CHRA Europe Region

PROCEDURES FOR SUBMITTING AND PROCESSING OVERSEAS TOUR NON-EXTENSIONS/CURTAILMENT OF TOUR

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

2. **SCOPE**: This Standard Operating Procedure (SOP) applies to the Civilian Human Resources Agency (CHRA) Europe, Employee Services Division (ESD) and Civilian Personnel Advisory Centers (CPACs).

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

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

5. **RESPONSIBILITIES**:

   a. Supervisors are responsible for implementation of this SOP.

   b. CPACs will assist managers, supervisors and administrative personnel with the preparation and review of the non-extension procedures. CPACs will assist employees with the Priority Placement Process (PPP) and return-rights process.

   c. The Employee Services Division (ESD) is responsible for finalizing requested transaction if they failed.

Overseas Tour Non-Extension/Curtailment Submission

The following establishes the procedures for submitting Overseas Tour Non-Extensions/Curtailment of tour.

Managers will:

1. Follow the guidance set forth in the Army Regulation 690-300, Chapter 301 and Army in Europe Regulation (AER) AE Suppl 1 AR 690-300.301.

2. Submit the Overseas Tour non-extension/curtailment request via AutoNOA.

   a. Follow instructions outlined in the CHRA-E AutoNOA User Guide for Managers – OTEX Extension available online at https://cpolrhp.cpol.army.mil/eur/automation/User_Guide_OTEX.pdf

   b. Attach approved Overseas Tour non-extension form or curtailment of tour document required for e-OPF upload.

3. If **Inquiry or Correction** to non-extension/curtailment of tour record is required, submit a CPOL Service Desk aka CA Service Desk ticket available at https://servicedeskw.cpol.army.mil/cpolsd.

    a. Select Request Area: Europe > ESD > Tour

    b. Step-by-step instructions for creating a CPOL / CA Service Desk ticket are available at https://cpolrhp.cpol.army.mil/eur/automation/CPOLSD_Creating_a_CPOLSD_ticket.pdf.

Employee Services Division will:

(a) Monitor and respond to all CA Service Desk Tickets within 3 days.

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