



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
SOUTHEAST REGION  
1593 HARDEE AVENUE SW  
FORT MCPHERSON, GEORGIA 30330-1057

IMSE-HRD-C

26 Apr 06

MEMORANDUM FOR See Distribution

SUBJECT: Civilian Deployment and Redeployment Guidance

1. The attached Southeast Region Civilian Deployment and Redeployment Guide is forwarded for your information and use. This guide should be distributed to each of your Directorates. Every supervisor should be familiar with the contents and the requirements for supporting deployed civilians. This guide is developed to assist you in preparing a civilian for deployment and to guide you through the required actions and contacts.
2. If you have questions or need clarification contact Diann Batts at, DSN 367-2941, Commercial 404- 464-2941, e-mail [diann.batts@forscom.army.mil](mailto:diann.batts@forscom.army.mil), or fax DSN 367-0790.

FOR THE DIRECTOR:

MAURICE BUCHANAN  
Chief of Staff

Encl  
as

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SERO

## CIVILIAN DEPLOYMENT AND REDEPLOYMENT GUIDANCE

1. **PURPOSE.** This guidance supplements Department of the Army Pamphlet 690-47, DA Civilian Employee Deployment Guide.

2. **REFERENCES.** See Appendix A

3. **GENERAL.** Civilian employees have historically played an important role in U.S. military operations by performing critical duties in virtually every functional area of combat support and combat service support. The role of the deployed civilian is to serve beside deployed uniformed personnel and provide the critical skills necessary to maximize the fighting capability of the combatant Soldier and increase the success of wartime and emergency missions. Civilian positions which are located overseas or would be transferred overseas during a crisis situation to augment combat operations or to support combat essential systems subsequent to mobilization or an evacuation order are designated as Emergency Essential (EE). Normally EE positions are identified in advance and civilian employees accepting the EE positions are required to sign a DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement. In some instances, a position which has not been previously identified as EE may be required to perform combat support or other crisis essential functions. Army and DOD policy vests management with the authority to assign civilian employees to assist in unforeseen circumstances if that employee's skills are necessary to accomplish the DOD mission. All employees deploying to combat operations or crisis situations are considered EE for the duration of the assignment regardless of volunteer status or the signing of an EE position agreement. Civilian employees deploying as individuals (not with a military unit) are referred to as Individual Augmentees (IA). The guidance contained herein relates to responsibilities and support of the civilian IA.

4. **RESPONSIBILITIES:** Deployment and redeployment responsibilities are shared by the employee, the parent installation, and the CONUS Replacement Center (CRC). There are two CRCs. One is located at Fort Bliss for deployments into the Arabian Gulf area. The second CRC is located at Fort Benning for deployments into all other areas. The deployment tasking order will specify which of the two CRCs will support the deployment requirement. The responsibilities of commanders and supervisors for deployment and redeployment of civilian employees are the same as those for deploying soldiers in their commands. The home station Commander will ensure that installation organizations support the IA processing requirements, including clothing and equipment issue, to the greatest extent possible before the deploying civilian employee reports to the designated CONUS Replacement Center (CRC). DA Form 7425, Readiness and Deployment Checklist details all personnel, legal, logistics, security, training and other requirements which should be met by the parent installation prior to initiating travel orders or proceeding to the Individual Deployment Site (IDS) or CONUS Replacement Center (CRC) and is available at: <http://www.army.mil/usapa/eforms/pdf/A7425A.PDF>

a. Home Station Supervisor Responsibilities:

(1) DA Form 7425, Readiness and Deployment Checklist: Supervisor will verify that employee has completed all pre-deployment processing requirements as evidenced by appropriate officials' certification on the DA Form 7425. The supervisor will sign the form before it is added to the deployment package.

(2) Security Clearances: Supervisor will ensure necessary security clearances for the regular duty position are properly documented on the official position description (PD). The supervisor is responsible for contacting the servicing security office to request a JPAS inquiry to ascertain the individual's security clearance and background investigation status. As necessary, the individual will be issued an interim clearance after a qualifying background investigation has been initiated at home station for regular or deployment position.

(3) Maintain contact with personnel while they are deployed. IA employees are required to submit reports of their whereabouts to their home station as outlined below. It is the home station's responsibility to keep the SERO Operations Center informed of the IA's current location during deployment by forwarding the employee reports to the SERO Operations Center ([SEROOPS@forscom.army.mil](mailto:SEROOPS@forscom.army.mil)). SERO Operations will inform IMA Operations about the deployed status and location of deployed SERO personnel. As a minimum, supervisors will establish the following reporting frequencies:

- Day of Departure: The IA employee will notify the Unit and Garrison by e-mail of their departure from home station en-route to the CRC; (The home station will forward the e-mail notification to SERO Operations Center at [SEROOPS@forscom.army.mil](mailto:SEROOPS@forscom.army.mil) and (404) 464-0717 / DSN 367-0717.
- Within 30 Days After Departure or as status changes: The IA employee will send the following information back to home station (e-mail address, contact phone number, duty location, mailing address, duty description and date of arrival); (The home station will forward the e-mail notification to SERO Operations Center ([SEROOPS@forscom.army.mil](mailto:SEROOPS@forscom.army.mil))).
- Departing from Unit in Theatre: The IA will notify home station of departure en-route to the ORC/RC; (The home station will forward the e-mail notification to SERO Operations Center ([SEROOPS@forscom.army.mil](mailto:SEROOPS@forscom.army.mil))).within 24 hours of employee's departure
- Arrival Back at Home Station: Home station will send a closure report through Garrison and to the SERO Operations Center within 24 hours of arrival back at home station ([SEROOPS@forscom.army.mil](mailto:SEROOPS@forscom.army.mil)).

(4) Maintain contact with the family members of deployed personnel. Contact should be made with the family members of deployed personnel within the first week and at least once per month during the deployment.

(5) Time and Attendance: Initiate internal procedures to ensure the employee's timesheet will be submitted through the employee's temporary chain of supervision to the employee's parent organization. Submission of the timesheet can be provided via email or via fax.

(6) Re-deployment: On return from deployment, the supervisor will ensure the employee completes the reintegration process and debriefings outlined below in paragraph 9, Redeployment Procedures.

b. Director of Human Resources (DHR) Responsibilities. Responsibilities of supporting DHR are identified in DA PAM 690-47, DA Civilian Employee Deployment Guide and under Section II – Personnel of the DA Form 7425 Readiness and Deployment Checklist. Responsibilities include, but are not limited to:

- (1) Maintaining a complete file copy of the deployment packet.
- (2) Assisting in registration in the Army's Civilian Tracking System (CIVTRACKS)
- (3) Assisting in completion of DD Form 93 Emergency Data Record.
- (4) Providing appropriate identification card/tags.
- (5) Counseling on employee benefits/pay/entitlements.
- (6) Providing pre-deployment and redeployment counseling and services.

(7) Initiating orders and assembling deployment packet which is hand-carried by the employee to the CRC: Employees may be deployed under Temporary Duty (TDY) Orders or Temporary Change of Station (TCS), depending on anticipated length of deployment. All pre-deployment processing requirements on DA Form 7425 must be completed before issuing orders. Orders for classified missions will not be maintained with the deployment file unless HR personnel have the appropriate clearances and there are secure containers for the classified materials to be stored.

(a) Temporary Duty (TDY) Orders will be used for deployment periods that are 179 days or less. TDY orders should be prepared on DD Form 1610 according to the Joint Travel Regulations (JTR), chapter 3, part D. The orders may be extended for a total tour length of up to 364 days. See Appendix B to obtain a sample of the DD Form 1610 TDY order. Civilian employees are expected to use the Government contractor-issued charge card to cover travel expenses. If conditions preclude the use of the charge card or if the employee was not offered a Government contractor-issued charge card, an additional advance not to exceed 80 percent of the additional estimated cash expenses is authorized. Per diem is authorized while en route to and from the TDY site; however, if both lodging and meals are provided by the Government at the duty site without fee, the per diem for incidental expenses is limited to \$2.00 per day in CONUS and \$3.50 per day OCONUS. If there is a charge for the use of Government quarters or Government-provided meals, the preceding per diem rates will be increased by the actual fees instead of the maximum per diem rates provided in the JTR. In the Remarks section, item 16, include the following statements:

- Actual expense allowance authorized while on TDY site. (No per diem is authorized when living under field conditions while in support of military operations; however, you will be reimbursed for actual subsistence expense, if any, while under field conditions.)
- Authorized to carry Government-issued weapon when permitted by the combatant/MACOM commander.

- Medical care is authorized in accordance with AR 690-11, paragraph 4-1b(6)(f), for civilians in a TDY status.
- Overtime (or compensatory time) authorized at TDY site as required by the field commander.
- PX privileges are authorized.

In the Itinerary section, item 11, include the following: Route the individual through the designated CONUS replacement center (CRC) if deploying from CONUS or other designated processing site where deployment readiness will be verified, accountability established, and onward transportation coordinated. Item 11 should also show all authorized layovers to and from the TDY location whenever possible. Mark an "X" in the block labeled "Variation Authorized" in case conditions warrant deviation on the way to or from the TDY location.

(b) Temporary Change of Station (TCS) orders will be used if the assignment will last at least 6 months, but will not exceed 30 months. When TCS is authorized, the deployment location becomes the official duty station of the employee. A Notification of Personnel Action (SF-50) will be created to document the duty location change. Civilian employees deploying to support military operations in a TCS status require travel orders prepared in accordance with JTR, volume 2, chapter 5, part O, paragraphs C5700 through C5725, using a DD Form 1614. Commanders/Supervisors will ensure that TCS has been authorized for the location to which the employee is deploying and carefully review the contents and requirements of this paragraph before issuing the orders. TCS is a temporary assignment authority that requires approval by the appropriate unified command (for example, USEUCOM, United States Central Command (CENTCOM)). The employee is entitled to receive some of the standard PCS entitlements when they deploy under a TCS status. Limited per diem (incidental expenses) is not authorized for TCS assignments. The employee's home station is responsible for preparing TCS orders. Specific entitlements under TCS orders are contained in the orders.

#### ENTITLEMENTS BY APPOINTMENT STATUS

Appointment STATUS	LOCALITY PAY	FOREIGN POST DIFFERENTIAL (if authorized for the post)	DANGER PAY; IMMINENT DANGER PAY (if authorized for the post)	SEPARATE MAINTENANCE ALLOWANCE	HHG STORAGE
TDY from permanent duty station in CONUS	Yes	Yes, FPD begins on Day 43	Yes	No	No
TCS from permanent duty station in CONUS	No	Yes, FPD begins on Day 1	Yes	Yes	Yes
TDY of CONUS hire from permanent duty station in Central Europe	No	Yes, FPD begins on Day 43	Yes	No	No
TCS of CONUS hire from permanent duty station in Central Europe	No	Yes, FPD begins on Day 1	Yes	Yes, if employee is on unaccompanied tour	Yes, under PCS order to overseas

d. Employee Responsibilities.

(1) Complete all pre-deployment processing and requirements on DA Form 7425 Readiness and Deployment Checklist and/or stated in tasking orders. Schedule and attend appointments with parent installation organizations as required to complete pre-deployment actions.

(2) Initiate contact with the CRC to ensure all advance scheduling, readiness, and deployment requirements are completed. Information regarding CRC reservation requirements and services, equipment, clothing, etc. can be accessed through the websites below:

Bliss: <https://www.bliss.army.mil/387CRC/>

Benning: <https://www.infantry.army.mil/CRC/>

(3) Hand deliver deployment packet to the contingency personnel support activity in the theater of operation.

(4) Register in CIVTRACKS and update information as required on redeployment or deployment to a different location. CIVTRACKS is a web enabled information system located at this Uniform Resource Locator on the world wide web: <https://CPOL.army.mil/civtracks>.

As a minimum, the IA employee will initiate the following notifications:

- Day of Departure: Notify the Unit and Garrison by e-mail of their departure from home station en-route to the CRC.
- Within 30 Days after Departure or as changes occur: Send the following information back to home station (e-mail address, contact phone number, duty location, mailing address, duty description and date of arrival).
- Departing from Unit in Theatre: Notify home station of departure en-route to the ORC/RC)
- Arrival Back at Home Station: On return from deployment, report to home station supervisor and complete the reintegration process and debriefings outlined below in paragraph 9, Redeployment Procedures

(5) Report time and attendance in accordance with supervisor instructions.

(6) While traveling in a deployed status, carry all required identification, passports and visas. Red "no-fee" official passports may be requested using DD Form 1056, however, the standard blue passport is recommended. Civilian employees may be authorized reimbursement for the standard blue passport for use in passing through countries not friendly to the United States, depending on the area and circumstances of deployment. Requirements for visas will be determined by the location to which the employee is deploying. If required, visas will be obtained from the host-nation embassy before deployment.

e. Medical Screening, Processing, and Immunizations. Medical screening and immunization must be conducted in accordance with policies and procedures provided by the CONUS Replacement Centers (CRC) at Fort Bliss or Fort Benning. Visit the CRC websites

Bliss: <https://www.bliss.army.mil/387CRC/>

Benning: <https://www.infantry.army.mil/CRC/>

(1) The deploying individual must be physically fit to perform the assigned duties. The ability to meet the physical requirements of the assignment will be determined by a

Government-administered physical examination at the home station before deployment. This physical examination must focus on the specific physical requirements identified by the supervisor as critical to job performance. Emphasis of the examination will be on diagnosing cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions that may prevent performing the tasks required by the deployed position.

(2) Medical screening will include completion of DD Form 2766 and DA Form 4036-R. A completed copy of each of these forms must be included in the individual's deployment packet.

(3) Individuals requiring vision-corrective lenses (glasses or contact lenses) will be required to have a Government-administered eye examination and will be issued optical inserts for the protective mask. They will also be required to have at least one replacement pair of glasses or lenses.

(4) All deploying individuals will be administered a dental panorex and DNA sampling (where available) for identification purposes.

(5) Other Medical Information.

(a) Commanders and supervisors should consider specific medical treatment requirements or other special needs, such as special diets or assistance, when making determinations about the deployment of civilians.

(b) Individuals should deploy with a minimum 90-day supply of any required medications to preclude any adverse affect of pharmaceutical shortages in the theater of operations. Part of the screening process will be to assess the dosage of medication and its suitability in the deployed environment.

(c) Deployed civilian employees are entitled to in-theater medical care, including dental care and pharmacy support, without charge and equivalent to that given to active duty military personnel.

f. Clothing and Equipment Issue.

(1) Standard issue of organizational clothing and individual equipment (OCIE) will be issued by the CRC to civilian personnel when deployed in support of military operations. Information concerning equipment issue by the CRC can be obtained by reviewing the following websites of the CONUS Replacement Centers at Fort Bliss and Fort Benning:

Bliss <http://www.arcent.army.mil/CivEmpGuide/index.html>

Benning <https://www.infantry.army.mil/CRC/>

(2) Civilian employees will be provided protective clothing and equipment including some Nuclear, Biological, Chemical (NBC) defensive equipment as necessary to perform

assigned duties during hostilities, conditions of war, or other crisis situations by the in-theater Commander.

(3) Weapons. On rare occasions, deploying civilians may be issued side arms for their personal defense, if authorized by the in-theatre Commander. Acceptance of a sidearm is voluntary by the EE civilian. The home station is responsible for weapons familiarization and issue if within their capability. If not, the CRC will provide the training and issue.

g. Deployment Training. Information concerning deployment training can be obtained by reviewing the websites of the CONUS Replacement Centers at Fort Bliss and Fort Benning.

(1) Pre-deployment training is designed to prepare the individual for the area of operations and will vary based on the area. The unified command or MACOM responsible for the area will determine minimum training requirements for the operation.

(2) After arriving in the area, but before assuming duties, employees must be trained on unit standing operating procedures (SOPs) and the tactics, techniques, and procedures (TTP) that the unit is using. The unit in the deployed area will ensure that employees receive this training in a timely manner.

h. Status of Forces Agreements (SOFAs).

(1) SOFAs are negotiated agreements between countries. In SOFAs, the host nation grants certain rights and responsibilities to members of the U.S. Forces and to the civilians who accompany them.

(2) Civilian employees who deploy to countries where SOFAs are in place are required to abide by the terms of the SOFA.

(3) SOFAs normally identify jurisdictional rights when violations of host-nation laws occur. While some SOFAs grant some form of immunity to U.S. personnel, the host nation may still retain the right to prosecute U.S. personnel for offenses that are exclusive violations of host-nation law or offenses over which the host nation has primary concurrent jurisdiction.

i. Legal Assistance: Deploying employees will be advised that they need to consider legal issues such as developing up-to-date wills and providing appropriate powers of attorney for their spouse or other family members. A power of attorney will allow the designee to carry on necessary activities for the deployed individual.

j. Foreign Travel Briefings: The deploying employee will coordinate with the installation or servicing security office to receive the required foreign travel briefing. The deploying employee will receive a more detailed travel briefing at the CRC prior to deployment. Once in country, the deployed employee will receive a very detailed briefing on the operational area to include local threats and terrorist tactics. Prior to departure from home station, the individual must have a current ATO Level I briefing which is available in a computer-training format. This is an annual requirement. For assistance in completing this requirement, contact your

unit/installation Anti-Terrorism Officer (ATO) or Force Protection Manager. Foreign country clearance actions will be accomplished at the CRC.

## **5. ACCOUNTABILITY:**

a. Accountability of deployed civilian employees will be maintained through registration in CIVTRACKS. This is an automated Web-based tracking system used by DA civilian employees who are deployed to unclassified contingency operations or mobilized for emergency situations. The requirement to register in CIVTRACKS does not apply to classified missions.

b. Deploying civilians will be issued a deployment card with a CIVTRACKS user ID and password as part of their predeployment counseling. CIVTRACKS website is: <https://cpolrhp.belvoir.army.mil/civtracks/default.asp>.

c. Registration in CIVTRACKS is mandatory for all civilian employees deployed to unclassified locations. It is the official record of deployment. FPD and other deployment allowances cannot be processed until the employee has registered in CIVTRACKS and verified registration by typing the following statement on the SF 1190: "I certify that I have registered in CIVTRACKS for this unclassified mission."

d. Once registered in CIVTRACKS, the employee will be required to update the CIVTRACKS information whenever a change occurs, such as redeployment or deployment to a different location.

## **6. DEPLOYMENT STATUS:**

a. Living Conditions. Deployed employees will be living in the same field conditions as military personnel, commensurate with grade and rank equivalency as identified in the Geneva Convention. There may be a general lack of privacy and limited opportunity for recreation during non-duty hours. Housing may consist of tents or other communal structures. Rental cars normally are not authorized. Food may be prepackaged rations or served in a military dining facility, which means special diets may not be available. Showers may be communal or bathing may be from a bucket or helmet. Military chaplains will provide religious support and services.

b. Uniform Code of Military Justice (UCMJ). The UCMJ does not cover deployed civilians unless the U.S. Congress declares war. Civilian employees are subject to the theater of operations "chain of command" and any applicable general orders, policy, and procedures. Civilian employees are also subject to the deployed country's laws and rules. Civilians who refuse to deploy or who leave the area of operation without proper authorization will be subject to disciplinary action, up to and including possible removal from Federal service.

c. Casualty Status.

(1) Civilian employees who are killed in the line of duty are entitled to many of the same benefits as military casualties. Mortuary benefits for eligible employees include search, recovery, and identification of remains; disposition of remains; removal and preparation of

remains; casket; clothing; cremation (if requested); and transportation of remains to a permanent duty station or other designated location.

(2) If a civilian employee is in a missing-in-action status, all pay and allowances will be continued, including within-grade increases.

d. Emergency Contact Data.

(1) The casualty operations program depends on having accurate information on DD Form 93. This form provides the command the notification or disposition desires of the individual as well as beneficiary information. Every deploying civilian employee must complete DD Form 93 before deployment in accordance with AR 600-8-1, chapter 11. Information on the form will be used only for official purposes.

(2) The U.S. Army developed an electronic Emergency Contact Data System for civilian employees to identify points of contact in the event of an emergency. Registration in the system is mandatory for civilian employees who are deploying. Access to and retrieval of employee emergency data will be restricted to supervisors and those individuals directly involved in the emergency notification process.

- Employees who are preparing to deploy must enter their emergency contact information at the Web site: <http://cpol.army.mil/library/emergency/contacts/>
- DA civilian employees in the European theater must follow the instruction at [http://www.chra.eur.army.mil/policy/mgmt\\_tools/EmerContact\\_Instr.doc](http://www.chra.eur.army.mil/policy/mgmt_tools/EmerContact_Instr.doc) to complete the requested emergency contact data blocks.

## 7. PAY, BENEFITS, AND INCENTIVES:

a. The determination of applicability for each of the allowances and entitlements in this paragraph will be provided to each employee before deployment. The HRD will help the employee make elections and complete applications that are necessary. The payment of some allowances will depend on the status of the employee on arrival at the deployment site.

b. If the employee intends to take leave en-route to their deploying location, this information should be annotated on their travel orders and the leave should be pre-approved by the Home Station before departing for the CONUS Replacement Center.

c. To ensure continuation of pay while deployed to support military operations, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home station before deployment. Once under DD/EFT the employee must remain in the program. All EE employees are required to join a DD/EFT program as a condition of their employment. Salary deductions do not change while deployed.

d. All salary earned during deployment is subject to income tax. FPD, danger pay, and imminent danger pay are also subject to income tax.

e. Various incentives may be offered to civilian employees who agree to deploy for a minimum of six (6) months. Incentives are identified and authorized for each area and must be

approved before entrance on duty (EOD) of a deploying civilian. Guidance about incentives can be obtained from the local CPAC.

f. Supplements to pay may be authorized in specific locations because of dangerous or extreme conditions. The criteria, locations, and rates are established in the Department of State Standardized Regulations (DSSR). LQA is an allowance granted to a Government employee for the annual cost of suitable, adequate living quarters for the employee and employee's family when assigned to an overseas location to work in an official capacity. Eligibility for this allowance, whether or not it is actually paid, determines eligibility for other allowances paid during deployment, as described below.

(1) Foreign Post Differential (FPD). A post differential is established for any place when, and only when, the place of assignment involves ordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed there. Living costs are not considered in differential determination. FPD is additional compensation of 5, 10, 15, 20, or 25 percent over basic compensation granted to employees. Effective 4 April 2004, Department of Army has authorized employees serving in approved foreign post differential locations to file SF-1190, Foreign Allowances Application, Grant and Report forms for reimbursement while still at the approved location. This is a change to the previous procedure of filing the SF 1190 upon return from the temporary duty site. Under this change, employees will be responsible for filing the SF-1190 in a timely manner when moving between locations with different allowances/differentials. Specific filing guidance and instructions will be provided by the Civilian Human Resource Agency and the employee's servicing CPAC. The locations authorized to receive FPD and the rates are established by the DSSR, section 920. FPD information is at <http://www.state.gov/m/a/als/1782.htm>.

(2) Danger Pay. This is an additional compensation of up to 25 percent over basic compensation granted to employees for service at designated danger pay posts. Effective 4 April 2004, Department of Army has authorized employees serving in approved danger pay locations to file SF-1190, Foreign Allowances Application, Grant and Report forms for reimbursement while still at the approved location. This is a change to the previous procedure of filing the SF 1190 upon return from the temporary duty site. Under this change, employees will be responsible for filing the SF-1190 in a timely manner when moving between locations with different allowances/differentials. Specific filing guidance and instructions will be provided by the Civilian Human Resource Agency and the employee's servicing CPAC. There are two types of danger pay allowances in section 652 of the DSSR.

(a) Danger pay authorized under section 652f of the DSSR is established at 15, 20, and 25 percent, based on the determined level of danger established by the Secretary of State.

(b) Imminent danger pay authorized under section 652g of the DSSR is a flat rate of \$225 per month or \$7.50 per day. Imminent danger pay authorized under section 652g of the DSSR will not be paid for periods of time the employee either receives danger pay authorized under section 652f ((a) above) or FPD ((1)above) that would duplicate the rationale for imminent danger pay.

(3) Separate Maintenance Allowance (SMA). This is an allowance to help an employee meet the additional expense of maintaining family members at other than the assigned post. This allowance may also be authorized to an employee who personally requests such an allowance based on special needs or hardship involving the employee or family member. Guidance and rates for SMA are at <http://www.state.gov/m/a/als/1739.htm>. SMA is not authorized when an employee is being paid LQA on behalf of members of his or her family.

g. Deployed commanders or their representatives have the authority to establish and change the tours of duty and hours of work for civilian employees. The duration of the duty day and duty week will depend on the particular operation and will be established by the responsible commander. A typical deployed civilian schedule is a 40-hour workweek plus overtime hours, depending on mission requirements. There is no guarantee of overtime for DA civilian employees.

h. The following apply to premium pay for deployed employees:

(1) Overtime. Overtime is paid for hours directed and authorized in advance, and worked by APF civilian employees in excess of 8 hours per day or 40 hour per week. This does not apply if the employee is on an approved alternative work schedule (AWS). NAF employees earn overtime after 40 hours per week in a duty status; periods of leave and holidays are not included in the 40 hours for NAF personnel. The deployed commander will establish the official workweek and determine any overtime requirements. The hourly overtime pay cap for GS employees whose rate of pay is more than the rate for a GS 10, step 1, is the greater of one and one-half times the minimum hourly rate of basic pay for GS 10 or the employee's own hourly rate of basic pay. GS employees whose basic rate of pay does not exceed that of a GS 10, step 1, will be paid at a rate of one and one-half times their basic hourly pay rate for each hour of work authorized and approved over the normal 8-hour day or 40-hour week. Overtime under field conditions is considered occasional or irregular for payroll purposes.

(2) Night Differential. Night differential is paid for hours regularly scheduled and worked between 1800 and 0600. The amount paid is the hourly base rate plus 10 percent.

(3) Holiday Pay. Holiday pay is paid at a rate of double the rate of basic pay for work performed during a holiday.

(4) Compensatory Time. Overtime under field conditions is considered occasional or irregular for payroll purposes ((1) above). APF and NAF employees are permitted compensatory time instead of pay. Discretion must be used, however, when making the determination for compensatory time since conditions normally will preclude the employee's use of these hours. Employees have up to 26 pay periods after the pay period in which the compensatory time was earned to use the compensatory time. After that, the compensatory hours will be paid at the overtime rate in effect at the time the work was performed. Compensatory time is subject to the same pay limitations described in subparagraphs g, h, and j(1) above.

i. Leave accumulation and authorized usage will be as follows:

(1) Annual Leave. Deployed civilians accrue annual leave at their normal biweekly rate. Normally, the local commander/supervisor will not approve annual leave while deployed except in those situations and in areas deemed appropriate or when authorized R&R periods are permitted from the deployed area ((4) below). Commanders and supervisors have the authority to grant annual leave under special circumstances. Excess annual leave accrued while deployed will be permitted for restoration on return to the home station. Deployed unit operation orders will include specific guidance on annual leave. Excess annual leave accrued and lost while deployed can be restored on return to the home station without it having been scheduled. Normally, any leave over the employee's maximum authorized carryover rate would be lost at the end of the leave year if it was not used or scheduled and denied based on mission requirements. Restored annual leave must be scheduled and used by the end of the leave year ending 2 years after the employee returns from the deployment.

(2) Sick Leave. Sick leave may be used when the employee is incapacitated and unable to work.

(3) Emergency Leave. In emergency situations, civilian employees will normally be notified by official Red Cross message. If the emergency requires the employee to leave the area, the employee must contact the on-site supervisor for notification and approval of appropriate leave. APF and NAF employees with transportation agreements are eligible for emergency travel orders. Family member eligibility will be based on the family member's ID card. Emergency travel orders (AE Reg 690-11) are needed only if the employee intends to travel using Military Airlift Command (MAC) space-available travel. The employee should contact a deployed human resources (personnel) adviser for assistance in obtaining emergency travel orders or, if none is available, the CPAC servicing the area from which the employee deployed.

j. While deployed, civilian employees are entitled to receive medical and dental care (including pharmacy support) without charge at the deployment site. Medical and dental care will be equivalent to that provided to active duty military personnel.

k. Civilian employees are fully covered by injury compensation as long as they are in the deployed location or in an official travel status. The Federal Employees' Compensation Act (FECA) covers APF employees. The Longshoremen and Harbor Workers' Compensation Act (LHWCA) cover NAF employees.

l. Permanent and term civilian employees are eligible for coverage under the FEGLI Program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. Civilians who are deployed with the military to combat support roles during times of crisis are not "in actual combat" and are, in most cases, entitled to accidental death and dismemberment benefits under FEGLI and the Army NAF Group Life Insurance Plan.

## **8. PERSONNEL ISSUES:**

a. Training and Development While Deployed.

(1) Since most deployments are short in duration, employees should receive career-enhancing training and development before or after deployment. Deployed civilians and their

supervisors are responsible for the continued identification and assessment of training needs during initial and midpoint counseling sessions as part of the Total Army Performance Evaluation System (TAPES) while the employee is deployed. Supervisors will assess employee training and development needs and designate training as mission essential (priority 1); required for performance improvement or improved mission accomplishment (priority 2); or training to enhance knowledge, skills, and abilities (priority 3). Priority 3 training is considered desirable but not necessary. It is possible that professional development and technical training will be available during a TCS deployment.

(2) The senior rater (staff proponent) will assist in planning, evaluating, and approving any recommended employee training. In addition, the staff proponent will ensure that funds are planned and available for appropriate TDY and training costs.

(3) In some instances, deployed distance learning centers (DDLCs) may be available to provide access to a variety of courses for deployed personnel. Schools are taught through mobile training teams (MTTs), contracted field courses (CFCs), and distance learning (DL) instructors. DDLCs should be the first consideration to meet training needs for civilians while in a deployed status.

(4) The deployed human resources adviser and legal advisor will help provide on-site training when a particular need is identified.

b. **Disciplinary Actions.** The U.S. Congress excludes deployed civilian employees from the provisions of the UCMJ unless there is a declaration of war. Under conditions where war has not been declared, civilians are entitled to grievance and appeal rights using normal administrative disciplinary procedures. Civilian employees are subject to the deployed chain of command and applicable general orders, policy, and procedures. Informal disciplinary actions (oral and written counseling and letters of warning) are the responsibility of on-site supervisors. Cases requiring formal disciplinary action (letters of reprimand, suspension, or removal) must be coordinated with the home station supervisor through the deployed human resources adviser, and the servicing CPAC. Civilians are subject to the deployed country's laws and rules.

c. **Performance Evaluations.** Deployed civilian employees should be issued performance plans that cover the duties to be performed during the deployment. Depending on the length of the deployment, the employee will receive either a formal performance evaluation for the deployment period or input into the annual performance evaluation, consistent with applicable regulations. The deployed supervisor and the home station supervisor must coordinate performance expectations and evaluations. Questions may be referred to the deployed human resources adviser or, if one is not available, to the servicing CPAC.

d. **APF Reductions in Force (RIF) and Abolishment of NAF Permanent Positions.** If the employee's permanent position is abolished, the employee will be returned to a position of like seniority, status, and pay. However, employees will not be exempt from formal RIF procedures for APF employees or a business-based action (BBA) for NAF employees. If a RIF or BBA occurs before or during the deployment, individuals deploying to support the operation must compete with individuals within their competitive area for retention. If deployed individuals are identified for separation through RIF or BBA procedures, the separation will be delayed until an appropriate notice period after the employee returns from deployment.

e. Awards and Medals. While deployed in support of U.S. Forces and NATO operations, DA civilian employees continue to be eligible for cash and honorary awards. These award options are explained in AR 672-20 (for APF employees) and AR 215-3 (for NAF employees). The award options include the following:

(1) Monetary Awards. Performance awards, quality step increases, on-the-spot awards, and time-off awards are tied to annual performance appraisal ratings for both APF and NAF employees. These awards are also used to recognize special accomplishments.

(2) Honorary Awards. Certificates and medals are explained in AR 672-20, chapter 8.

(3) Defense of Freedom Medal. This medal acknowledges DOD civilian employees who are killed or wounded in the line of duty. The medal symbolizes the extraordinary fidelity and essential service provided by the DOD civilian workforce.

(4) "Theater" Awards. There may be special "theater" awards and recognition especially developed to recognize qualifying civilian employees for their service and accomplishments while deployed with their military counterparts.

## **9. REDEPLOYMENT PROCEDURES:**

a. Employees will process through their supporting CONUS Replacement Center prior to returning to their home station upon completion of their deployment.

b. Redeployment Processing. During normal duty hours within the first seven (7) calendar days following return to home station, the supervisor will ensure the returning employee is reintegrated into the work environment and completes administrative and re-entry actions described below.

(1) Medical Screening. Civilians will be required to complete a physical examination on redeployment. The purpose of the physical examination is to identify and document medical problems that might be connected with the deployment. The redeployment physical examination will be at no cost to the civilian employee when conducted at military medical treatment facilities or in the theater of operations. All redeployed civilians requesting physical examinations must have a signed memorandum from their supervisor or from the servicing CPAC stating that the examination or immunization is necessary. Employees will take the signed memorandum to the treasury office at the military medical treatment facility (MTF) before the appointment. This will allow treasury office personnel to make the appropriate annotation in the Composite Health Care System that it is a non-chargeable visit. In addition, the employee will be required to have DD Form 2796 to receive a redeployment medical screening. The employee must return a completed form signed by the medical provider to the servicing CPAC for verification that the medical screening has been completed and for accountability.

(2) Debriefing. Supervisors are responsible for ensuring redeployed civilians are properly debriefed in accordance with the employee's mission and area of responsibility during deployment, and in accordance with internal security requirements and procedures. The director

of the returning employee's organization is responsible for determining the level and type of debriefing required.

(3) Return of Clothing, Equipment, and Weapons. All items issued through the unit or CIF must be returned through the same. This includes protective masks and optical inserts, chemical-protective garments, individual equipment (for example, poncho, canteens, sleeping bag), and weapons, if applicable. EE employees are exempt from the requirement to return clothing and protective equipment on redeployment.

(4) Geneva Convention CACs. All Geneva Convention CACs must be turned in to the issuing office, regardless of the expiration date. EE employees are exempt from this requirement.

(5) Accountability in CIVTRACKS. All returning civilians who were deployed to unclassified contingency operations or mobilized for emergency situations must update CIVTRACKS to ensure continual accountability.

(6) Return-to-Duty Counseling. All returning civilians will report to their local CPAC for counseling on return-to-duty requirements and entitlements. Topics covered in the counseling will include the following:

(a) Review of overseas tour dates to determine if a tour extension decision is required or if an adjustment to their rotation date is warranted.

(b) Health insurance.

(c) Pay issues, such as FPD, danger pay, and imminent danger pay, when applicable.

(d) LQA, if applicable.

(e) Office of Workers' Compensation Program counseling, if applicable.

(7) Post-Deployment Stress Counseling. Employee-assistance programs (EAPs) can be very helpful to employees and their families in coping with post-deployment stress and reintegration. EAPs provide short-term counseling and referral services to help with financial, emotional, and family care problems. These services are available to employees who have been called to active military duty (or who volunteer for such duty) and to employees who are family members of those who are performing active military duty. In addition, many EAPs offer services to family members of redeployed civilian employees. Supervisors should provide contact information for local EAPs to returning civilians.

(8) Legal Services. Civilians should update their wills and powers of attorney through legal services on return to home station, if needed.

(9) Welcome-Home Ceremonies and Recognition. Civilian employees will be included in all welcome-home and other special recognition ceremonies at all levels. Supervisors of

civilian employees should recognize their civilian employees' accomplishments while deployed Army Regulation 672-1 and AR 672-20.

c. Leave Policy. Civilians must return to work on full-day schedules. (Military "half-day" schedules do not apply to civilians.) Civilians who wish to take personal time off must request and receive approval for accrued leave. Supervisors should consider a liberal leave policy for their returning civilian employees who wish to take personal time off. Annual leave accrued and lost while deployed can be restored on return to the home station without it having been scheduled. Restored annual leave must be scheduled and used by the end of the leave year ending two (2) years after the employee returns from the deployment.

## **10. GLOSSARY:**

APF appropriated fund  
AWS alternative work schedule  
BBA business-based action  
BDU battle dress uniform  
CAC Common Access Card  
CENTCOM United States Central Command  
CFC contracted field courses  
CIF central issue facility  
CIVTRACKS Civilian Tracking System (automated)  
CFC-A - Combined Forces Command-Afghanistan  
CFLCC - Coalition Forces, Land Component Command  
CG, USAREUR/7A Commanding General, United States Army, Europe, and Seventh Army  
CONUS continental United States  
CPAC civilian personnel advisory center  
CPOC Civilian Personnel Operations Center  
CRC CONUS replacement center  
DA Department of the Army  
DD/EFT direct deposit/electronic funds transfer  
DDLDC deployed distance-learning center  
DL distance learning  
DMD deployment manning document  
DOD Department of Defense  
DSSR Department of State Standardized Regulations  
EAP employee assistance program  
EE emergency essential  
EOD entrance on duty  
ERMC United States Army Europe Regional Medical Command  
FECA Federal Employees' Compensation Act  
FEGLI Federal Employees' Group Life Insurance  
FEHB Federal employees' health benefits  
FM field manual  
FPD foreign post differential  
HHG household goods  
HIV human immunodeficiency virus

ID identification  
JTR Joint Travel Regulations  
LHWCA Longshoremen and Harbor Workers' Compensation Act  
LN local national  
LQA living quarters allowance  
MAC Military Airlift Command  
MACOM major Army command  
MMT mobile training teams  
MNC-I - Multi-National Corps-Iraq  
MNF-I - Multi-National Force-Iraq  
MNSTC-I - Multi-National Security Transition Command-Iraq  
MTF medical treatment facility  
NAF non-appropriated fund  
NATO North Atlantic Treaty Organization  
NBC nuclear, biological, and chemical  
NTE not to exceed  
OCONUS outside the continental United States  
PHS Public Health Service  
PX Post Exchange  
R&R rest and recuperation  
RIF reduction in force  
SF standard form  
SMA separate maintenance allowance  
SOFA status of forces agreement  
SOP standing operating procedure  
TAPES Total Army Performance Evaluation System  
TCS temporary change of station  
TDY temporary duty  
TSP Thrift Savings Plan  
TTP tactics, techniques, and procedures  
UCMJ Uniform Code of Military Justice  
U.S. United States  
USARCENT - U.S. Army, Central Command  
USC United States Code  
USEUCOM United States European Command

## APPENDIX A - REFERENCES

### SECTION I - PUBLICATIONS

United States Code, Title 5, section 6304(b), Annual Leave; Accumulation

Code of Federal Regulations, Title 5, Administrative Personnel:

Section 316.401, Temporary and Term Employment Purpose and Duration

Section 530.203, Administration of Aggregate Limitation on Pay

Section 550.106, Annual Maximum Earnings Limitation

Section 630.604, Home Leave Earning Rates

Department of State Standardized Regulations (available at

<http://www.state.gov/m/a/als/c1843.htm>)

Joint Travel Regulations (available at

<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

DOD Directive 1404.10, Emergency-Essential (E-E) DOD U.S. Citizen Civilian Employees

DOD 4500.54-G, Foreign Clearance Guide (available at <http://www.fcg.pentagon.mil/fcg/>)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-3, Medical, Dental, and Veterinary Care

AR 215-3, Non-Appropriated Funds Personnel Policy

AR 600-8-1, Army Casualty Operations/Assistance/Insurance

AR 600-110, Identification, Surveillance, and Administration of Personnel Infected With Human Immunodeficiency Virus (HIV)

AR 670-1, Wear and Appearance of Army Uniforms and Insignia

AR 672-20, Incentive Awards

AR 690-11, Use and Management of Civilian Personnel in Support of Military Contingency Operations

AR 700-84, Issue and Sale of Personnel Clothing

DA Pamphlet 690-47, DA Civilian Employee Deployment Guide

DA Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT

Field Manual 3-23.35, Combat Training With Pistols, M9 and M11

## **SECTION II - FORMS**

SF 601, Health Record—Immunization Record

SF 1034, Public Voucher for Purchases and Services Other Than Personal

SF 1190, Foreign Allowances Application, Grant and Report

DD Form 93, Record of Emergency Data

DD Form 1056, Authorization to Apply for a "No-Fee" Passport and/or Request for Visa

DD Form 1172-2, Application for Department of Defense Common Access Card DEERS Enrollment

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DD Form 1614, Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel

DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement

DD Form 2766, Adult Preventive and Chronic Care Flowsheet

DD Form 2796, Post-Deployment Health Assessment

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 4036-R, Medical and Dental Preparation for Overseas Movement

DA Form 7425, Readiness and Deployment Checklist

PHS 731, International Certificates of Vaccination

**APPENDIX B SAMPLE TDY ORDER**

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										<b>1. DATE OF REQUEST</b> (YYYYMMDD) 20030810	
<b>REQUEST FOR OFFICIAL TRAVEL</b>											
<b>2. NAME</b> (Last, First, Middle Initial) SMITH, John B.				<b>3. SOCIAL SECURITY NUMBER</b> 111-22-3333				<b>4. POSITION TITLE AND GRADE/RATING</b> Contracting Officer, GS-12			
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> U.S. Total Army Personnel Command, 100 Jackson Street, Military, VA 11011						<b>6. ORGANIZATIONAL ELEMENT</b> TAPC-BD			<b>7. DUTY PHONE NUMBER</b> <i>(Include Area Code)</i> 703-333-4444		
<b>8. TYPE OF ORDERS</b> OCONUS TDY				<b>9. TDY PURPOSE</b> (See JTR, Appendix H) Site Visit - Operational (PUT WIAS CONTROL #)				<b>10a. APPROX. NO. OF TDY DAYS</b> <i>(Including travel time)</i> 179		<b>b. PROCEED DATE</b> (YYYYMMDD) 20031012	
<b>11. ITINERARY</b> From Military, Virginia, to the CONUS Replacement Center (CRC) Ft Benning, GA; to Camp Doha Kuwait; and return through to CRC Ft Benning, GA; to Military, Virginia. Insert UIC for gaining organization here!											
<b>12. TRANSPORTATION MODE</b>											
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>				<b>c. LOCAL TRANSPORTATION</b>			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>	
	X			X				X		RATE PER MILE:	
<input checked="" type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT	
										<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<b>13.</b> <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM <i>(Specify)</i>							
<b>14. ESTIMATED COST</b>										<b>15. ADVANCE AUTHORIZED</b>	
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL		\$
\$			\$			\$			\$		\$
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> Purpose: in support of Operation Enduring Freedom. (Filling WIAS control number) Traveler will ensure immunizations are current prior to departure IAW AR 40-562. (DODD 1404.10 & DODI 1400.32) Traveler will comply with passport and/or visa requirements IAW DOD 1000.21-R (DODI 1400.32) Traveler has Gov't issued travel charge card. (JTR Vol 2 C4720) Gov't travel charge card holders may obtain cash, as authorized, through ATMs. Administrative fees for ATM use are reimbursable. (JTR Vol 2 C4720) Medical care for DA civilians is authorized IAW AR 40-3. (DODD 1404.10 & I 1400.32) Country clearance has been obtained if required. (DODI 1400.32 & Foreign Clearance Guide & JTR C4420) Traveler is authorized Military Exchange privileges IAW AR 60-20. Traveler is NOT authorized to drive POV to/from the CRC. (PPG) Taxi or shuttle is authorized for transportation from airport to/from CRC. Authorized reimbursement for official telephone calls. (JTR C4720) Must use Gov't quarters and mess if available. Non-availability statement required for reimbursement of lodging if Gov't quarters not used. (JTR Vol 2) If pertinent, give security clearance. (JTR C4420) Traveler will be living under field conditions once in theater and no per diem authorized, OCONUS incidental expense rate is limited to \$3.50/day per JTR C4554. Excess baggage is NOT authorized. (JTR C2302) Authorized overtime or compensatory time at TDY site as required by the Field Commander IAW AR ????. Authorized to carry gov't issued weapon and ammo only if authorized by the Field Commander and properly trained in weapons familiarization. (DODD 1404.10) Traveler must register in CIVTRACKS. All salary earned during deployment is subject to income tax. Variation authorized for travel within the CENTCOM AOR. (JTR C4425) Travel voucher must be filed within 5 days completion of TDY.											
<b>17. TRAVEL-REQUESTING OFFICIAL</b> <i>(Title and signature)</i> Jim A. Doe, Chief, Logistics Management Branch						<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> <i>(Title and signature)</i> Susan M. Jones, Deputy DCSOPS					
<b>AUTHORIZATION</b>											
<b>19. ACCOUNTING CITATION</b> Enter Fund cite information here!											
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> <i>(Title and signature)</i> PERSCOM, Military, VA For the Commander Charles L. Lindberg, PERSCOM DCSR								<b>21. DATE ISSUED</b> (YYYYMMDD) 20030905		<b>22. TRAVEL ORDER NUMBER</b>	