

UNCLASSIFIED//FOUO

HQDA EXORD 261-15 MANAGING THE CIVILIAN EXPEDITIONARY WORKFORCE (CEW) JOINT REQUIREMENTS TASKED TO THE ARMY

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FM DA WASHINGTON DC  
TO RUJAAAA/CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX  
RUIAAAA/CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX  
RUJAAAA/HQ USARSO FT SAM HOUSTON TX  
RUIAAAA/HQ USARSO FT SAM HOUSTON TX  
RUJAAAA/HQ USARSO G3 FT SAM HOUSTON TX  
RUIAAAA/HQ USARSO G3 FT SAM HOUSTON TX

SUBJ/HQDA EXORD 261-15 MANAGING THE CIVILIAN EXPEDITIONARY WORKFORCE (CEW) JOINT REQUIREMENTS TASKED TO THE ARMY

**SUBJECT:** HQDA EXORD 261-15 MANAGING THE CIVILIAN EXPEDITIONARY WORKFORCE (CEW) JOINT REQUIREMENTS TASKED TO THE ARMY//

1. **(FOUO) SITUATION.** CEW IS A SEGMENT OF THE OVERALL CIVILIAN WORKFORCE READY TO DEPLOY, WHICH THE ARMY ROUTINELY SOURCES AS A PORTION OF THE TOTAL DOD REQUIREMENT.
2. **(FOUO) MISSION.** NLT 01 SEP 2015, HQDA MANAGES CEW POSITIONS ON VALIDATED AND ORDERED JMDS TASKED TO THE ARMY EFFECTIVELY SUPPORTING ASCC AND COMBATANT COMMANDS (COCOM) CEW REQUIREMENTS.
3. **(FOUO) EXECUTION.** TASKS TO ARMY STAFF AND SUBORDINATE ORGANIZATIONS.
  - 3.A. THE HQDA DEPUTY CHIEF OF STAFF G-3/5/7 (OPERATIONS DIRECTORATE).
    - 3.A.1. IN COORDINATION WITH HQDA G-1, MONITOR JOINT STAFF VALIDATION OF REQUESTS FOR FORCES AND AUGMENTATION.
    - 3.A.2. IN COORDINATION WITH HQDA G-1, PROVIDE DATA AND INFORMATION FOR ARMY EQUITIES IN ANNEX D OF THE SECRETARY OF DEFENSE ORDERS BOOK (SDOB).
    - 3.A.3. IN COORDINATION WITH HQDA G-1, OVERSEE ARMY SOURCED CAPABILITIES ORDERED IN ANNEX D OF THE SDOB TO ENSURE VALIDATED AND ORDERED GFMAP CHANGES ARE REFLECTED IN WIAS.
    - 3.A.4. MANAGE JOINT STAFF APPROVED CEW POSITIONS IN WIAS.
    - 3.A.5. SUPPORT ASCC MODIFICATIONS OF ARMY MANNING DOCUMENTS (AMD) BASED ON VALIDATED AND ORDERED GFMAP MODIFICATIONS.
  - 3.B. **HQDA DEPUTY CHIEF OF STAFF, G-1 (CIVILIAN PERSONNEL):**
    - 3.B.1. SERVE AS THE EXECUTIVE AGENT WITH OVERSIGHT RESPONSIBILITIES TO FACILITATE AND, WHEN REQUIRED, ASSIST WITH THE ADVERTISING, SELECTION, HIRING AND ORDERING OF CEW PERSONNEL UNDER THE EXTERNAL APPOINTING AUTHORITY FROM THE RESPONSIBLE ASCC.
    - 3.B.2. IN COORDINATION WITH HQDA G-1, MONITOR JOINT STAFF VALIDATION OF REQUESTS FOR FORCES AND AUGMENTATION.
    - 3.B.3. ANALYZE THE ARMY'S ABILITY TO SOURCE VALIDATED JOINT FORCE REQUIREMENTS.
    - 3.B.4. PROVIDE DATA AND INFORMATION FOR ARMY EQUITIES IN ANNEX D OF THE SECRETARY OF DEFENSE ORDERS BOOK (SDOB) TO HQDA G-3/5/7.
    - 3.B.5. IN COORDINATION WITH HQDA G-3/5/7, TRACK ARMY SOURCED CAPABILITIES ORDERED IN ANNEX D OF THE SDOB TO ENSURE VALIDATED AND ORDERED GFMAP CHANGES ARE REFLECTED IN WIAS.
    - 3.B.6. COORDINATE CURRENT GOVERNMENT CIVILIAN EMPLOYEES APPLICATION ENDORSEMENT AND SELECTION FOR DEPLOYMENT.
    - 3.B.7. PROVIDE THE NAMES OF RECOMMENDED CEW CANDIDATES TO THE REQUESTING ASCC CIVILIAN HUMAN RESOURCE DIVISION (CHRD) IF THE CEW IS A NOMINATIVE SELECTION OR NEW HIRE.
    - 3.B.8. PROVIDE THE NAMES AND PROJECTED THEATER ARRIVAL DATE OF THE RECOMMENDED CEW CANDIDATES TO THE CHRD OF THE LOSING COMMAND IF THE CANDIDATE IS A CURRENT GOVERNMENT EMPLOYEE.
    - 3.B.9. PROVIDE HQDA G-3/5/7, DAMO-OD, WITH CANDIDATE INFORMATION, (NAME, EMPLOYMENT STATUS, JMD POSITION TO FILL AND PROJECTED THEATER ARRIVAL DATE) FOR INPUT IN WIAS.

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**3.C. ARMY SERVICE COMPONENT COMMANDS (ASCC).**

3.C.1. DEVELOP AND PLACE THE POSITIONS ON THE ASCC'S AMD.

3.C.2. INITIATE THE REQUEST FOR PERSONNEL ACTIONS (RPAS) FOR EACH NEW APPOINTMENT AND, IF NECESSARY, COORDINATION REASSIGNMENT ACTIONS FOR THE DEPLOYMENT TO DUTY LOCATIONS IN THE ASCC'S COCOM OPERATIONAL AREA.

3.C.3. AFTER NOTIFYING THE CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) OF THE PERSONNEL ACTION INITIATED FOR THE EMPLOYEE'S APPOINTMENT, ISSUE APPROVED TRAVEL ORDERS AND ASSIST APPLICANT IN APPLYING FOR SECURITY CLEARANCE AND GOVERNMENT CREDIT CARD.

3.C.4. IF REQUIRED, SCHEDULE DEPLOYMENT TRAINING CLASS DATE AT CAMP ATTERBURY, IN.

3.C.5. MANAGE FINANCIAL RESOURCES FOR CIVILIAN DEPLOYMENTS SUPPORTING CEW JOINT MISSIONS. ARMY SUPPORTED COCOM'S AND ASCC'S WILL FUND TEMPORARY EMPLOYEES HIRED SPECIFICALLY AS BACKFILLS AND JMD FILLS FOR DEPLOYING CIVILIANS USING APPROPRIATE OVERSEAS CONTINGENT OPERATION (OCO) FUNDS. THESE EMPLOYEES ARE TYPICALLY 'NEW HIRES' AND ARE NOT EMPLOYED BY DOD PRIOR TO DEPLOYMENT. INCREMENTAL COSTS INCIDENT TO DEPLOYMENT OF CURRENT GOVERNMENT EMPLOYEES WILL BE PROVIDED TO THE SUPPORTING ARMY ORGANIZATION USING APPROPRIATE OCO FUNDS. INCREMENTAL COSTS INCLUDE PREMIUM PAY, TRAVEL COST, PRE-DEPLOYMENT TRAINING, ETC.

**4. (U) SUSTAINMENT.** N/A.

**5. (U) COMMAND AND SIGNAL.**

5.A. HQDA G-3/5/7 DAMO-ODM POC: LTC CARLOS J. RODRIGUEZ, (703) 697-4245; NIPR EMAIL: CARLOS.J.RODRIGUEZ38.MIL@MAIL.MIL.

5.B. HQDA G-3/5/7 DAMO-ODM POC: LTC WILLIAM POTTERTON, (703) 697-2002; NIPR EMAIL: WILLIAM.J.POTTERTON.MIL@MAIL.MIL.

5.C. HQDA G-3/5/7 DAMO-ODO POC: MR. THOMAS KIDWELL, (703) 695-1898; THOMAS.S.KIDWELL.CIV@MAIL.MIL.

5.D. HQDA G-1 POC: MS. DENETRIS WINSTON, (703) 806-3885; DENETRIS.A.WINSTON.CIV@MAIL.MIL.

**ACKNOWLEDGE.**

JOSEPH ANDERSON  
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DEPUTY CHIEF OF STAFF, G-3/5/7  
OFFICIAL

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