



REPLY TO
ATTENTION OF

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

7 MAY 2015

DAPE-CPZ

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Support for Civilian Personnel Requirements in Afghanistan

1. References:

a. Memorandum, Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA (M&RA)), 19 February 2015, subject: Support for Civilian Personnel Requirements in Afghanistan, (Enclosure 1).

b. Memorandum, Deputy Secretary of Defense, 22 December 2014, subject: Support for Civilian Personnel Requirements in Afghanistan, (Enclosure 2).

c. Memorandum, Office of the Assistant Secretary of Defense, 13 February 2015, subject: Civilian Expeditionary Workforce United States Forces Command-Afghanistan By-Name Request Support, (Enclosure 3).

2. The Department of the Army supports the Deputy Secretary of Defense efforts as set forth in reference 1.b. above. Civilian employees continue to play a vital role in augmenting personnel requirements for military operations as the transition in Afghanistan continues.

3. This memorandum serves as a reminder to Army Commands to place a high priority on filling Civilian requirements in Afghanistan, and to approve whenever possible Civilian volunteer applications for deployment. As you make decisions on staffing levels in light of fiscal constraints, please continue to encourage qualified individuals who possess the essential skills needed at this time to volunteer for the opportunity to support the mission and endorse their requests to deploy.

4. As a strategy to fill vacant Civilian positions in Afghanistan, individuals with critically needed skills are being contacted, and by-name requests are being received for approval by the appropriate commanders or supervisors. In order to ensure we provide the best possible support, Civilian employees who are willing to volunteer and who have been requested by-name, will obtain the proper Command endorsements before being assigned to deployment duties. Organizations are expected to exercise due diligence in identifying Civilian employees who are unsuitable for deployment, not qualified for the assignment, or whose deployment will have a significant mission impact on the organization.

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5. Any organization that intends to deny a Civilian employee the opportunity to deploy after receiving a deployment volunteer application, a by-name request, or a request to extend an employee's deployment tour after 12 consecutive months of deployment, must notify the Assistant G-1 for Civilian Personnel, (AG1-CP), Employment Policy Division of the proposed denial and provide justification for ASA (M&RA) concurrence within ten calendar days following receipt of the request.

6. When a Civilian employee's deployment application is endorsed, and later a determination is made that the loss of the Civilian employee will have a significant mission impact on the organization, a denial must be submitted not later than 30 days before the employee's scheduled departure. Requests to amend prior approvals must be endorsed by the Commander or his or her designee, (General Officer/Senior Executive Service) and submitted to the AG1-CP for ASA (M&RA) concurrence. The AG1-CP will notify Central Command and the theater of the Army's final determination.

7. The point of contact for guidance on civilian deployment is Ms. Denetris Winston, at (703) 806-3885, email denetris.a.winston.civ@mail.mil, Civilian Expeditionary Workforce Branch, Employment Policy Division, AG1-CP.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

3 Encls


JAY D. ARONOWITZ
Assistant G-1 for Civilian Personnel

DISTRIBUTION:

Administrative Assistant to the Secretary of the Army
Commander

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U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Pacific

U.S. Army Europe

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Africa/Southern European Task Force

U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

(CONT)



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

19 FEB 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Support for Civilian Personnel Requirements in Afghanistan

1. Reference Deputy Secretary of Defense Memorandum, subject: Support for Civilian Personnel Requirements in Afghanistan, dated December 22, 2014.
2. I endorse the attached Deputy Secretary of Defense memorandum seeking support on filling civilian requirements in Afghanistan. Civilian employees continue to play a vital role in Afghanistan as operations transition to the Afghan security forces. As you make decisions on staffing levels in light of fiscal constraints, I ask that you encourage qualified individuals who possess the requisite skills needed at this time to volunteer for the opportunity to support this important mission and endorse their requests to deploy.
3. Organizations are expected to exercise due diligence in identifying Civilian employees who are unsuitable for deployment, not qualified for the assignment, or whose deployment will have a significant mission impact on the organization. An organization that intends to deny a Civilian employee the opportunity to deploy will gain concurrence of the ASA (M&RA) through the AG-1, Civilian Policy (CP).
4. Additional information on the DoD Civilian Expeditionary Workforce (CEW) is available on the DoD CEW website at www.cpmns.osd.mil/expeditionary. Points of contact for guidance on civilian deployment are Ms. Denetris Winston, AG-1(CP) at (703) 806-3885 and Ms. Constance Ray, of my office at (703) 695-5149.

Encl

DEBRA S. WADA
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

DISTRIBUTION:

Administrative Assistant to the Secretary of the Army
Principal Officials of Headquarters, Department of the Army
Commander
U.S. Army Forces Command
U.S. Army Training and Doctrine Command
U.S. Army Materiel Command

(CONT)

ENCLOSURE 1

SAMR

SUBJECT: Support for Civilian Personnel Requirements in Afghanistan

DISTRIBUTION: (CONT)

Commander

U.S. Army Pacific

U.S. Army Europe

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U.S. Army Special Operations Command

Military Surface Deployment and Distribution Command

U.S. Army Space and Missile Defense Command/Army Strategic Command

U.S. Army Medical Command

U.S. Army Intelligence and Security Command

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U.S. Army Corps of Engineers

U.S. Army Military District of Washington

U.S. Army Test and Evaluation Command

U.S. Army Installation Management Command

Superintendent, United States Military Academy

Director, U.S. Army Acquisition Support Center

Executive Director, Arlington National Cemetery

Commander, U.S. Army Accessions Support Brigade

Commandant, U.S. Army War College

Commander, Second Army

CF:

Director, Army National Guard

Director of Business Transformation

Commander, Eighth Army

Commander, U.S. Army Cyber Command



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

DEC 22 2014

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEFS OF THE MILITARY SERVICES
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Support for Civilian Personnel Requirements in Afghanistan

This memorandum reaffirms previous guidance to DoD components to place a high priority on sustaining civilian positions in Afghanistan. It is critical for DoD components to continue to support service in Afghanistan through the Civilian Expeditionary Workforce (CEW) program and Ministry of Defense Advisors (MoDA) program. As you make decisions on staffing levels in a fiscally constrained environment, you should allow DoD employees who volunteer to serve in Afghanistan to do so whenever possible and extend their assignment in Afghanistan to the extent practical and consistent with DoD policy. Further, you should encourage qualified individuals to volunteer for open positions. Organizations with individuals who serve in these positions will be allowed to augment their staff to mitigate the impact on loss of volunteers during their period of service in Afghanistan.

The transition to the NATO Resolute Support mission and its successful execution are critical to sustaining the security gains that have been achieved in Afghanistan over the last decade. Afghan security forces have taken the lead for security across the country, but still require continued advising to build ministerial capacity to sustain these gains. The civilian capabilities provided through the CEW and the MoDA programs provide an essential set of skills that will enable the success of this critical mission.

Thank you for supporting volunteers from your organizations. The Department of the Army is assigned operational support for the CEW program and provides support to both supported commands and CEW civilian volunteers. For information on civilian MoDA requirements in Afghanistan, please contact modaprograminfo@dsea.mil. For more information on CEW requirements in Afghanistan please contact Terri Grocott, U.S. Central Command CEW Program Manager, at terri.grocott@centcom.mil.



OSD014097-14

ENCLOSURE 2



READINESS AND FORCE
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

FEB 13 2015

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)
DIRECTOR, ADMINISTRATION AND MANAGEMENT, OFFICE
OF THE DEPUTY CHIEF MANAGEMENT OFFICER

SUBJECT: Civilian Expeditionary Workforce United States Forces Command-Afghanistan By-Name Request Support

The sustainment of deployed civilian support remains a Department priority. I sincerely appreciate the ongoing efforts and the progress made toward meeting Combatant Command civilian requirements.

The United States Central Command (USCENTCOM) sends United States Forces Command-Afghanistan (USFOR-A) by-name requests to the Department of Defense (DoD) for approval by the affected Component. To ensure that we best support USFOR-A and USCENTCOM, request that DoD Components respond to these requests as quickly as possible, but not later than 10 calendar days following receipt of the request. USCENTCOM will advise the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy of any by-name requests that are not addressed within 10 days from receipt.

My point of contact is Mr. Joe Daniel, who may be reached at (571) 372-2102 / (DSN 312-372-2102), or Joe.C.Daniel.civ@mail.mil.

Thanks so much for your attention to this important operational matter!

Stephanie Barna
Principal Deputy Assistant Secretary of Defense
(Readiness and Force Management),
Performing the Duties of the Assistant
Secretary of Defense (Readiness and Force
Management)

ENCLOSURE 3