



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
CIVILIAN HUMAN RESOURCES AGENCY, OFFICE OF THE REGIONAL DIRECTOR  
NE/EUROPE REGION  
UNIT 23152  
APO AE 09227-3152

PECH-EUR-A

29 November 2016

SUBJECT: Standard Operating Procedure (SOP) for Submitting and Processing Overseas Tour Extension/Non-Extension/Curtailment of Tour

1. **PURPOSE:** To establish procedures for submitting Overseas Tour Extension/Non-extension/Curtailment of tours. Managers, Supervisors, and Administrative Points of Contact will submit Overseas Tour extension/non-extension/curtailment of tour through the AutoNOA website.

2. **SCOPE:** This Standard Operating Procedure (SOP) applies to the Civilian Human Resources Agency Northeast /Europe (CHRA-NE/E), CHRA-NE/E Civilian Personnel Advisory Centers (CPACs), and Organizations serviced by CHRA-NE/E.

3. **GENERAL:** This SOP includes procedures for submitting Overseas Tour extension/non-extension/curtailment of tour.

4. **LOCAL NATIONALS:** Not Applicable.

5. **RESPONSIBILITIES:**

a. Supervisors are responsible for implementation of this SOP.

b. CPAC staff will be available to provide advice and assistance to serviced organizations in monitoring the overseas rotation program. However, the CPAC will not be responsible for the preparation of the AE Form 690-300B, May 13 Overseas Tour Extension Request.

c. CPAC will administer the Priority Placement Program (PPP) registrations and return-rights procedures for serviced employees (reference CHRA SOP 352-12-GM-01, Para 5e (2)).

d. CPACs will monitor the View CPAC Report of the AutoNOA OTEX tool at least once a week.

(1) **If employee is not extended:** Update status if required and once all applicable actions have been completed, remove the employee from the list.

(2) **If employee is extended:** Review the "New Date Overseas Tour Expires", "Return Rights Extended" to ensure accuracy and proper update of data. Select the Remove from List option once all data has been verified.

e. Managers will follow the guidance set forth in Army in Europe [Supplement 1 to AR 690-300.301](#).

(1) Upon notification from AutoNOA; managers are responsible for the preparation of [AE Form 690-300.301B, May 13](#) Overseas Tour Extension Request.

(2) Follow their respective organization's internal processes for tour extensions.

f. If the decision is made **not to extend the Overseas Tour**, managers will:

(1) Submit the Overseas Tour non-extension request via [AutoNOA](#) > OTEX Extensions.

(2) Follow "Printable Instructions" available online in AutoNOA under OTEX Extensions.

(3) Upload final signed copy of Overseas Tour non-extension form for e-OPF transfer.

(4) To remove a non-extension go to [AutoNOA](#) > OTEX Extensions > Submission History.

(5) Follow "Remove NonExtension" instructions available in AutoNOA under OTEX Extensions.

(6) If you are unable to remove the non-extension, submit a [CPOL/CA Service Desk](#) ticket.

i. Select Request Area: **CHRA.EU.ISD.FAB.AutoNOA**

ii. [Step-by-Step Instructions](#) for creating a CPOL/CA Service Desk ticket..

g. If the decision is made **to extend the employee's overseas tour** beyond the initial 36 months, [AE Form 690-300.301B, May 13](#) Overseas Tour Extension Request will need to be completed in accordance with the command's internal procedures. After completion, the manager will:

(1) Download the appropriate Rotation Agreement. Provide CHRA Addendum to DA Form 5369-R / DA 5370 / DA Form 5371-R to employees.

i. [DA Form 5369-R](#) Rotation Agreement – Employees Recruited from the United States

- ii. [DA Form 5371-R](#) Rotation Agreement – Employees Recruited from the US Territories and Possessions
- iii. [DA Form 5370-R](#) Rotation Agreement – Employees Recruited Locally in Foreign Areas
- iv. [Addendum](#) to the Department of Army Rotation Agreements
- v. [AE Form 690-300.301C, May 13](#) Administrative Tour Extension

(2) Once all required tour extension forms are signed by the employee and Command HR Staff; submit the Overseas Tour extension via [AutoNOA](#) > OTEX Extensions.

(3) Follow “Printable Instructions” available online in AutoNOA under OTEX Extensions.

(4) Upload final signed copy of Overseas Tour extension form, applicable Rotation Agreement, and the CHRA Adendum form for e-OPF transfer.

h. If a **Correction** of the tour extension is required, submit a [CPOL/CA Service Desk](#) ticket.

(1) Select Request Area: **CHRA.EU.ISD.FAB.AutoNOA**

(2) [Step-by-Step Instructions](#) for creating a CPOL/CA Service Desk.

i. If an employee’s **Overseas Tour is curtailed by management** the manager will:

(1) Upload the signed management document via [AutoNOA](#) > OTEX Extensions.

(2) Follow “Printable Instructions” available online in AutoNOA under OTEX Extensions.

(3) Coordinate the course of actions to return the employee back to the United States with the local CPAC.

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