

Overseas Suitability Determinations

Attachment (1) is to be provided to all employees accepting overseas assignments. The information provided is general in nature and must be supplemented, as appropriate regarding the specific “duty location” of the overseas positions. The following procedures will be followed:

1. Overseas activities will review the general suitability statements when initiating recruitment action and, considering the duty station of the vacancy, develop an additional specific information statement. The additional information statement will be provided with the recruitment request submitted to NCPC.
2. Upon notification of offer, NCPC will provide a copy of the suitability statement with additional information as a part of the processing kit. This same information should also be provided directly to employees when the overseas activity is directly arranging the processing.
3. As a minimum, overseas activities should include the following specific information in their supplemental statement:

Medical: Availability of medical facilities in the commuting area of the duty station. Brief description of facilities. If full medical care is distant -where is it located? What should the employee know about using foreign country facilities, including cost?

Dental: Availability of dental care. If available, but not easily accessible normal waiting period for non-emergency care.

Handicap: Availability of special education programs. If not available -where is closest location?

School: Description of available DOD Dependent Schools located in area. If both primary and secondary schools are not located in the area of the duty station - where are they? Are distant school bus rides required -if so how long? Is there alternative education available in the local area?

Spouse Employment Opportunities: A realistic description of the employment situation.

Children: Information regarding availability of day care centers and pertinent information regarding availability of recreational facilities for teens.

Other: Any other information that a new employee should be aware of in making a decision and/or to facilitate the relocation to the overseas area. Include information regarding physical and personal security if this is a problem in the geographic area.

Dear Prospective Overseas Assignee:

Congratulations on your selection for an overseas assignment. Your overseas assignment will provide you a unique opportunity to live and work in an overseas environment. During your tour you and your family a part of the United States Military establishment and, as such, will be entitled to most of the benefits provided military families. These include either living in military housing or on the local economy with provision of a housing allowance, use of commissary, exchange, and recreational facilities, use of medical and dental facilities and enrollment of your children in the Department of Defense Dependent School System. As a part of the military community you will also be subject to many of the rules and regulations imposed on military members of the community. These rules apply to all members of the family and extend beyond the workplace.

As a part of the "American community" overseas, you will also experience the uniqueness of the foreign country customs and practices such as licensing of vehicles and installation of telephone and utility services. These practices are frequently very different from what is expected in the US and often require patience and perseverance. The cultural differences as well as the separation from families and familiar surroundings will require a period of adjustment for the entire family. This adjustments period is normally a few months. After this you should be comfortable enough with the overseas assignment to enjoy the opportunities available for travel, recreation and enjoying the excitement of the overseas environment.

To increase the likelihood of a successful overseas tour, it is extremely important that you be fully aware of the overseas environment in which you will be living and working. You have been provided a copy of a pamphlet describing the living and working conditions for the area to which you will be assigned. You and your family should carefully read the information provided and, if possible, talk about your prospective assignment with others who have formerly lived and worked overseas. You will also be assigned a sponsor from the overseas duty location to answer your questions. You are encouraged to maintain contact with this person. Since the adjustment of the entire family is essential to the success of an overseas tour, it is imperative that you carefully assess the impact of the overseas assignment on each family member. The attached statement will assist you in determining the suitability and adaptability of each of your family members for this assignment. The statement must be signed and returned with your processing package.

Your initial overseas assignment may have unusual expenses not ordinarily associated with a relocation within the US. You should be prepared to have sufficient money to meet these needs. Your overseas sponsor should be able to advise you regarding anticipated overseas expenses. Employees relocating overseas are eligible for a onetime salary advance of up to three months of their salary. The advance is repayable on a schedule of up to 26 pay periods. The authority for the advance is Section 2310 of the Foreign Service Act and Title 5, Section 5927 of the US Code. Application for the advance is made through your current payroll office. The overseas processing office will provide additional information and procedures for requesting the advance.

Again, congratulations and welcome to the overseas community.

Your careful preparation for your assignment will go far in contributing to a highly rewarding, satisfying and enjoyable overseas tour.

OVERSEAS SUITABILITY STATEMENT

Since an overseas assignment may place more stress on family members than normally encountered in the US, all family members must be assessed as to their potential suitability for living in an overseas environment. Carefully read the attached statement of living conditions for your area of assignment. You are required to do a self assessment for each of your members regarding the following factors:

MEDICAL: Medical facilities may not be as modern or well equipped as those found in the US and may require treatment as far as distant locations. If any family member has a history of ongoing medical concern, you should discuss the individual's health needs with your family physician in light of information provided in the attached statement.

DENTAL: While dental care is authorized for civilians and their dependents overseas, there may be long waiting periods, if available at all. If any family member has dental problems requiring extensive or on-going care, the overseas move should be discussed with your family dentist. Of particular concern would be wearing braces, problems with infections and continual need for dental care.

HANDICAP: Facilities in foreign countries are not required to conform with the reasonable accommodation requirements found in the US. The Dependent School system in the area to which you are to be assigned may not provide special education programs required for deaf, blind or other handicapping conditions. If any family members have a special need, be sure that facilities and/or programs are available prior to accepting the overseas assignment.

DRUG/ALCOHOL DEPENDENCY: Any problems associated with drugs or alcohol may be intensified in the overseas environment due to the isolation and the availability of drugs. If any family member has a tendency toward problems in this area, careful consideration should be given as to their suitability for overseas living.

EMOTIONAL PROBLEMS: Same as above

SCHOOLS: The DOD Dependent School System provides free education for dependents in the overseas area. However, schools may not be located in the immediate living area. In some instances distant commutes may be required. If family includes school age children, you should consider the location and availability of appropriate schools.

I hereby certify that I have reviewed the information regarding the overseas duty location and have found all of my family members suitable for overseas assignment considering the factors cited above. I understand that if it is necessary to return any of my dependents prior to completion of my tour. I may be required to bear the cost of the return until I have completed my tour of duty

Signature / Date