KEEP IN TOUCH PROCESS FLOW CHART

	Hire Phase	SustainPhase	Return Phase
Overseas Gaining Command (GC)	Gaining command makes offer to stateside USCS / GC provides GC-POC information to HC-POC and supports	GC-POC meets with employee and ensures that KIT process has started	NLT 1 year prior to PRD the GS-POC will notify employee and HC-POC that discussions related to return should commence
Employee	Employee Accepts offer / Employee notifies supervisor and requests HC POC for / Employee meets with HC POC and reviews KIT process and expectations	Employee utilizes KIT process (bi-annual updates to both HC-POC and GC-POC). Employee maintains record of KIT	NLT 1 year prior to PRD the employee engages the HC-POC in discussions on return
Stateside Home Command (HC)	HC identifies the HC-POC and provides this information to employee and GC	HC-POC maintains copy of of KIT report for use inemployee return discussions and	NLT 1 year prior to PRD the HC-POC begins discussions related to return (with employee