DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-CPP 7 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Documentation of Deployed Civilian Employees

1. References:

a. Department of Defense Instruction (DODI) 1444.02, Volume 1, 5 November 2013, subject: Data Submission Requirements for Department of Defense (DoD) Civilian Personnel: Appropriated Fund (APF) Civilians.

b. Memorandum, DoD, 8 February 2008, subject: Documentation of Defense Civilian Employees Officially Assigned to Military Contingency Operations Overseas.

c. Memorandum, 2 August 2006, subject: Documentation of Deployed Civilians (hereby superseded).

d. DODI 1400.32, 24 April 1995, subject: DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures.

2. This memorandum supersedes and rescinds Reference c, and reiterates the requirement to document Department of the Army Civilian employees assigned to military contingence operations overseas in accordance with the above references. DODI 1400.32, DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures, and Reference a require Components to establish accountability procedures for Civilian employees assigned on an unclassified Temporary Duty (TDY) or Temporary Change of Station (TCS) to a theater of operations.

3. Supervisors and managers of deploying or deployed appropriated fund and non-appropriated fund employees are required to initiate Request for Personnel Actions using the appropriate Nature of Action (NOA) codes as defined below. Questions regarding specific processes should be directed to your servicing Civilian Personnel Advisory Center.

- 921 – Reassignment - Not to Exceed (NTE)
- 922 – Termination of Reassignment NTE
- 923 – Extension of Reassignment

4. Processing of the above actions for Civilian employees assigned to contingency or emergency operations is essential. Therefore, please ensure that all employees on official, unclassified TDY or TCS deployment overseas are processed using the appropriate instructions as outlined above and in Reference a.

5. My points of contact for questions or concerns is Ms. Denetris Winston, (703) 806-3885, DSN 656-3885, denetris.a.winston.civ@mail.mil, or Ms. Baraka Byrd, (703) 806-3967,DSN 656-3967, baraka.n.byrd.civ@mail.mil.

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