

**ROTATION AGREEMENT  
FOREIGN OVERSEAS AREA EMPLOYEES**

*SUBJECT TO DoD/DON ROTATION PROGRAM*

<b>Employee Name:</b>		<b>Overseas Activity:</b>	
<b>Overseas Position (Title, Series, Grade):</b>			
<b>Date Overseas Tour Starts:</b>	<b>Date Overseas Tour Ends:</b>	<b>Length of Tour</b>	
<b>Activity Holding Return Rights (if any):</b>		<b>Return Rights Position (Title, series, grade):</b>	

1. This document represents an agreement between the DoN and \_\_\_\_\_. Execution of the agreement is a condition of employment for assignment in the overseas area. It becomes effective upon assignment to any permanent position covered by the DoD/DON rotation program.
  
2. Assignment to a position in the overseas area is for a specific tour of duty. Extensions are management initiated with concurrence of the employee. Extensions beyond five years are subject to DoD policy that limits employment in foreign areas to five years. Unless the tour is extended, employee agrees to exercise return rights upon completion. Employees without return rights, or with return rights to lower graded positions who desire to attempt placement at current overseas grade, agree to register in the DoD Priority Placement Program (PPP) for return placement.
  
3. The DON agrees to provide placement assistance for return to a position in the United States through either a guarantee of return rights entitlements or through the PPP if employee is eligible. The DON agrees to provide employees with return rights timely notice of requirement to apply for return rights assignment. If notice is delayed, employee's application may be delayed until a date not later than 30 calendar days after the date of the notice. IF RETURN RIGHTS TO THE CURRENT OR A HIGHER GRADED POSITION ARE NOT EXERCISED, EMPLOYEE MAY BE SEPARATED FROM THE FEDERAL SERVICE.
  
4. If employee is eligible for placement through the PPP, registration must be in accordance with DON and DoD return placement policies in effect at time of registration. Policy is contained in the DoD PPP Operations Manual and SECNAVINST 12301.2. Failure of employee with return rights to comply with either DoD or DON requirements for registration may result in immediate directed return via exercise of return rights. If placement is not achieved within authorized registration period, employee with return rights will be required to exercise them. DoN agrees that if employee without return rights is

available for U.S. assignment per this agreement, the overseas tour will be extended until receipt of one valid offer of continuing employment in the U.S.

In addition, if the employee does not have return rights and does not receive a valid offer within 90 days of registration, the registration must be amended to include one grade interval below his or her current grade. However, required registration below current grade will only apply when the employee's rotation agreement or extension to the rotation agreement informs the employee of this condition of employment and was signed after August 13, 2002. Employees recruited from the United States, who forfeited their return rights, are not required to register below the grade from which originally recruited. FAILURE TO ACCEPT A VALID OFFER OF EMPLOYMENT OR TO COMPLY WITH EITHER DoD OR DoN REQUIREMENTS MAY RESULT IN SEPARATION FROM THE FEDERAL SERVICE.

5. This agreement becomes void if, before completion of the overseas tour, employee transfers to a Federal agency outside of DON or is voluntarily or involuntarily separated. If transferring to another DoD Component, employee will become subject to the employing Component's rotation program.

6. By signing this agreement employee certifies having read current DoD and DON policy and requirements regarding rotation in connection with overseas assignments and fully understands and agrees to requirements stated in these policies.

<b>Employee Signature and Date:</b>	<b>Human Resources Office Representative:</b>  <b>Phone #:</b> <b>E-Mail address:</b> <b>Signature and Date:</b>
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