

STATEMENT OF UNDERSTANDING FOR LOCALLY HIRED CIVILIAN EMPLOYEES

Congratulations, you have been selected for a position as a locally hired civilian employee who was either residing in an overseas area at the time of your appointment or you do not meet the criteria of two year of recent residency in the United States. The Department of State Standardized Regulations (DSSR) prescribes criteria for authorizing overseas allowances and benefits to Federal employees working overseas in Department of Defense activities. Based on the DSSR, your eligibility to these benefits is listed below.

LIVING QUARTERS ALLOWANCE (LQA). You are not eligible to receive LQA, and you are ineligible to reside in military housing at no cost.

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA). You are not eligible to receive TQSA for the cost of temporary lodging you may incur.

POST ALLOWANCE (PA). You are eligible to receive post allowance, based on the number of authorized dependents that are residing with you in the overseas area.

SEPARATE MAINTENANCE ALLOWANCE (SMA). You are ineligible to receive SMA for any family members who are not currently residing in your household.

ADVANCE PAY. You are not eligible to receive an advance of your salary.

EVACUATION PAY. You are not eligible to receive evacuation pay for you or your dependents. In the event of an evacuation due to a natural disaster, or other evacuation from an overseas post, the Department of State Standardized regulations do not authorize evacuation pay for locally hired U.S. citizens. During an evacuation of DoD civilian employees, locally hired civilians and their family members are not eligible for departure from the foreign area at the government's expense.

POST DIFFERENTIAL PAY. You are not eligible to receive post differential if your overseas area is designated a hardship area.

EDUCATIONAL TRAVEL. Your family members are ineligible to receive educational travel.

EMPLOYMENT OF FAMILY MEMBERS. Your family members are not eligible for military spouse employment preference, family member preference, or summer hire employment opportunities for family members. If your family member has his/her own appointment eligibility, i.e. Veterans Employment Opportunity Appointment, VRA, or disability, they may apply for positions if they are included in the area of consideration for the vacancy announcement.

ID CARDS. You and your authorized family members are authorized ID cards which will allow you to utilize the Navy Exchange facilities, and the commissary. If you have a military retiree ID card, you may be eligible to receive limited medical services at a military medical facility in your overseas Area.

ROTATION AGREEMENT. You are required to sign a DOD rotation agreement, signifying that your initial tour of duty is 36 months in mainland Japan, or 24 months in Okinawa, Korea, Singapore, or 12 months in Diego Garcia. At the end of your initial tour, your command may elect to extend you an additional tour up to a maximum of five years.

DOD FIVE YEAR ROTATION POLICY. The position which you have accepted is subject to the Department of Defense five year overseas rotation policy. The policy authorizes civilians to remain employed in the overseas area for up to five years. After you have been employed for five years as a civilian in the overseas area, you will be required to register in the DOD Priority Placement Program (PPP). The program registers you for vacant positions in the United States. If you fail to register in the PPP program or decline a position you are offered through PPP, you will be subject to removal from your position. In limited circumstances, your command may seek approval to extend you for more than five years. The DODINST 1400.25 describes the circumstances in which your command may initiate approval to extend your employment past the five years.

ELIGIBILITY FOR THE DOD PRIORITY PLACEMENT PROGRAM (PPP). To register for the PPP you must be performing at an acceptable level of performance in your current position. Additionally, you can not have a recent history of poor performance, conduct or behavioral problems. If you fail to meet the PPP eligibility requirements, and your overseas tour is not extended, you are subject to removal from your position.

HOME LEAVE AND ACCUMULATON OF 360 HOURS OF ANNUAL LEAVE. As a locally hired employee, you are not eligible to earn home leave or to accumulate 360 hours of annual leave. You are authorized however, to carry over a maximum of 240 hours of annual leave at the end of each leave year.

By signing below you are acknowledging that you have been advised of the overseas allowances and benefits that you are eligible to receive, as well as your understanding of the DoD five year rotation policy. Please sign and indicate your preference below of acceptance or declination of this position.

I accept this local hire position.

Name and signature.

Date

I choose to decline the position that is being offered to me.

Name and signature.

Date