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OVERSEAS TOURS OF DUTY

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1. GENERAL

This Regulation prescribes Agency policy, responsibilities and procedures for determining the duration of overseas tours of duty of staff employees and staff agents. None of the provisions of this Regulation eliminate the necessity for compliance with the requirements of Regulation [REDACTED] concerning leave of absence following the completion of an overseas assignment.

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2. DEFINITIONS

- a. "Continuous service abroad" shall be construed in accordance with the provisions of [REDACTED]
- b. "Chiefs of Major Components" refers to the Deputy Directors (Plans), (Intelligence), and (Administration); the Director of Training; the Assistant Director for Communications; and the Assistant Director for Personnel.
- c. As used herein, "heads of operating offices" refers to the Director of Training; the Assistant Director for Communications; the Assistant Director for Personnel; the Chiefs of Senior Staffs and Area Divisions

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under the jurisdiction of the Deputy Director (Plans); the Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and to chiefs of administrative offices under the jurisdiction of the Deputy Director (Administration).

3. POLICY

The exact length of the overseas tour of duty of any staff employee and staff agent accepting overseas assignment will be prescribed in advance of his departure, in accordance with the provisions of this Regulation, and will be agreed to in writing by the Agency and the individual concerned. The individual will acknowledge in the written agreement his obligation to remain overseas for the prescribed tour of duty in order to receive travel and transportation to and from his overseas post of duty at Government expense.

4. RESPONSIBILITIES

- a. The determination of personnel requirements for overseas activities is primarily the responsibility of the Chiefs of Major Components. Each has general responsibility within his component for ensuring compliance with the policy and provisions of this Regulation.
- b. The Liaison Control Branch, FI Staff, DD/P, is responsible for informing the officials designated in paragraphs 2b and c above concerning the specific overseas tour requirements of official cover organizations. The Cover Branch, FI Staff, DD/P, is responsible for informing such officials about the specific overseas

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tour requirements of unofficial cover organizations. These Branches are also responsible for reviewing changes in individual overseas tours of duty to ensure that they are consistent with cover requirements.

c. The Assistant Director for Personnel is responsible for:

- (1) executing and retaining an official memorandum of agreement between the Agency and each employee accepting an overseas assignment.
- (2) determining in cases of an alleged violation of an overseas agreement whether or not the circumstances were beyond the individual's control and whether he will be required to reimburse the United States for travel and transportation provided at Government expense.

5. LENGTH OF OVERSEAS TOUR OF DUTY

a. GENERAL REQUIREMENTS

- (1) The duration of the tour of duty of an individual will be compatible in all cases with the requirements of his cover.
- (2) A minimum overseas tour of duty of one year will be required in all cases.

b. STANDARD LENGTH OF OVERSEAS TOUR

The minimum period of his overseas tour of duty will normally coincide with the period of the cover organization; otherwise, the minimum

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tour will normally consist of two years' continuous service from the date of his arrival at his overseas post of duty.

c. EXCEPTIONS TO STANDARD OVERSEAS TOUR OF DUTY

(1) Administrative exceptions to a standard tour of duty may be made under the following circumstances:

(a) When operational requirements make it essential in individual cases that:

(1) a person's overseas tour of duty be prescribed for a period of different duration than either that of the cover organization or two years' continuous service from the date of arrival overseas;

(2) an individual's overseas tour, as originally prescribed, be extended for a stipulated period. If an employee's overseas tour is extended for operational reasons, such as meeting a peak-load requirement, completing a short-run activity or training and sending a replacement for the employee, the individual's tour of duty will not be extended in excess of 90 days from the date of the expiration of his overseas tour;

(b) When Agency interests require that a particular employee be assigned a subsequent tour of duty overseas at the same post or within the same geographical area immediately upon the conclusion of leave of absence following completion of overseas assignment and without an intervening headquarters assignment;

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- (c) When Agency interests require that an individual be transferred, without an intervening headquarters tour, from one overseas post involving unhealthful duty, hazardous duty, or hazardous exposure to another such post of duty;
- (d) When the interests of the Agency require that a uniform tour of duty prevail in a given area or for a particular activity in which personnel of more than one Major Component are assigned with different overseas tours of duty.
- (2) Individual exceptions to an initial standard tour of duty, as provided in paragraph 5c(1) above, may be finally approved in advance of the overseas assignment by the Chief of the Major Component to which the individual is officially assigned. This authority will not be delegated. When the individual is attached to one Major Component and has a Career Designation to a career component in another Major Component, the Chiefs of the two Major Components will jointly agree to any authorization of an individual's overseas tour of duty which is an exception to the normal tour of duty. If the Chiefs of the two Major Components do not agree, the issue will be finally determined by the Deputy Director of Central Intelligence.
- (3) The approval of an individual's subsequent overseas tour of duty or the approval of a subsequent change in the duration of his

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current tour of duty, as provided in paragraph 5c(1) above, may be exercised by the head of the operating office to which the individual is officially assigned. This authority will not be delegated to a subordinate officer. If the operating office to which the individual is officially assigned is different from the component responsible for his career planning, as evidenced by his Career Designation, such a determination will be made after securing, through appropriate channels, the concurrence of the head of the employee's career component. If the head of the employee's career component does not concur, the proposal will be reviewed and decided by the Chief or Chiefs of the Major Component or Components concerned. If in the latter case the Chiefs of the Major Components concerned do not resolve the issue, it will be referred to the Deputy Director of Central Intelligence for final determination.

- (4) A recommendation for a uniform tour of duty for a given area or activity, as provided in section 5c(1) above, may be made by the Chief of a Major Component. The proposal will be transmitted by memorandum to the Assistant Director for Personnel, who will coordinate the recommendation with the Chief of each Major Component concerned. In the event that the Assistant Director for Personnel or the Chief of another Major Component concerned does not concur in the recommendation, the Assistant Director for Personnel will refer the issue to the Deputy Director of Central Intelligence for final determination.

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d. REDUCTION OR TERMINATION OF PRESCRIBED TOURS OF DUTY

- (1) Once the minimum tour of duty is established, the prescribed period shall not be reduced or terminated except when:
 - (a) The individual's service is to be terminated for cause in the best interest of the Agency.
 - (b) The services of an individual in an assignment in the United States are determined to be of greater value to the Agency than his overseas assignment.
 - (c) The services of an individual in his overseas assignment are no longer required, and no other appropriate assignment is available in the geographic area.
 - (d) The individual is to be returned for circumstances of extreme personal hardship which are considered by the Agency to be beyond the individual's control.
- (2) Except in cases of extreme personal hardship, a decision to reduce or terminate an individual's overseas tour of duty prior to the expiration of his minimum period of service may be made by the head of the operating office concerned pursuant to the procedures stated in paragraph 5c(3) above.
- (3) The Assistant Director for Personnel may reduce or terminate an employee's overseas tour of duty for reason of extreme personal hardship, upon recommendation of the head of the operating office, and after coordination, when appropriate, with the Medical or Security Offices. (See paragraph 7a.)

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6. TRAVEL AND TRANSPORTATION

- a. An individual will be required to remain at his overseas post for the completion of his prescribed tour of duty unless he is sooner transferred, reassigned, or separated for the convenience of the Agency or for reasons beyond his control which are acceptable to the Agency. If the individual resigns or abandons his overseas position for his own convenience prior to the completion of the specified minimum tour of duty from the date of arrival at his overseas post of duty, except for circumstances which are acceptable to the Agency or are recognized by it to be beyond his control, he will forfeit his right to the payment at Government expense of return travel and transportation costs of ^{himself and} his immediate family and household and personal effects to the United States.
- b. If an individual resigns or abandons his overseas position for his own convenience prior to the completion of twelve months' service from the date of arrival at his overseas post of duty, except for circumstances acceptable to the Agency or recognized by it to be beyond his control, all travel and transportation expenses incurred by the Government in transferring an individual and his family and effects to the overseas post of duty become a debt due the Government. The individual will be required to reimburse the Agency for all such expenses, and return travel to the United States will be at the expense of the individual.

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7. PROCEDURES

- a. Standard Form 52, Request for Personnel Action, will be initiated in order to effect an employee's overseas assignment, and the period of the overseas tour of duty will be stated in the Remarks section.
- b. Each Agency official authorized to prescribe an employee's tour of duty will ensure that the proposed tour of duty is coordinated with the Liaison Control Branch or Cover Branch, FI Staff, DD/P as appropriate, before the Request for Personnel Action is forwarded to the Office of Personnel.
- c. The Office of Personnel will execute a memorandum of agreement between the Agency and each employee accepting overseas assignment which will specify the exact period of his tour of duty and will contain his rights and obligations in connection therewith, including the authorization of travel and transportation at Government expense. Agency officials authorized by this Regulation to prescribe the length of overseas tours of duty will ensure that the Office of Personnel is provided the information necessary to effect such agreements.
- d. Whenever a change in the duration of an individual's tour, as initially prescribed, is necessary for reasons other than extreme personal hardship, the head of the operating office concerned will ensure that the change has been coordinated with the Liaison Control Branch or Cover

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Branch, FI, as appropriate, and that both the Assistant Director for Personnel and the individual concerned are informed through appropriate channels of the change and the reasons therefor.

- e. For reasons of extreme personal hardship, an individual may submit through channels an original and two copies of a memorandum requesting termination of his overseas tour of duty or an exception to subsequent changes in his prescribed tour which extend the duration of his overseas assignment. This request will be thoroughly documented and will contain the recommendations of the Chief of Station ^{hereinafter the Senior Representative, Chief of Station,} concerned (including/Chief of Mission, or other principle officer subordinate directly to headquarters). The memorandum will be forwarded, through the head of the operating office concerned, to the Assistant Director for Personnel in accordance with the provisions of paragraph 5d above.
- f. When a question arises as to whether or not the failure of an employee to meet prescribed periods of overseas service, upon which the payment of travel and transportation to and from an overseas post of duty are predicated, was beyond his control, the issue will be finally decided by the Assistant Director for Personnel in the following manner:
- (1) The head of the operating office to which the employee is officially assigned will initiate and transmit a memorandum

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to the Assistant Director for Personnel containing a full explanation of the pertinent circumstances and recommendations for the settlement of the case.

- (2) The Assistant Director for Personnel or his designee will determine whether the situation was within the employee's control and, in such cases, what procedures will be followed in collecting any debt due the United States. The Assistant Director for Personnel will make his determination after such coordination as is appropriate with the Comptroller, General Counsel, Director of Security, Chief, Medical Staff, and the head of the operating office concerned.

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