

# Overseas Return Rights

## General Information

DoDI 1400.25 Volume 1230 established the DoD rotation policy for employees assigned to positions in the competitive service in foreign areas within the Department of Defense. This rotation policy limits the period of authorized foreign area employment to a period of 5-years unless exempt from the rotation policy or an extension is granted.

The servicing civilian personnel section will ensure that a candidate signs the appropriate overseas employment agreement when the candidate is appointed, assigned or converted to an appropriated fund position in a foreign area; Alaska, Hawaii, United States territories and possessions; from a non-foreign area to a foreign area; or between foreign areas. The overseas employment agreement will establish the conditions and entitlements related to such assignment. The agreement is required whether or not the employee is to serve in a position subject to the rotation policy and will be filed in the electronic Official Personnel Folder to document the employee's understanding of the overseas rotation requirement.

**See AFMAN 36-204 Chapter 5 for more details:**

[https://static.e-publishing.af.mil/production/1/af\\_a1/publication/afman36-204/afman36-204.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-204/afman36-204.pdf)

## GAFB return rights process:

- 1) For overseas assignments complete the [OA 3.1](#) or Hawaii and Guam complete [OA 5.8](#). and sign.
- 2) "Submit Service Ticket" and select "Return Rights" in "Reason for Request"
- 3) When a CPO representative has been assigned to your request, you will be notified via email and the status of your request will change to "Awaiting Attachments"
- 4) Send an email to your identified CPO Representative and attach the completed OA 3.1 or OA 5.8 .
- 5) Once the document has been received, reviewed, and processed by your CPO representative, your request will be marked "Complete" and you will receive a copy of the agreement.
- 6) End of process.