DEPARTMENT OF THE NAVY
COMMANDER, U.S. NAVAL FORCES, JAPAN
PSC 473 BOX 12
FPO AP 96349-0051

6 August 2007

MEMORANDUM FOR COMMANDING OFFICERS AND STAFF DEPARTMENT HEADS

SUBJECT: POLICY STATEMENT - FIVE YEAR LIMITATION ON FOREIGN EMPLOYMENT

1. It is Department of Defense (DoD) policy to limit civilian employment in foreign areas to five years. The Department of the Navy (DoN) and Commander, U.S. Naval Forces, Japan (CNFJ) support this policy. All Naval Shore commands, activities and installations in Japan shall implement this policy to the maximum extent possible using the following guidelines.

2. The five year limitation on employment in foreign areas allows for the continuous assessment of civilian workforce requirements; promotes the efficiency of worldwide operations; allows employees in the continental United States the opportunity to accept positions in foreign areas as part of their career development; allows employees to return to refresh state-side skills that may have diminished during overseas assignment; allows employees the option to exercise employment return rights to stateside locations; and ensures continuing employment opportunities to newly assigned civilian and military family members. This policy is not intended to limit commands or commanding officer's authority from retaining individuals with unique skill sets critical to mission accomplishment.

3. The following categories of positions/employees are exempt from the five year rotation requirements:

a. positions that require frequent and continuous (daily) contact with officials of the host nation and require a detailed knowledge of the culture, laws, customs, or government processes of the host nation and that requirement is included in and supported by the position description;

b. employees who are family members accompanying military and civilian employees of the DoD Components stationed in the foreign area;

c. employees of the Senior Executive Service;

d. employees who were employed in the foreign area prior to April 1, 1966; and

e. educators of the Department of Defense Dependent School system.

4. For all employees, tour extensions beyond the five year limitation will be considered by management on a case by case basis, solely at the discretion of management, and only for positions that require special skills specified in the position description such as Japanese language proficiency, special submarine/nuclear systems skills, or other mission critical skill sets that cannot be readily recruited; positions that are determined to be hard-to-fill based on recent (within previous 6 months) recruitment efforts resulting in three or more valid job offer

declinations for a specific location; or individuals who are completing short-term (6-12 month) projects. Case-by-case extensions are intended to meet short-term, local needs and are not intended to provide for permanent employment in the foreign area. Tour extensions beyond five years should be the exception vice the rule. Approval authority for tour extensions beyond the five year limitation resides with Installation Commanding Officer for all base employees, activity Commanding Officers for command employees, and CNFJ Chief of Staff for CNFJ staff employees.

5. This policy statement must be read in conjunction with Department of Defense, Department of Navy and any applicable Major Command policies.

6. The Regional Human Resources Office will monitor tour extensions and evaluate management compliance with this policy through annual assessments/inspections. Annual command reports documenting individual extensions beyond the five year limit will be submitted to CNFJ. For guidance and direction on this policy statement, please contact your servicing Human Resources Specialist.

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Deputy and Chief of Staff