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**Subject:** Civilian Expeditionary Workforce (CEW) Application Process for Approvals, Extensions and Denials for Depart of the Army (DA) Civilians  
**Date:** Tuesday, March 08, 2016 12:11:26 PM

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Deputy Assistant G1, Civilian Personnel Message (2016021)

**SUBJECT:** Civilian Expeditionary Workforce (CEW) Application Process  
Timeline for Approvals, Extensions and Denials Timelines

**SUSPENSE:** N/A

1. **PURPOSE:** To provide reminder of Army guidelines for decisions concerning CEW volunteer selections, by-name-request, extensions, and denials timelines

2. **REFERENCES:**

a. Department of Defense Directive (DoDD) 1404.10, subject: DoD Civilian Expeditionary Workforce, dated 23 January 2009.

b. Memorandum, Secretary of Defense, subject: DoD Support to Civilian Capacity Requirements in Afghanistan, dated 19 September 2011 (Enclosure 2).

c. Memorandum, Office of the Deputy Chief of Staff, G-1 for Civilian Personnel, subject: Army Civilian Employees Who Volunteer to Support Total Force Department of Defense (DoD) Civilian Requirements in Afghanistan. Dated 21 December 2011 (Enclosure 3).

3. **DISCUSSION:**

a. Approvals for personnel requesting to deploy in support of joint CEW CENTCOM requirements should provide a response within ten (10) business days from receipt of the AG1-CP-CEW notification of the employee's selection or by-name-request.

b. Extensions for personnel requesting to remain in theater, should commence initially at one-hundred-twenty (120) calendar days of the employee's rotation date. The CEW Branch should provide the parent organization the extension packet with verification that the position is valid, no one is identified as a backfill, and justification for the extended period. AG-1 CP CEW must receive a response from the proper approval authority within ten (10) business days of the initial notification.

c. A decision to deny an employee's deployment must be provided to the CEW Branch within ten (10) business days of notification. A formal denial with the GO or equivalent signature, will be provided to the AG-1 CP for final concurrence of the ASA (M&RA) within 30 days of the initial notification.

5. POINT OF CONTACT: Army G-1, Ms. Denetris Winston, Chief, Civilian Expeditionary Workforce Branch, at either Email Address denetris.a.winston.civ@mail.mil, Phone Number (703) 806-3885.

v/r - Kerry

Kerry Straight  
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