



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

J-16

FEB 10 2006

MEMORANDUM FOR DLA DIRECTOR'S STAFF
COMMANDERS, DLA FIELD ACTIVITIES

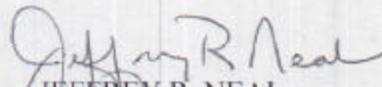
SUBJECT: Tour Length Extensions/Curtailments in the Defense Logistics Agency (DLA)

The DLA policy letter on tour length extensions and curtailments will be incorporated into the Military Assignments One Book chapter. This memorandum is a reminder on the rules of engagement concerning Extensions/Curtailments in the Agency.

The standard tour length in DLA is 3 years. Legitimate reasons to request extensions and curtailments to the 3-year tour length will be limited to special circumstances. Normally tour change requests must be submitted NLT 6 months prior to the member's rotation date. Requests for both extensions and curtailments will be coordinated with the respective Executive Management Team member for recommendation and submitted to the Vice Director, through J-16, for a final decision.

Curtailments would be approved for individuals selected for special or command duty; not for routine assignments. Extensions, for example, can be approved for a limited period to support family or personal requirements; can be approved to allow individuals to complete a special or very important project; and lastly may not be approved simply to retain a skilled and valuable member.

If you have any questions, please contact Mr. John Wrend, Chief, Military Personnel, in J-16. He can be reached at DSN 427-5395 or commercial (703) 767-5395.


JEFFREY R. NEAL
Director
Human Resources

