irrevocable actions such as giving notice to the present employer, selling or renting a home, or giving notice to a landlord until after the processing station confirms the final selection. Also, to save processing time, the letter will advise that official birth certificates (with an original seal) will be required for the selectee and family members to obtain passports and that birth certificates should be obtained if not in current possession. If the selectee (or family member) is not a natural born citizen or if there is no official record of the birth, the selectee should contact the local Department of State passport office for information on other acceptable proof of citizenship.

(2) Telephonic job offers will be followed by a letter to be dispatched normally within 24 hours. This letter will include a copy of the position description and information on local housing and living conditions.

b. All unsuccessful candidates on the referral list who were contacted for interest and availability should be notified by the overseas recruitment office within 14 days after acceptance of the position by the selectee.

c. Processing of the selectee for the over-seas assignment will be initiated by the overseas recruitment office per chapter 3.

2-6. Emergency-essential positions

a. An emergency-essential DA civilian is an individual who, as a direct-hire civilian employee, occupies a position with duties considered essential to support DOD's mobilization and wartime mission. The incumbents of emergency-essential positions are excluded from the plan for evacuation of noncombatants until relieved from their positions by proper authority. Refer to AR 690-11 (Mobilization Planning and Management) for further information.

b. Applicants will be informed through vacancy announcements or other means of positions designated emergency essential. A full explanation of the obligation will be provided by the recruitment office upon request.

c. The processing station will determine if the selectee is being assigned to an emergency-essential position by checking the position description for the applicable designation statement and the SF 52 for the required remark. Each employee being assigned to an emergency-essential position will be required to sign DA Form 5244-R (Statement of Understanding-Emergency-Essential Positions).

(1) DA Form 5244-R is in AR 690-11. Local reproduction and disposition will be per that regulation.

(2) DA Form 5244-R must be signed by the selectee before he or she enters into a travel status en route to the overseas duty station. The processing station will ensure that the employee fully understands the obligation incurred by accepting an assignment to an emergency-essential position.

(3) The requirement to sign DA Form 5244-R does not apply to emergency-essential employees in the Logistics Assistance and Quality Assurance (Ammunition Surveillance) career programs who are already subject to mandatory worldwide rotation agreements.

2-7. Medical evacuation of employees from overseas locations

a. When an employee is evacuated for medical reasons from an overseas location to the United States, the overseas activity will carry the employee on their rolls until he or she is medically fit for duty.

b. When an employee is medically evacuated from overseas to the United States and wishes to exercise reemployment rights, the losing activity civilian personnel officer will personally telephone the gaining activity civilian personnel officer to provide information on the employee's exact circumstances. The losing CPO will also provide follow-up information in writing to the gaining activity in addition to telephoning the gaining activity CPO on a weekly basis until the employee has returned to work.

Chapter 3 Processing Selectees for Overseas Assignments

3-1. General

a. This chapter is designed to help over-seas CPOs, recruitment offices, and processing stations ensure that employees depart for overseas assignments as promptly and as well informed as possible.

b. For further guidance on processing selectees for Department of Defense Dependent Schools (DODDS) educator positions, refer to the processing instructions issued by DODDS each academic year.

c. When the overseas CPO recruits directly for a position, the

responsibilities assigned to the overseas recruitment office will be accomplished by the CPO.

3-2. Selection of the processing station

a. All Army CPOs will process selectees for overseas assignments with Army and DODDS. CPOs located in the same general geographical area may centralize this responsibility. This decision, along with possible exchange of duties or resources for services provided, will be resolved by the local CPOs wishing to participate.

b. A list of CPO addresses and telephone numbers will be updated annually and sent to all MACOMs by HQDA to help identify the appropriate processing station.

c. Selectees who are not currently working for the Department of the Army will be processed for the overseas assignment by the Army CPO nearest to their residence or workplace. Recruitment offices, together with the selectee, will identify the appropriate processing station during the recruitment process. Exceptions to this policy are outlined below.

d. Selectees currently employed by the Department of the Army will be processed for the overseas assignment by their servicing CPO if the employee lives reasonably close to that activity. If the employee does not live within a reasonable commuting distance, he or she may be processed according to *c* above.

e. Selectees for employment with the U.S. Army Audit Agency will be processed by the Office, Secretary of the Army, Personnel and Employment Service-Washington, Washington, DC.

f. If a CONUS CPO will service the employee while overseas, processing may be handled by that CPO, if the CPO desires.

g. Courtesy processing may be requested from a non-Army activity. In these cases, the responsible recruitment office will furnish a complete set of DA forms, agreements, and pamphlets for use by the processing station. This should be considered if there is no Army CPO reasonably close to the selectee's worksite or residence.

3-3. Recruitment office and processing station actions

a. The overseas recruitment office will--

(1) Designate the processing station per paragraph 3-2.

(2) Gather all information shown in paragraph 3-19 and DA Form 5373-R (Request for Processing of Overseas Selectee) from the gaining CPO and other sources, as required, and furnish it to the processing station. An advance request for processing should be sent by electronic message to expedite the processing. If an advance request is sent, it must be followed by a written request using DA Form 5373-R.

(3) Assure the following information is sent to the processing station as part of the processing request package for transmittal to the selectee:

(a) Pamphlets on the country to which the selectee is being assigned (For example: Current DA pamphlets in the 608 series, such as DA Pam 608-12 (Germany: Facts You Need to Know) and DA Pam 608-15 (Korea: Facts You Need to Know)).

(b) Pertinent information from the DSSR estimating the allowances and differentials payable in the area to which the selectee is being assigned, to include the separate maintenance allowance (SMA).

(c) Information regarding the availability of educational and medical services for exceptional family members.

(4) Respond within 48 hours to requests for additional information from the processing station or the selectee. Interim replies will be used to acknowledge receipt of requests and advise of anticipated date of final reply if information is not readily available. This responsibility may be delegated by the recruitment office to the gaining CPO.

b. The processing station will--

(1) Start processing per paragraph 3-19 immediately upon receipt of the processing request.

(2) Notify the gaining CPO and the recruitment office by electronic message upon receipt of the results of the physical examination, if required; receipt of the passport(s); and scheduling of port call date. The gaining CPO and recruitment office will also be

notified immediately by message of problems or delays in processing.

(3) Respond within 48 hours to requests for additional information or status of processing from the recruitment office or the gaining CPO. Interim replies will be used to acknowledge receipt of requests and advise of anticipated date of final reply if information is not readily available.

(4) Assure that a DA Form 5372-R is completed and signed by the selectee(s). This form is located in AR 690-300, chapter 301.

(5) Assure that the employee responsible for processing a person for an overseas assignment is familiar with and has access to the required publications referenced in appendix A.

(6) Provide information regarding the availability of education and medical services for exceptional family members.

3-4. Forms

In addition to the forms used to process an appointment in CONUS, the forms required to process selectees for overseas assignments are listed in appendix A. Although all forms listed are not used in all overseas processing cases, a nominal supply of the forms should be maintained to assure availability when needed.

3-5. Notification of tentative selection

The recruitment office will--

a. Notify the selectee by letter of tentative selection per chapter 1. Enclose a copy of this letter with the processing request sent to the processing station.

b. Notify the gaining overseas CPO by electronic message of the selectee's name and the number of the requisition (SF 52) from which the selection was made.

c. Request that the activity identified in paragraph 3-2 process the selectee for the overseas assignment. Send this request on DA Form 5373-R and include at least all additional information required by paragraph 3-19.

d. If the selectee is a current Federal employee, advise the selectee's employing activity of the individual's tentative selection and request that a completed SF 75 (Request for Preliminary Employment Data) be sent to the processing station, with a copy to the gaining CPO. Also advise the losing CPO of the projected release date at this time. When the SF 75 is received, the gaining CPO will review and, if derogatory information is received, may advise the processing station by message to discontinue processing until the problem is resolved.

3-6. Availability data

a. The date the selectee must be ready for movement overseas should be agreeable to both the selectee and gaining activity; however, 30 to 45 days from receipt of the processing request by the processing station is a reasonable period for the employee to prepare for movement to an overseas location. Therefore, during initial telephone call to the selectee, the overseas recruitment office should advise selectee that he or she will be processed to report for duty in approximately 60 days. This will allow time for the processing station to receive the information required to process the selectee for the over-seas assignment. (Processing stations often receive several telephone calls from the selectee before they have received initial notification from the overseas recruitment office requesting that the selectee be processed. Consequently, the overseas recruitment office must assure that information is provided to the processing station immediately.)

b. If additional time is required by the selectee, the processing station should obtain immediate approval from the gaining CPO by electronic message. Such cases are expected to be rare.

c. The civilian personnel officer at the processing station will assist in resolving any disagreements between the selectee and the gaining CPO over the departure date.

3-7. Medical examination and immunizations

a. The recruitment office, with the over-seas CPO, will decide if a physical examination is required, (See FPM Supp 296-33, subchap 5; FPM chap 339; and FPM Supp 339-31.)

b. If a physical examination is required, SF 78 (Certificate of Medical Examination), with pertinent sections completed, will be sent to the processing station as part of the processing request package. If the examination is not required, the processing station will be advised.

c. If required, arrangements will be made as soon as possible for the medical examination and/or immunizations. The selectee may be authorized examination by a private physician and reimbursement for expenses if-

(1) There are no medical facilities at the processing activity and no Federally-designated medical examiners are available; or

(2) Workload at available Federal medical facilities precludes scheduling a medical examination without a serious delay in processing the selectee for movement over-seas. The authorization must be provided to the selectee in writing by the CPO or appropriate Federal medical officer.

d. If examined by a private physician under the circumstances described in c (1) or (2) above, the selectee must obtain an itemized receipt for the medical services. A claim for reimbursement is initiated upon arrival at the overseas duty location. Reimbursement is not authorized if an individual voluntarily elects to use a private physician for the examination rather than an available Federal medical officer. Under no circumstances will accompanying family members be reimbursed.

e. If the selectee fails the medical examination or if the examining physician recommends against the assignment, processing should cease. All documents on the selection should be returned to the recruitment office with notification that the selectee is not medically qualified for the position.

f. If a physical examination is not required for a General Schedule employee, the SF 177 (Statement of Physical Ability for Light Duty Work) will be completed.

g. If the selectee or accompanying family member has a medical condition that needs continuous monitoring or periodic treatment, medical officials of the overseas command should be notified. They can then determine if adequate treatment facilities exist at the overseas duty station.

h. If there is any question whether the climate, the altitude, the nature of available food and housing, the availability of medical, dental, and surgical services, or whether other environmental factors may be hazardous to the selectee's health because of a known physical condition, the selectee will have a pre-embarkation physical examination.

i. If school-aged children who have special education or related medical needs will accompany the selectee, information about the availability of these services should be provided as early as possible to help the selectee make informed decisions about the adequacy of care overseas. (See para 3-8 for additional information concerning the Exceptional Family Member Program.)

3-8. Exceptional Family Member Program

a. Public Law 94 142, 'Education for All Handicapped Children Act of 1975,' requires free appropriate public education for all handicapped children, to include special education and certain related services. This law requires the DODDS to provide an appropriate education to all school-aged children regardless of handicap. For this purpose, a school-aged child is between the ages of 5 and 21, is not a graduate of high school, and is receiving or entitled to receive instruction in a DODDS.

b. DOD Instruction 1342.12, 'Education of Handicapped Children in the DOD Dependents Schools,' establishes policies and procedures for providing a free appropriate public education to handicapped children receiving or entitled to receive education from DODDS on a non-tuition paying basis. It also requires the military command responsible for medical care to provide medically related services to handicapped students in DODDS.

c. Public Law 95-561, 'Defense Dependents Education Act of 1978,' requires DODDS to provide programs designed to meet the special needs of handicapped students in locations outside the United States.

d. If a handicapped school-aged family member will accompany the selectee on the overseas assignment, the selectee must be informed about the Exceptional Family Member Program and provided general information on the availability of educational and medical services in overseas locations. This information will be provided to CPOs and updated, as appropriate, by HQDA. The information will be used to help the selectee make informed decisions about the adequacy of care for family members, since services may vary from location to location in current availability, level of quality, and proximity to the duty location. It may not, however, be used in any way to cause the selectee to perceive that an assignment may be denied because he or she has an exceptional family member, or that such a family member will not receive a free, appropriate public education upon arrival should the sponsor decide to accept the assignment.

e. The overseas location must be informed of the pending arrival and current medical needs of exceptional family members. As early as possible after selection, an appropriate medical services point must be contacted to discuss the needs of the exceptional family member. Although not required, the Special Education Coordinator for the DODDS may also be contacted to acquire additional information about current educational services in any overseas location. Addresses and phone numbers for this purpose are in table 3-1, and the use of official phones and mail is authorized. The sponsor will be permitted to communicate directly and privately (to the extent possible) with these contacts. If the information acquired causes the selectee to withdraw from the assignment process, the recruitment office will be notified immediately in accordance with paragraph 2-1e.

f. See AR 600-75 for further information.

3-9. Security clearance

a. If the selectee must have a security clearance for the overseas position, a final clearance will normally be awarded before he or she departs for the overseas assignment. In unusual circumstances and to ensure prompt arrival of the selectee, the overseas commander may authorize earlier travel before the required personnel security investigation has been completed or the final clearance granted. In such cases, the over-seas commander may grant an interim security clearance in accordance with AR 604-5, appendix C, annex A.

b. There must be evidence of the required final clearance or sufficient information to support the award of an interim clearance in the file or OPF to be hand-carried by the selectee. A Memorandum for Record (MFR) may be used. If the overseas commander has authorized the selectee to travel before a final clearance is granted, the MFR should identify the forms or records reviewed by the processing station that are evidence that the criteria in AR 604-5, appendix C, annex A, have been met. Then the MFR will support the granting of an interim clearance, when necessary, by the overseas commander.

c. If a final clearance has already been granted, the MFR should include the following data:

- (1) Level of clearance granted.
- (2) The type of investigation.
- (3) Completion date of investigation.
- (4) The date the clearance was granted.
- (5) The agency that granted the clearance.

3-10. Passport and visa applications

a. Application for a passport, and visa if required, should be made when notice of tentative selection is received. (See AR 600-290 for instructions.) If the selectee is denied the necessary security clearance, the passport and visa application should be canceled.

b. The overseas command's policy on tourist passports should be checked when receipt of official passports is delayed (DA Form 5373-R, item 1b).

3-11. Notification of final selection

a. When the selectee meets all requirements for the overseas assignment, including security investigation and satisfactory completion of a medical examination, if required, the processing station

will advise the selectee by telephone of the final selection. Definitive plans for departure may then be made. A written confirmation will follow.

b. The processing station will notify the gaining CPO that all requirements have been met. This notification will be done by electronic message, with information copies to the appropriate recruitment office. The message should give the selectee's full name and address; name of spouse; and names, ages, genders, and relationships of other family members who will accompany the sponsor. The message will also have names of authorized family members who will not accompany the sponsor.

3-12. Transportation agreement

Each selectee will fill out a DD Form 1617 (Transportation Agreement-Overseas Employee), in duplicate, per JTR, volume 2, chapter 4. A copy will be placed in the file or OPF to be hand-carried by the selectee. The employee will keep the second copy.

3-13. Travel orders

a. Travel orders will be prepared in accordance with JTR, Volume 2, chapter 2.

b. Travel orders may not be issued before receipt of favorable reports of any necessary medical examination and security investigation.

c. Personal information needed to complete the travel orders must be obtained promptly from the selectee, and the orders issued as soon as possible. Employees may request transportation at Government expense for only family members who meet the definition of "dependent" in JTR, volume 2, appendix D. The CPO staff member providing counseling will ensure that all employees who request family member travel have read the definition and understand the requirements. Employees who are unsure whether a family member meets the "dependent" definition will be referred to the local legal advisor if the CPO is unable to make a determination. (For example: A child, whose custody is shared by the employee and a former spouse.) Any questions regarding dependency for the purpose of establishing eligibility for transportation will be resolved before the issuance of travel orders.

d. Prepare at least 35 copies of the travel orders.

(1) Ten copies of the orders will be included in the file or OPF to be hand-carried by the selectee.

(2) One copy of the orders will be mailed to the gaining CPO.

(3) One copy will be retained by the losing CPO.

(4) The remaining copies are for the employee and processing station to acquire services and file claims for travel and transportation.

e. A CPO staff member familiar with the provisions of the JTR and the DSSR will do all travel entitlements counseling.

3-14. Port call

a. After receipt of a favorable report of medical examination and notification of a favorable security investigation, if required, the processing CPO will advise the transportation office that a port call should be scheduled.

(1) A port call will not be issued until the passport and visa, if necessary, have been issued. However, the request for port call will not be delayed. If the port call has not been received within 2 weeks of the desired date of movement, the processing station will ask the transportation office to contact the appropriate Military Traffic Management activity.

(2) When the port call is received, the processing station will immediately advise the selectee and the current employing activity by telephone. The release date will be confirmed at this time by the processing station and the losing activity.

(3) If the port call is acceptable, the processing station will notify the gaining CPO by message of the estimated date and time of arrival, and flight number.

(4) If the port call is not acceptable for a valid reason, the processing station will cancel the current port call and request a new one.

b. The processing station will keep the gaining CPO and the losing activity informed. Travel orders will not be amended for a new port call. Once the port call is finalized, travel arrangements from the selectee's residence to the port can be made firm.

3-15. Orientation of the selectee

a. As early as possible in the processing cycle, a face-to-face orientation session will be scheduled at the processing station for the selectee. As a minimum, the selectee will be given all information identified in paragraph 3-19 and DA Form 5373-R and 5372-R. If this is not feasible because of distance to the nearest processing station, orientation may be accomplished by mail and telephone.

b. Before the selectee departs for the overseas location, the processing station will ensure that all topics on the DA Form 5372-R have been discussed and that the form is completed in duplicate. The original will be placed in the file or OPF that the selectee hand-carries, and the copy will be retained by the selectee.

c. If the selectee is entitled to reemployment rights, a copy of the Statutory Reemployment Rights Agreement in AR 690-300, chapter 352 will be provided. This agreement will be completed in triplicate. The processing station will give one copy to the employee, forward one copy to the losing CONUS activity, and place the original in the OFF or file to be hand-carried by the employee.

d. The selectee must sign the appropriate rotation agreement discussed in AR 690-300, chapter 301, subchapter 5.

e. All selectees must be advised to hand-carry (not ship in household goods) personal legal documents required to complete registration in the Defense Enrollment Eligibility Reporting System (DEERS). (See AR 640-3 for further information.) Documents required for sponsor and/or family members are listed below:

(1) Retirement orders (or DD Form 214, Certificate of Release or Discharge from Active Duty).

(2) Marriage certificate.

(3) Birth certificates of children.

(4) Death certificate of deceased sponsor.

(5) Certified copy of court order for adoption.

(6) Final divorce order/decreed.

(7) Copy of court order establishing paternity (illegitimate children).

(8) Statement from licensed physician or medical officer indicating physical handicap and period of incapacity of dependent children 21 years of age or older; if U.S. Navy or U.S. Marine Corps dependent, then parent Service letter of authorization is required.

(9) Certificate ineligibility for social security from the Social Security Administration (dependents over 65 years old who are ineligible for social security).

(10) DD Form 1300 (Report of Casualty)-required for widows and surviving children.

(11) Certificate of enrollment from school registrar for dependent children over 21 years old.

3-16. Preparation of Standard Form 50

a. When the port call is received, the processing station will prepare the SF 50 (Notification of Personnel Action) effecting the selectee's appointment to the overseas position. The effective date of the personnel action will be the date the employee enters travel status en route to the port of embarkation.

b. The processing station should obtain the gaining activity's approval of any leave en route, or should get their concurrence to change the effective date so that leave can be taken while the employee is still on the rolls of the losing activity.

c. The individual at the processing station who has the authority will sign the SF 50. The complete set and two extra copies (reproductions are acceptable) of the SF 50 will be included in the file or OPF which the employee hand-carries. An additional copy will be mailed to the gaining CPO; and another copy will be used per paragraph 3-17c.

3-17. Transmittal of official personnel folder and leave records

a. If the selectee is a current Federal employee, the OPF and

Record of Leave Data (SF 1150) must be transferred to the overseas employing activity as soon as possible. The OPF and SF 1150 will be sealed in an envelope bearing the selectee's name and the name and address of the gaining CPO. The employee will be told not to mail this envelope or ship it with hold baggage or household goods. The envelope must be carried personally to the CPO to ensure immediate availability of the records.

b. If the OPF is not available for hand carrying, the employee will hand-carry the documents listed in paragraph 3-18.

c. If the OPF is held by an office other than the processing station, the processing station will forward a copy of the SF 50 to the losing CPO within 2 days after preparation, requesting immediate transmittal of the employee's OPF and the completed SF 1150 to the gaining CPO. The processing station should be notified of the date the OPF and SF 1150 are mailed overseas. Each processing station will use follow-up procedures to preclude excessive delays in the transmittal of these records,

d. The selectee will be advised to hand-carry personal documents identified in paragraph 3-15e for DEERS registration.

3-18. Documents to be hand-carried by new appointees

The documents below will be sealed in an envelope bearing the selectee's name and the name and address of the gaining CPO. This envelope will be given to the selectee to deliver to the overseas CPO. The selectee will be told not to mail this envelope or ship it with hold baggage or household goods. The envelope must be carried personally to the CPO to ensure immediate availability of the records.

- a. SF 52 (Request for Personnel Action).
- b. SF 50 (Notification of Personnel Action) (complete set and two copies).
- c. SF 61 (Appointment Affidavits), if applicable.
- d. SF 61-B (Declaration of Appointee), if applicable.
- e. Memorandum on security clearance information.
- f. DD Form 1617 (Transportation Agreement-Overseas Employee).
- g. Signed Rotation Agreement.
- h. Reemployment Rights Agreement, if applicable.
- i. Travel orders (10 copies).
- j. SF 2809 (Health Benefits Registration Form).
- k. SF 2817 (Life Insurance Election).
- l. DA Form 5244-R (Statement of Understanding Emergency-Essential Positions), if applicable.
- m. Personal documents identified in paragraph 3-15e for DEERS registration.
- n. Any other documents on the selection and processing.

3-19. Documentation and actions

The actions below may be performed concurrently, rather than sequentially. Further guidance is in FPM Supplement 296-33, subchapter 5.

a. The recruitment office will furnish the following documents or information to the CPO designated as the processing station:

- (1) DA Form 5373-R (Request for Processing of Overseas Selectee).
- (2) SF 52 (Request for Personnel Action) with all information required by paragraph 2-1d.
- (3) Copy of position description (to include designation as emergency essential, if applicable).
- (4) SF 78 (Certificate of Medical Examination), if medical examination is required. Physical requirements and environmental factors must be indicated.
- (5) SF 171 (Application for Federal Employment) or DA Form 2302-R (Civilian Career Program Qualification Record).
- (6) Copy of tentative selection letter with enclosures sent to selectee.
- (7) Copies of OF 49 (Inquiry for United States Government Use Only), if required, sent to parsons given as references.
- (8) Copy of SF 75 (Request for Preliminary Employment Data)

sent to current servicing Civilian Personnel Office (current Federal employees only).

(9) Proposed entrance-on-duty (EOD) date. (To allow 30 to 45 days from receipt of information by the processing station, the proposed EOD should be at least 60 days from the date of processing request is mailed to the processing station.)

(10) Orientation materials for use by the processing station to counsel employee, including the DA Pamphlet in the 608 series on the country of assignment and the DA pamphlet 690-1, Working Overseas with the Department of the Army.

(11) SF 1190 (Foreign Allowances, Application, Grant, and Report) to process SMA requests.

b. When documents in a above are received, the designated processing station will-

(1) Provide the following pamphlets to the selectee:

(a) DA Pare 690-1 (Working Overseas with the Department of the Army).

(b) DA Pare in 608 series providing living and working information for the country of assignment.

(c) CPP 63 (Civilian Travel and Transportation-Permanent Change of Station Travel).

(2) Ascertain if medical examination and/or immunizations are required. If so, schedule selectee for medical examination and necessary immunizations. If not, have selectee complete SF 177 (Statement of Physical Ability for Light Duty Work) (FPM Supp 296-33 and AR 40-562). (See para 3-7).

(3) Schedule selectee with transportation office or provide preliminary information on shipment of household goods and automobile.

(4) Assist employee in identifying family members eligible to travel to new duty station at Government expense. Provide employment counseling for family members, if desired. Furnish employment information sheet on new post of assignment (JTR, Vol. 2, app D).

(5) Ensure that DD Form 1056 (Application for No-Fee Passport) and DSP Form 11 (Department of State Passport Application) are prepared (AR 600-290).

(6) Prepare SF 61-B (Declaration of Appointee).

(7) Prepare SF 85 (Data for Nonsensitive or Noncritical-Sensitive Position) or SF 86 (Security Investigation Data for Sensitive Position), as appropriate for position's security requirements. Complete SF 87 (Fingerprint Char0, if required (FPM chap 736).

(8) Follow up on SF 75 request if not yet received in writing (current Federal employees only).

(9) Ensure that verification of Veteran Preference Statement has been completed, if required (new hires and reinstatement eligibles only).

(10) After evidence of satisfactory completion of all requirements for overseas employment, including medical, if required, security, and favorable SF 75, advise selectee of final selection by letter (para 3-11).

(11) By message, notify appropriate over-seas recruitment office and new servicing CPO of individual's final selection (para 3-11).

(12) Assist the selectee in gaining information about special education and related medical services available at the new duty location. Contact the DODDS and the appropriate medical services point of contact (table 3-1) which serves the overseas location for further information about available services for special needs.

(13) Complete DD Form 1617 (Transportation Agreement-Overseas Employee) (JTR, Vol. 2).

(14) Advise selectee to hand-carry personal documents identified in paragraph 3-15e for DEERS registration.

(15) Complete SF 1190 (Foreign Allowances, Application, Grant, and Report) to request SMA.

(16) Prepare travel orders. Discuss travel entitlements (JTR, Vol. 2).

(17) Schedule appointment with transportation office to arrange for shipment of household goods and automobile.

(18) Advise transportation officer when selectee and family are ready for movement and that port call may be requested (AR 55-28).

(19) Inform selectee, the overseas recruitment office and the new servicing CPO of date and place of departure, flight number, estimated date and time of arrival, and any other necessary information.

(20) Explain health benefits if selectee is entitled to coverage. Furnish SF 2809 (Health Benefits Registration Form), Advise selectee that election to enroll or decline must be submitted within 31 days after appointment (new hires and reinstatement eligibles only) (FPM Supp 890-1 and FPM Supp 296-33).

(21) If selectee is enrolled in a Health Benefits Plan, transfer coverage by completing SF 2810 (Notice of Change in Health Benefit Enrollment). Advise employee of eligibility to change enrollment based on move from CONUS to overseas. This form will be completed by the servicing CPO if different from the processing station (current Federal employees only).

(22) If selectee is eligible for Federal Employee's Group Life Insurance, complete SF 2817 (Life Insurance Election) and provide SF 2817A (The Federal Employee's Group Life Insurance Program). Advise selectee of time limits for election and of automatic basic life coverage (FPM Supp 870-1 and FPM Supp 296-33).

(23) Inform selectee that insurance death benefits will be paid to his or her heirs in order of precedence shown on SF 2823 (Designation of Beneficiary) unless SF 2823 is completed to state otherwise (FPM Supp 870-1 and FPM Supp 296-33).

(24) If selectee is covered by the U.S. Civil Service Retirement System (CSRS), provide copy of SF 105 (Certificate of Membership in the CSRS). If selectee is contributing to the Thrift Savings Plan (TSP), provide copies of TSP Form 1 (Election Form) and TSP Form 3 (Designation of Beneficiary).

(25) If selectee is covered by the Federal Employee's Retirement System (FERS), assure completion of TSP Form 1 and TSP Form 3.

(26) Advise selectee that lump sum payments due upon death will be paid in the order of precedence shown on SF 105 unless SF 2808 (Designation of Beneficiary-Civil Service Retirement System) indicates otherwise. Complete SF 2808, if required (FPM Supp 831-1).

(27) Complete SF 1152 (Designation of Beneficiary-Unpaid Compensation of Deceased Civilian Employee) if selectee desires to change the standard order of precedence for any unpaid compensation due upon death (FPM Supp 296-33).

(28) Establish and/or verify the service computation date. If needed, complete SF 144 (Statement of Prior Federal Service) (FPM Supp 296-33).

(29) Verify the social security number. If selectee does not have number, complete SSA Form 5 (Application for a Social Security Account Number Card) (new hires and reinstatement eligibles only).

(30) When processing selectees covered by merit pay system for overseas position, pay will be fixed per 5 CFR 531.204(a).

(31) If applicable, ensure that the selectee is aware that employment is subject to satisfactory completion of a probationary period (FPM chapter 315).

(32) Complete DA Form 5372-R (Orientation Statement).

(33) Complete Reemployment Rights Agreement, if appropriate (current Federal employees only) (AR 690-300, chap 352).

(34) Complete applicable Rotation Agreement.

(35) Complete DA 5244-R (Statement of Understanding - Emergency-Essential Positions), if appropriate (para 2-6 and AR 690-11).

(36) Administer oath of office and have selectee sign SF 61 (Appointment Affidavit), if applicable (FPM Supp 296-33).

(37) Complete SF 52 (Request for Personnel Action) (FPM Supp 296-33).

(38) Prepare SF 50 (Notification of Personnel Action) (FPM Supp 296-33, AR 680-330, and AR 680-340).

(39) Provide selectee with OPF or appropriate documents to be hand-carried (paras 18 and 19).

(40) Ensure that OPF and SF 1150 (Record of Leave Data) are transmitted to the overseas employing activity, if not hand-carried (para 3-17).

(41) Annotate and remove SF 7 (Service Record) from the service control file, if appropriate (current Federal employees only).

(42) If selectee occupies a position covered by a DA Career

program, ensure that the career program file is forwarded to the overseas employing activity (current Federal employees only) (AR 690-950).

(43) If position is in the Senior Executive Service (ES Pay Plan), GS-16/17/18 or scientific technical (ST) pay plan, send copy of SF 50 and OPM Form 1390 to HQDA (DAPE-CPE), WASH, DC 20310-0300.

Appendix A References

Section I Required Publications

AR 40-562

Immunization Requirements and Procedures. (Cited in para 3-19b(2).)

AR 55-28

Port Call Procedures for Passenger Movements. (Cited in para 3-19b(18).)

AR 600-75

Exceptional Family Member Program. (Cited in para 3-8.)

AR 600-290

Passports and Visas. (Cited in paras 3-10a and 3-19b(5).)

AR 604-5

Personnel Security Program. (Cited in para 3-9a and b.)

AR 640-3

Identification Cards, Tags, and Badges. (Cited in para 3-15e.)

AR 680-330

Reporting Requirements under the Civilian Personnel Information System (CIVPER-SINS-I) (RCS CSGPA-II03). (Cited in para 3-19b(38).)

AR 680-340

Standard Civilian Personnel Management Information Systems (SCIPMIS) (RCSCSGPA-1509). (Cited in para 3-19b(38).)

AR 690-11

Mobilization Planning and Management. (Cited in paras 2-6a, 2-6c(1) and 3-19b(35).)

AR 690-300

chapter 301 Overseas Employment, (Cited in para 3-15d.)

AR 690-300

chapter 352 Reemployment Rights. (Cited in paras 2-1b, 3-15c and 3-19b(33).)

AR 690-950

Career Management. (Cited in paras 2-1c(1) and 3-19b(42).)

DA Pam 600-9

Alaska--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 608-10

Japan--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 608-11

Okinawa--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 600-12

Germany--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 608-13

Italy--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 608-14

Hawaii--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 608-15

Korea--Facts You Need to Know. (Cited in paras 3-19a(10) and 19b(1)(b).)

DA Pam 690-1

Working Overseas with the Department of the Army. (Cited in paras 3-19a(10) and b(a).)

DOD JTR

Joint Travel Regulation, Volume 2. (Cited in paras 3-12, 3-13a and b; 3-19b(4), (13), and (16).)

DOD 1400.20-1-M

DOD Program for Stability of Civilian Employment Policies, Procedures and Program Manual. (Cited in para 2-2f.)

DSSR

Department of State Standardized Regulations. (Cited in paras 3-13c.)

FPM chapter 315

Career and Career-Conditional Employment. (Cited in para 3-19b(31).)

FPM chapter 339

Qualification Requirements (Medical). (Cited in para 3-7a.)

FPM chapter 736

Personnel Investigations. (Cited in para 3-19b(7).)

FPM Supp 296-33

The Guide to Processing Personnel Actions. (Cited in paras 3-7a; 3-19b(2), (20), (22), (23), (27), (28), (36), (37) and (38).)

FPM Supp 339-31

Reviewing and Acting on Medical Information. (Cited in para 3-7a.)

FPM Supp 831-1

Retirement. (Cited in para 3-19b(26).)

FPM Supp 870-1

Life Insurance. (Cited in paras 3-19b(22) and (23).)

FPM Supp 890-1

Federal Employees Health Benefits. (Cited in para 3-19b(20).)

CPP 63

Civilian Travel and Transportation--Permanent Change of Station Travel. (Cited in para 3-19b(1)(c).)

5 CFR 531.204(a)

Title 5, Code of Federal Regulations. (Cited in para 3-19b(30).)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 55-46

Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas areas

AR 55-71

Transportation of Personal Property and Related Services

AR 690-300

chapter 300 Employment (General)

FPM
chapter 831 Retirement

Section III
Referenced Forms

DA Form 374
Job Description

DA Form 5244-R
Statement of Understanding (Employment-Essential Positions)

DA Form 5369-R
Rotation Agreement--Employees Recruited from the United States

DA Form 5370-R
Rotation Agreement-Employees Recruited Locally in Foreign Areas

DA Form 5371-R
Rotation Agreement--Employees Recruited from U.S. Territories and Possessions

DA Form 5372-R
Orientation Statement

DA Form 5373-R
Request for Processing of Overseas Selectee

DA Form 5414-R
Administrative Reemployment Rights Agreements

DD Form 1056
Authorization to Apply for 2 'No-Fee' Passport and or Request for Visa

DD Form 1300
Report of Casualty

DD Form 1614
Request and Authorization for DOD Civilian Permanent Duty Travel

DD Form 1617
Transportation Agreement--Overseas Employee

DSP 11
Department of State Application

SF 7
Service Record

SF 39
Request for Referral of Eligibles

SF 50
Notification of Personnel Action

SF 52
Request for Personnel Action

SF 61
Appointment Affidavit

SF 61-B
Declaration of Appointee

SF 75
Request for Preliminary Employment Data

SF 78
United States Civil Service Commission Certification of Medical Examination

SF 85
Data for Nonsensitive or Noncritical-Sensitive Position

SF 86
Security Investigation for Sensitive Position

SF 87
Fingerprint Chart

SF 105
Certificate of Membership in the Civil Service Retirement System

SF 144
Statement of Prior Federal Service

SF 171
Application for Federal Employment

SF 177
Statement of Physical Ability for Light Duty Work

SF 1150
Record of Leave Data

SF 1152
Designation of Beneficiary-Unpaid Compensation of Deceased Civilian Employee

SF 1190
Foreign Allowances Application, Grant, and Report

SF 2809
Health Benefits Registration Form

SF 2810
Notice of Change in Health Benefits Employee Enrollment

SF 2817
Life Insurance Election

SF 2817A
The Federal Employee's Group Life Insurance Program

SF 2823
Designation of Beneficiary-Federal Employee's Group Life Insurance Program

OPM Form 1386
Background Survey Questionnaire 79-2

SS Form 5
Application for a Social Security Account Number Card

OF 49
Inquiry for United States Government Use Only

TSP Form-I
Election Form

TSP Form-3
Designation of Beneficiary

Table 2-1
Overseas recruitment offices

Overseas recruitment offices	Areas covered
<p>Chief, Civilian Recruitment Center U.S. Army, Europe, and Seventh Army ATTN: AEGA-CRC APO New York 09403-0101 Telephone Numbers: AV 370 (Heidelberg Military); ask operator for 6449 Commercial: 011-49-6224-71088</p>	<p>Positions in Europe, Northern Africa, and the Middle East, serviced by HQ, USAREUR, except Corps of Engineers positions as follows: (1) Career programs positions at MACOM referral level and below. (2) Wage-grade and noncareer program positions as advertised in "Jobs in Europe" application acceptance listing.</p>
<p>Commander Eighth U.S. Army, OCPD ATTN: SES Division APO San Francisco 96301-0009 Telephone Numbers: AV (Korea Military) 315-724-4107/4108/4109 Commercial: 011-82-2- 404-93-4107/4108/4109</p>	<p>Positions in Korea serviced by Eighth U.S. Army at the MACOM career referral level.</p>
<p>Eighth U.S. Army Civilian Recruiting Office 4375 E. Marginal Way South PO Box 34102 Seattle, WA 98124-1102 Telephone Numbers: Commercial: (206) 764-3821</p>	<p>CONUS point of contact for Eighth U.S. Army on civilian recruiting matters.</p>
<p>Commander U.S. Army, Japan/IX Corps ATTN: AJGA-CP-T APO San Francisco 96343-0054 Telephone Numbers: AV (Japan Military) 233-3039 Commercial: 0462-51-5307</p>	<p>Positions in Honshu, Japan and Okinawa serviced by HQ, USARJ/IX Corps at the MACOM career referral level.</p>
<p>Commander U.S. Army Support Command, Hawaii ATTN: APZV-CPR Fort Shafter, HI 96858 Telephone Numbers: AV (Hawaii Military) 438-2406 Commercial: (808) 438-2406</p>	<p>Positions in Hawaii serviced by U.S. Army Support Command, Hawaii.</p>
<p>Commander HQ, 6th Infantry Brigade (light) ATTN: AFVR-CP-E Fort Richardson, AK 99505-5350 Telephone Numbers: AV 317-862-8118/2200 Commercial: (907) 862-8118/2200</p>	<p>Positions in Alaska serviced by HQ, 6th Infantry Division (Light)</p>
<p>Commander U.S. Army, South (Garrison) ATTN: SOGA-CPR APO Miami 34004 Telephone Numbers: AV (Panama Military) 85-5911/4155/5201 Commercial: 011-507-85-5911/4155/5201</p>	<p>Positions in Panama, Central and South America serviced by HQ, U.S. Army, South</p>
<p>Commander Fort McPherson, U.S. Army ATTN: AFZK-CP Fort McPherson, GA 30330-5000 Telephone Numbers: AV 572-2515 Commercial: (404) 752-2515</p>	<p>Positions with the Department of the Army in Puerto Rico.</p>
<p>Commander U.S. Army Corps of Engineers ATTN: DAEN-PEC-C 20 Massachusetts Ave., NW Washington, DC 20314-1000 Telephone Numbers: AV 285-1029 Commercial: (202) 272-1029</p>	<p>Career program positions at MACOM referral level except Engineers and Scientists (E&S) and Resources and Construction (R&C). Also, career program positions below MACOM referral and non-career program positions for Pacific Ocean and Europe Divisions, USACE.</p>

Table 2-1
Overseas recruitment offices—Continued

Overseas recruitment offices	Areas covered
Commander U.S. Army Engineer Division, Pacific Ocean ATTN: PODEF Fort Shafter, HI 96858-5440 Telephone Numbers: AV (Hawaii Military) 438-1098 Commercial: (808) 438-1098	E&S (R&C) career program positions at MACOM referral level for Korea, Japan, Kwajalein, and the COE, Pacific Ocean Division.
Commander U.S. Army Engineer Division, Europe ATTN: EUDEP APO New York 09757 AV (Frankfurt Military) 320-7660 Commercial: 011-49-69-151-7660	E&S (R&C) positions at MACOM referral level in Europe and Turkey.
Commander U.S. Army Middle East/ Africa Project Office ATTN: SAIPO-R P.O. Box 2250 Winchester, VA 22601-1450 Telephone Number: Commercial (703) 665-3734	Positions in Middle East and Africa serviced by USAMEAPO.
Commander U.S. Army Information Systems Command ATTN: AS-PER-CP Fort Huachuca, AZ 85613-5000 Telephone Numbers: AV 879-8122 Commercial: (602) 538-8122 FTS: 769-8122	All USAIS E&S (nonconstruction), GS-13 and above. All USAIS MACOM referral level positions (except those located in USAREUR which are filled by USAREUR and 7th Army). Recruitment assistance for all USAIS positions will be provided upon request regardless of title, series, and grade.
Personnel and Employment Service—Washington HQDA (JDPEW) Washington, DC 20310-6800 Telephone Numbers: AV 227-4213 Commercial: (202) 697-4213	Auditor and accountant positions below DA mandatory referral levels with the U.S. Army Audit Agency.
U.S. Army Test and Evaluation Command ATTN: DRSTE-PT-C Aberdeen Proving Ground, MD 21005-5055 Telephone Numbers: AV 283-4270/5186 Commercial: (301) 278-4270/5186	Positions with the U.S. Army Tropic Test Center in Panama and the U.S. Army Cold Regions Test Center in Alaska that are serviced by U.S. Army Test and Evaluation Command.
U.S. Army Missile Command ATTN: DRSMI-JER Redstone Arsenal, AL 35898-5070 Telephone Numbers: AV 746-5013 Commercial: (205) 876-5013	Equipment Specialist (General), GS-1670-12, positions for worldwide locations with MICOM; and positions at Kwajalein Missile Range, Marshall Islands.
NATO/SHAPE Support Group (80 ASG) ATTN: AERSH-ZR APO New York 09088 Telephone Numbers: AV — ask for Overseas SHAPE Operator 346265/ 3460887 Commercial: 011-32-346265/346087	U.S. recruitment for international positions at Supreme Headquarters Allied Powers Europe (SHAPE), Belgium.

Table 2-2
Occupational resource offices

Occupational resource offices	Occupations covered
Department of Defense Office of Overseas Dependents Schools Hoffman Building #1 2461 Eisenhower Avenue Alexandria, VA 22331-1100 Telephone Numbers: AV 221-0885 Commercial: (202) 325-0885	All Department of Defense schools positions.
The Judge Advocate General Department of the Army ATTN: DAJA-PT Washington, DC 20310-2206 Telephone Numbers: AV 225-1353 Commercial: (202) 695-1353	All civilian attorney positions. (See AR 690-300, chap 302 for exceptions.)
Commander U.S. Army Health Services Command ATTN: HSPE-CR Fort Sam Houston, TX 78234-6000 Telephone Numbers: AV 471-6630/6631 Commercial: (512) 221-6630/6631	All civilian medical officer positions.
Commander U.S. Army Troop Support Agency ATTN: DALO-TAP-C Fort Lee, VA 23801-6020 Telephone Numbers: AV 687-1636 Commercial: (804) 734-1636	Commissary management career program positions, GS-1144 series.
HQDA (DACF-ZS-NFS) 2461 Eisenhower Avenue Alexandria, VA 22331-0523 Telephone Numbers: AV 221-8789 Commercial: (202) 325-8789	Nonappropriated fund positions, defined in AR 215-3, except where authority has been delegated to MACOM in writing.
HQDA (DACF-ZS-NFS-R) 2461 Eisenhower Avenue Alexandria, VA 22331-0523 Telephone Numbers: AV 221-6030 Commercial: (202) 325-6030	Appropriated fund and nonappropriated fund community activity positions in series 030, 188, 1001, 1051, 1056, and 301 (community recreation) positions, except where authority has been further delegated to MACOM in writing. Also, club manager (1101) series for grades 9 and above.
HQDA (DACF-ZS-NFS-D) 2461 Eisenhower Avenue Alexandria, VA 22331-0523 Telephone Numbers: AV 221-6030 Commercial: (202) 325-6030	Special examining unit for the following appropriated fund positions: Sports Specialist (GS-030), Recreation Specialist (GS-188), and club Manager (GS-1101) at grades 5 through 13. Nonstatus applicants must establish eligibility with this office for employment consideration with all DOD activities.
Saudi Arabia Consolidated Civilian Personnel Of- fice (See note.) OPM SANG APO New York 09038-5005 Telephone Number: Commercial (direct dial from U.S.): 1-966-1-464-6156, ask operator for extension 279	Positions with DA in Saudi Arabia.
<p>Note: The following office is a liaison office for the CPO in Saudi Arabia and may be contacted for daily courier service or for telephone messages: HQ, US Army Materiel Command ATTN: AMCPM-NGW 5001 Eisenhower Avenue, Rm 5S32 Alexandria, VA 22333-0001 Telephone Numbers: AV 284-9126 Commercial: (703) 274-9126</p>	

Table 3-1
Exceptional Family Member Program Points of Contact

Location	Medical point of contact	Telephone number
Korea	EFMP Pediatric Consultant HQ, 18th Medical Command ATTN: EAMAMC-CS-EFM APO San Francisco 96301-0017 Message Address: CDR18THMEDCOM SEOUL KOR//EAMAMC-CS-EFM//	AV 297-6744
Panama	Chief, Pediatrics Service HQ, USA MEDDAC Panama ATTN: HSXO-MD-PD Gorgas Army Hospital APO Miami 34004 Message Address: CDRUSAMEDDAC QUARRY HEIGHTS PM//HSXO-MD-PD//	AV 297-6744
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Glossary

Section I Abbreviations

AV

autovon

CONUS

continental United States

CPO

civilian personnel office

CPP

civilian personnel pamphlet

CRO

central referral office

CSRS

Civil Service Retirement System

DA

Department of the Army

DDSC

Defense Data Support Center

DEERS

Defense Enrollment Eligibility Reporting System

DOD

Department of Defense

DODDS

Department of Defense Dependent Schools

EOD

entry on duty

FPM Supp

Federal Personnel Manual Supplement

MACOM

major Army command

MFR

memorandum for record

OCONUS

outside continental United States

OPF

official personnel folder

OPM

Office of Personnel Management

SMA

separate maintenance allowance

SON

submitting office number

TDY

temporary duty

TSP

thrift savings plan

Section II Terms

This section contains no entries.

Section III Special Abbreviations and Terms

This section contains no entries.

Index

This section contains no entries.

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