

Civilian Expeditionary Workforce Deployment - Guide

Table of Contents

Section I - General Information

- A. [Authority to Deploy](#)
- B. [Policy Statement](#)
- C. [Planning](#)
- D. [Deployment Cycle Support \(DCS\)](#)
- E. [Requirements for Emergency Essential \(EE\) employees](#)
- F. [Post-Deployment Health Assessment \(PDHA\)/Reassessments \(PDHRA\)](#)

Section II - Accountability

- A. [Civilian Personnel Tracking System \(CIVTRACKS\)](#)
- B. [Worldwide Individual Augmentation System \(WIAS\)](#)

Section III - Civilian Pay

- A. [Sure Pay](#)
- B. [Pay limitations for civilian employees](#)
- C. [Premium Pay](#)
- D. [Post Differential and Danger Pay](#)

Section IV - Entitlements

- A. [Civilian Wear of the Military Uniform \(ACUs or DCUs\)](#)
- B. [Geneva Conventions Identity Card](#)
- C. [Living Conditions](#)
- D. [Temporary Storage of Household Goods and Privately Owned Vehicles \(POV\)](#)
- E. [Email, Legal, Medical, Dental, Food, AAFES, Telephones, and Laundry Services](#)
- F. [Weapons](#)
- G. [Head gear](#)

Section V - Benefits

- A. [Casualty status](#)
- B. [Life insurance](#)
- C. [Next of Kin notification](#)
- D. [Income tax exclusion](#)

Section VI - Personnel Issues

- A. [Disciplinary actions](#)
- B. [Emergency essential agreement](#)
- C. [Family Care Plans requirement](#)
- D. [Performance appraisal](#)
- E. [Reduction in Force \(RIF\) Actions](#)
- F. [Awards and Medals](#)
- G. [DOD Anthrax vaccination program](#)
- H. [Leave Restoration Information](#)
- I. [Rights and Benefits of Reservists Called to Active Duty \(OPM Memo-9/14/01\)](#)
- J. [Temporary Duty \(TDY\) vs Temporary Change of Station \(TCS\)](#)
- K. [Documenting Personnel Actions](#)

Section VII - Deployment References

- A. [DOD Directive 1404.10](#)
- B. [DOD Directive 1400.31](#)
- C. [DOD Instruction 1400.32](#)
- D. [DOD Instruction 1342.19](#)
- E. [DOD Instruction 1000.1](#)
- F. [DA PAM 690-47](#)
- G. [AR 690-11](#)
- H. [USAREUR Regulation 690-6](#)
- I. [AR 600-8-1](#)
- J. [USAREUR Regulation 600-10](#)
- K. [AR 700-84](#)
- L. [AR 670-1](#)
- M. [USAREUR Regulation 710-2-1](#)

Section VIII - [Points of Contact](#)

Section IX - [Attachments](#)

- A. [CENTCOM AOR Deployment Requirements Per CRC](#)
- B. [DoD Form 2365](#)
- C. [MOD 10 Medical Disqualifiers CENTCOM Surgeon](#)
- D. [Deployment Readiness \(CRC\) Waiver](#)

Section I - General Information

A. Authority to Deploy

DoDD 1404.10 provides for "...the involuntary assignment of civilian employees to Emergency Essential (E-E) positions as may be necessary to meet the exigencies of the circumstances and when unforeseen contingencies prevent prior identification of those positions as being E-E". Army policy is to normally deploy civilian employees who either have agreed to accept E-E positions or who are volunteers. This policy in no way restricts or limits the authority to direct involuntary deployments when necessary to accomplish the military mission. Seeking volunteers does not require wide ranging or Army wide searches. The search may be limited to the local work force.

B. Policy Statement

It is Army's policy that civilians will be used to support the military in carrying out their missions. Installations/Activities will develop and have in place those plans required to support military contingency operations and all other levels of mobilization. The objective of the Civilian Expeditionary Workforce program is to ensure that qualified Army civilian employees are available in adequate numbers and skills to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis, or other contingency.

Basic definitions associated with this program:

- **Emergency-Essential (E-E):** A position-based designation to support the success of combat operation or the availability of combat-essential systems.
- **Non-Combat Essential (NCE) :** A position-based designation to support the expeditionary requirements, in other than combat or combat support situations
- **Capability-Based Volunteer (CVB):** An employee who may be asked to volunteer for deployment, to remain behind after other civilians have evacuated, or to backfill other Army civilians who have deployed to meet expeditionary requirements in order to ensure that critical expeditionary requirements that may fall outside or within the scope of an individual's position.
- **Capability-Based Former Employee Volunteer Corps:** A collective group of formed (including retired) Army civilian employees who have agreed to be listed in a database as individuals who may be interested in returning to Federal service as a time-limited employee to serve expeditionary requirements or who can

backfill for those serving other expeditionary requirements. When these individuals are employed they shall be deemed CBV employees.

C. Planning Process

Commanders must integrate and document use of the civilian workforce in all types of operations and contingency plans in all deliberate and execution planning processes and ensures that civilian issues are addressed during execution.

Civilian positions meeting the definition of Emergency Essential (E-E), Non-Combat Essential (NCE), and Capability-Based Volunteers (CBV) must be specifically identified during the Installation Level Assessments.

Installation plans must identify federal civilians who may be recalled to active duty and identify possible resources to accomplish critical work should such a situation occur.

Key and E-E employees must be exempted from military mobilization or recall obligations by being placed in the Standby Reserve or other appropriate action.

Key and E-E positions should be pre-identified, and prior to fill:

- Position description/vacancy announcement annotated
- Clearly define Conditions of Employment
- E-E Selectee signs DD Form 2365, DOD Civilian Employee Overseas Emergency Essential Position Agreement

Identification of Encumbered Positions not previously identified as Key or E-E:

- If employee refuses to accept these responsibilities or refuses to be placed in Standby Reserves, reassign to vacant non-Key or non-E-E position, if available, with no loss of pay or grade (if overseas, tour of employee refusing E-E responsibilities will not be extended)
- If no vacancy, try to locate a qualified volunteer to assume Key or E-E duties

If no volunteers, have incumbent employee perform duties in position description until another civilian/ military member can be trained to do Key or E-E portion of job; civilian personnel staff (CPAC/CPOC) will identify civilian employee who refused Key/E-E responsibilities for reassignment to next vacancy for which qualified. If overseas, employee's current tour will not be extended.

D. Deployment Cycle Support (DCS)

Deployment Cycle Support (DCS) is a comprehensive process that ensures Soldiers, DA civilians, and their Families are better prepared and sustained throughout the deployment cycle. The goal of the DCS process is to facilitate Soldier, DA civilian, and Family well-being throughout deployments. The DCS Directive applies to all AC and RC Soldiers, DA civilians and their Families and is available on the DCS website at Deployment Cycle Support - Home Page (<http://www.army1.army.mil/dcs/default.asp>).

E. Requirements for Emergency Essential (E-E) Employees

- **Medical/dental/psychological qualifications**
 - Meet requirements specified on SF178, Certificate of Medical Examination, for position at overseas/deployed location. The theater commander may specify theater unique medical/physical deployability criteria. Emergency Essential/deployment related medical /dental/ psychological examinations and required immunizations are at no expense to the employee
 - Annual EKG if over age 40
 - Immunizations appropriate for overseas location
 - Army civilian employees are not subject to mandatory HIV screening unless required by the host nation. Negative HIV test result within past six months if required by host nation; otherwise, HIV positive civilians can be deployed

- Dental work to be completed at employee's expense prior to deployment
- Modification I0, Medical Disqualifying Conditions, Personnel Policy Guidance (PPG) : <http://www.armyg1.army.mil/MilitaryPersonnel/ppg/PPG.pdf#page=92>
- **In/Out-processing requires management, installation, CPAC, and/or CONUS Replacement Center (CRC) support.**
 - Apply for Security Clearance
 - Apply for necessary Passport/VISA/Country clearance (EXPEDITE procedures)
 - Issue current DOD civilian ID card
 - Issue appropriate Geneva Convention Card
 - Issue TDY orders
 - Issue DD Form 93, Record of Emergency Data
 - Validate all deployment criteria checklists prior to departure from installation
 - Deploying civilian hand carries a deployment packet
- **Passports and Visas;** Due to the time involved, the passport process should be started within 48 hours of notification of your assignment. The processing time for official passports is three to four weeks.
 - All individuals deploying to **Iraq** must have either a US Government (Brown) official or a US (Blue) Tourist passport for deployment.
 - Government civilians deploying to **Afghanistan** must have an official (Brown) passport and an Afghanistan visa and a tourist (Blue) passport. The MED Passport Agent will assist in obtaining the official passport and Afghanistan visa. Tourist passports are not processed at MED. Your local Post Office can assist you in obtaining your tourist passport. The expense associated with obtaining the tourist passport is reimbursable only if you obtained it after accepting your position in Afghanistan. Contractors cannot obtain official passports. In all cases the passport expiration date must be at least 180 days past the projected end of the tour. Military personnel traveling through Dubai will require both passports as well.

Official Passports:

- Complete the DS Form 11 when applying for an official passport if you've never had a passport of any kind or if you had a passport (either tourist, official or diplomatic) issued more than 15 years ago.
- [Instructions](#) Complete the DS Form 82 when applying for an official passport if you have a current tourist passport or if you have an expired official/diplomatic or tourist passport that issued less than 15 years ago
- [Instructions](#) for completing the Afghanistan visa application
- **Eagle Cash Card**

_____ The Eagle Cash Card is now mandatory for civilians while they are deployed to Iraq, Afghanistan and Kuwait. The card will replace using cash while you are deployed. [Read more](#). Please complete the [DD Form 2887](#) and you will be briefed at the UDC on the use of the card.
- **Government Travel Card**

_____ Provide a copy of your CITIBANK Travel Card Training Certificate (Travel Card 101). * Your training must be less than three years old. If it is older than three years or will be more than three years old before you redeploy, take the government travel card training and send in a copy of your certificate. [Instructions. https://www.defensetravel.dod.mil/Passport](https://www.defensetravel.dod.mil/Passport). If you do not have a Government Travel Card and want to apply for one, contact the Travel Card Agency Program Coordinator at 540-665-3903/3719. It takes about two weeks to apply for and receive a credit card at MED. Please plan accordingly. [Use of the Government Travel Card](#)

You will be required to pay for your transportation from Dulles International Airport to Winchester, as well as your hotel and meals while you are at the UDC. Expenses between \$600 and \$800 can be incurred and can be paid by cash, personal credit card or Government Travel Card.

- **Training:**

- Participate in all essential military exercises
- Basic first aid
- Basic soldier field survival skills
- Laws of War/Geneva Conventions
- Prisoner of War coping skills
- Standards of Conduct
- Proper wear, use and care of all issued clothing and equipment
- Uniform Code of Military Justice
- Customs and courtesies of host country
- Sidearms training, when appropriate
- Isolation Preparation (ISOPREP) Cards (DD Form 1833)/SERESTraining

- **Additional Resources/Entitlements:**

- Government provided legal assistance, limited to matters related to deployment, such as preparation of wills and powers of attorney, and basic income tax assistance
- Prepare Family Care Plan. Installation provides legal and other assistance as needed.
- Base Exchange and Commissary privileges in theater
- Use of Morale Welfare and Recreation (MWR) facilities and activities. Available to family members during deployment of sponsor except where prohibited by statute. Installations must include families of deployed civilians in Army Community Service (ACS) activities and other family assistance/support groups.
- Medical:
 - Medical treatment same as provided military members
 - Shall receive free care for illness, disease or injury sustained overseas during contingency operations
- Casualty:

- Tracked under military casualty system
 - Next of kin (NOK) notification by Casualty Area Command
 - Military escort of remains
 - US flag for casket provided at government expense
- **Identification method:**
 - DNA samples or PANOREX dental x-rays
 - Identification tags (dog-tags)
- **Financial:**
 - Carry government credit card and telephone calling card to AOR
 - Regular salary paid by home station; other expenses paid from contingency funds; employee/supervisor coordinate with civilian pay office to determine proper time and attendance reporting procedures, and to assure proper payment of all authorized salaries, premium and incentive pay
 - Biweekly earnings cap (N/A to Wage Grade) may change during hostilities to annual cap (cannot exceed salary of GS-15, Step 10) unless waived by congress.
 - Foreign Post Differential is usually paid after 42 days in AOR, and is determined by Secretary of State
 - Danger pay for civilians requires the Secretary of State approval when authorized as a percentage of basic pay. Employee will receive either
 - Danger Pay: \$225/month until the civilian is eligible for FPD at locations identified by Secretary of Defense and approved for Imminent Danger Pay (IDP) for military; or
 - Danger pay at 10-35% of salary at locations identified by State Department; or Danger pay of \$150/month for locations identified by Secretary of defense for the first 42 days of deployment only, followed by payment of Foreign Post Differential (FPD) at locations where a portion of FPD is paid as a result of political violence.
 - Overtime/Compensatory Time; Shift Differential; Sunday/Holiday Premium Pay.
 - Per Diem if TDY (unless field conditions apply and so authorized by manager).
 - Arrange continued payment of bills (start/stop allotments).
- **Clothing and Equipment:**
 - Standard issue of DCU and associated clothing/ equipment; additional clothing/equipment required by theater commander.
 - Authorized insignia - beige insignia with black letters "US" above left breast pocket.
 - Name tape above right breast pocket.
 - Unit patches as authorized by the ACOM or theater commander.
 - Issue same defensive personal protective gear as military.

- Issue black baseball cap to be worn in lieu of DCU cap; may be worn at all times except when commander directs wear of Kevlar helmet.
- Civilians authorized to wear this clothing/ equipment are expected to adhere to use and wear instructions contained in AR 670-1. No other dress/grooming standards exist for civilians other than for health/safety concerns.
- **Weapons:**
 - Privately owned weapons/ammunition are not authorized under any circumstances.
 - Government Issued weapon and ammunition (sidearm only) for personal protection.
 - When approved by theater commander.
 - Acceptance is voluntary for all civilian personnel.
 - Must be trained in proper use and care prior to issue.
- **Personal items:**

Civilian clothing, personal hygiene items, initial supply of medications, and other personal items are responsibility of deploying civilian.

- **Command and Control:**

The deployed civilian work force shall be under the operational control of the Unified Combatant Commander/Army commander of unit to which assigned or attached. Deployed civilians shall be processed and supported in the same manner as military personnel, as permissible by law. Army civilians shall be assigned or attached to a gaining unit identification code (UIC) before deploying. The UIC will be stated on the deployee's temporary duty (TDY) or temporary change of duty (TCS) orders .

- **Disciplinary actions:**
 - Civilians are subject to UCMJ only if Congress declared war.
 - Subject to normal administrative disciplinary action.

E-E employee, refusing to deploy or to remain after Non-Combatant Evacuation Order (NEO), is subject to disciplinary action up to and including removal from federal service under 5 CFR 752. Discussed further under Section VI, Personnel Issues.

F. Post-Deployment Health Assessments and Reassessments

● Post-Deployment Health Assessments

Upon redeployment, civilians are required to take a physical examination, either prior to theater departure, or within 30 days upon returning to home station. The purpose of the physical exam is to identify and document medical problems that might be connected with the deployment. Redeployment physical exams are at no cost to the civilian employee when conducted at the Military Treatment Facilities (MTFs) or in the theater of operations. All redeployed civilians requesting physical examinations need a signed memorandum from their supervisor or from the servicing Civilian Personnel Advisory Center (CPAC) stating that the examination/immunization is necessary. In addition, the **DD Form 2796**, April 2003, **Post-Deployment Health Assessment** is required to receive a redeployment medical screening. A completed copy of this form, signed by the medical provider, **should be returned** by the employee **to the servicing CPAC** and the supervisor for verification that the medical screening has been completed and for accountability purposes.

● Post-Deployment Health Reassessments

The Post-Deployment Health Reassessment (PDHRA) is a health screen designed for all Soldiers – active duty, Army National Guard, Army Reserve, and Individual Ready Reserve, as well as for Department of the Army (DA) Civilians. It is part of the Army's ongoing efforts to protect the health and well-being of Soldiers and DA Civilians who have been redeployed from combat for 90 days to 180 days.

Purpose for Soldiers and DA Civilians:

- Post-Deployment Health Reassessment identifies key readiness factors.
- Screening is preventive because it sees what affects an individual's performance.
- It helps leaders keep their Soldiers and DA Civilians in their best condition.
- It helps Soldiers and DA Civilians get help when they need it, even if they don't know they need it.

Deployment-related health concerns often evolve over time. Implemented U.S. Army-wide in January 2006, the PDHRA is a commander's program. The Soldier or DA Civilian speaks one-on-one with a healthcare provider, who then makes a referral for follow-up care and treatment, if necessary. The PDHRA is a health screening only. If deployment-related health issues are identified as a result of the PDHRA, Soldiers and DA Civilians are referred for further medical evaluation. The Army is also ensuring that eligible DA Civilians who have returned from a deployment complete the PDHRA as well.

The PDHRA contributes to the Army's readiness by providing an additional opportunity for Soldiers and DA Civilians to have deployment-related health concerns addressed before they manifest into more serious problems. The Army knows in this era of persistent conflict, its Soldiers and DA Civilians are subject to tremendous pressure and life challenges in every form. Because the Army needs its Soldiers and DA Civilians to perform at their best, it ensures that they have every opportunity to improve their performance. The PDHRA is one of the Army's best tools for this purpose.

Available on-line resources for DA Civilians and Soldiers:

Army PDHRA: <http://www.armyg1.army.mil/hr/pdhra/default.asp>

DoD PDHRA Information: <http://fhp.osd.mil/pdhrainfo>

PDHRA for Soldiers: <https://www.us.army.mil/suite/page/200435>

PDHRA for Commanders and Leaders: <https://www.us.army.mil/suite/page/200441>

Battlemind Web site: <http://www.battlemind.org/>

[Back to the top](#) 

Section II - Accountability

Civilian Tracking System (CIVTRACKS)

Introduction/Background

One of the key lessons learned from operation Desert Shield/Storm was the lack of accountability of deployed civilians. During Desert Storm there was no centralized automated data system that provided the tracking of civilians once they were deployed. Several MACOMs, particularly those deploying large numbers of civilians, have developed stovepipe-tracking systems. However, there is no centralized or consistent collection of the data. Also, during 1996, the Office of the Under Secretary of Defense for Personnel and Readiness employed the services of a contractor, Systems Research and Applications Corporation (SRA) to develop a functional description for the development of a DoD tracking system. The functional description was developed, but the development of an actual system was delayed pending the implementation of the Modern DCPDS. The closest system in operation now is the Replacement Operations Application Management System (ROAMS). However, ROAMS only tracks the civilian from the CONUS Replacement Center (CRC) into the theater of operation. Once in the theater, there's no visibility.

Long-term, the plan is to use the Smart Card as a means of tracking deployed civilians. Under the Smart Card concept deployed civilians will be able to swipe their card at any location and the tracking data will be transmitted to a central collection point. However, at the present time the Smart Card concept is in its infancy stage, i.e., attempting to get it implemented in a non-tactical environment. Once implemented in a non-tactical environment, the focus will be turned to implementation in a tactical (deployed) environment. Unfortunately, this will not happen for another few years.

In-the-mean-time, CIVTRACKS will fill the void allowing the capture of data on all deployed civilians. Once the Smart

Card concept is fully implemented it will serve as the front end of CIVTRACKS, i.e., serve as the mechanism for entering data.

Authority

Department of Defense Instruction (DoDI) 1400.32, DoD civilian work Force Contingency and Emergency Planning Guidelines and Procedures, April 24, 1995, assigns accountability responsibility to each DoD component. It states that "the heads of the DoD components shall: establish civilian work force accountability procedures, i.e., names, number, locations, status, etc. for civilian employees in theaters of operations."

Who should be entered into CIVTRACKS

CIVTRACKS is primarily designed to capture data on Department of the Army civilians. However, the system is capable of capturing data on all civilians. To assist tactical commanders in identifying all personnel within his/her area of operation, it is recommended that all civilians be entered into CIVTRACKS. This includes data on contractors, Red Cross, AAFES and other DoD component personnel.

What information should be captured

Basic data to be captured on all deployed civilians include name, SSN, type civilian, agency/company, operation supported, location, and date entering and leaving the location. (See attachment 1 for a sample of the web page for inputting data).

Who should input data

CIVTRACKS is a web-based system that allows anyone with knowledge of the deployment and who has access to the internet to enter data on deployed civilians. Ideally, data should be input from five different sources, the deployed civilian, deployed civilian's organization (supervisor or timekeeper), MACOM, the CONUS Replacement Center/Individual Deployment Site and the commander of the deployed site. The deployed employee has ultimate responsibility for ensuring that data is input.

When should data be input

Data should be entered/updated each and every time there is a change in duty location while deployed, to include the initial move from home station. Access to CIVTRACKS can be made by pointing your internet browser to <https://cpolrhp.belvoir.army.mil/civtracks>. Additionally, data should be input anytime that an employee participates in a mobilization exercise.

Reports

CIVTRACKS is designed to display a number of standard reports that will reflect data on all deployed civilians. Access to the reports will be secure and requires a user ID and password. To obtain access to this reporting capability logon to <https://cpolrhp.belvoir.army.mil/civtracks-rpt>. To obtain additional/special reports over and above the standard reports, users will have to submit a request to The Assistant Secretary of Army (Manpower and Reserve Affairs), Policy and Program Development Division, Attn: SAMR-CPP-MP, 200 Stovall Street, Alexandria, VA 22332-0300. (See attachment 2 for samples of reports).

Security

To protect the integrity of data captured in CIVTRACKS, individuals inputting data will not be able to retrieve data from the system. They will only be permitted to input data. Once data is submitted it will be maintained behind a computer firewall. Only authorized personnel with the appropriate user ID and password will be able to extract data from the system in the form of reports. They will not be able to make changes to data that currently exist in the system.

Input Form

The input form (see copy in appendix) is designed to capture certain critical data on each deployed civilian. All blocks on the form must have the appropriate/requested entry before it can be submitted. No entries, except step 7, additional comments, can be left blank.

Step 1. Blocks 1 and 2 are self-explanatory. Enter the name (last, first and middle initial) and social security number of the deployed employee. Block 3 is designed to capture data on the type of deployed civilians. If the employee is an Army employee, Appropriated Funds or Non-Appropriated Funds click the first button indicating that the deployed civilian is an Army employee (Appropriated Funds or Non-Appropriated Funds). If the deployed civilian is not an

Army, Defense contractor, Red Cross personnel or an AAFES employee check the button labeled as "other". Block 4, Employer captures data on the place of employment. Enter either the name of the agency or company name for which the deployed civilian works. For example, if the employee works for the Department of Navy, enter the word "Navy". If the deployed civilian is an employee of a Defense contractor, enter the name of the contractor, e.g., Smith Industries.

Step 2. is designed to capture data on the person entering the data into CIVTRACKS. Check the applicable button. For example, click the CONUS Replacement Center (CRC) button if someone from the CRC is entering the data.

Step 3. collects data on the home station or current duty location of the deployed civilian. Choose the state or country that represents the employee's home station or current duty location. Home station is defined as the state or country of the deployed employee's normal place of work.

Step 4. collects data on the contingency operation or mobilization exercise that the deployed employee is participating in. Select the applicable operation from the list on the drop-down menu. If the operations name is unknown or not yet specified select the unknown or not specified selection.

Step 5. indicates the type movement made by the deployed employee. If the employee is deploying into an operation, select "inbound". If the employee is relocating from one location (either within the theater of operations or any location in conjunction with preparation for deployment) enter "relocating". Outbound should be selected if the employee is returning from a contingency operation.

Step 6. collects data on the movement locations. If an employee is deploying into a contingency, then enter the city of both the starting and ending location. If the location is not near a city or the name is unknown enter either the name of the nearest city or "unknown". Select the name of the state and country from the two drop-down menus. Enter the dates of the departures.

Step 7. provides an opportunity to indicate any specific comments regarding the deployed employee. This is an optional entry and may be left blank.

Step 8. requires the entry of an email address of the individual that enters data into CIVTRACKS. This information will only be used if there's a need to clarify data entered into CIVTRACKS.

Step 9. Once all required data has been entered, click the submit button. If data is missing or incorrectly entered, the system will provide feedback to the effect. If this happens, enter the correct or missing data and again click the submit button. All questions pertaining to the operations of CIVTRACKS and suggestions for improvement should be emailed to [CIVTRACKS@\(email address expired\)](mailto:CIVTRACKS@(email address expired)). However, no tracking data should be submitted to this email address. All tracking data must be submitted via <https://cpolrhp.belvoir.army.mil/civtracks>.

Worldwide Individual Augmentation System (WIAS)

The WIAS is a cooperative initiative between DCSOPS and DCSPER. It is an integrated information system used to record, manage, and track validated individual augmentation requirements (personnel) and sourcing to support operational needs of the combatant and non-combatant commander during an operation/contingency. The WIAS was developed to provide a tool capable of managing the enormous numbers of individual augmentation requirements (personnel), as well as, maintain visibility and accountability throughout the augmentation process.

[Back to the top](#) 

Section III - Civilian Pay and Entitlements

A. Sure Pay

In order to ensure continuation of pay while detailed to support deployed military operations, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home installation before deployment. Once under DD/DFT the employee must remain in the program. All emergency essential employees are

required to join a DD/DFT program as a condition of their employment. Salary deductions do not change while on deployment.

B. Pay limitations for civilian employees

1. **Bi-weekly maximum earnings:** In accordance with 5CFR.105 an employee may be paid premium pay only to the extent that the payment does not cause the total of his or her basic pay and premium pay for any pay period to exceed the maximum rate for GS-15. This includes locality-based comparability payment and any special salary rate pay.
2. **Annual Limitation on Premium Pay for Emergency Work:** The bi-weekly limitation may be waived by the head of an agency or the Office of Personnel Management if it is determined that an emergency exists. If such an emergency determination is made the bi-weekly pay limitation may be waived by the Secretary of Defense. However, an employee's total annual salary is limited to that of a GS-15.
3. **Annual Aggregate Limitation of Pay:** 5 CFR 530.203 limits the total amount of compensation an employee can be paid during the calendar year. Specifically, no executive branch employee may receive any allowance, bonus, differential, award, or other similar payment in combination with their basic pay that would cause the aggregate compensation to exceed the rate payable to the executive schedule level 1 on the last day of the calendar year.

C. Premium Pay

1. **Overtime:** Overtime is paid for hours authorized and worked by a civilian employee in excess of 8 hours per day or 40 hour per week (NAF employees earn overtime after 40 hours per week). The dollar amount paid is limited to the hourly rate for GS-10, step 1. 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 after 1800 hours until 0600. The amount paid is the hourly base rate, plus 10%.
3. **Holiday Pay:** Holiday pay is paid for work performed during a holiday which corresponds to the employee's normal tour of duty.
4. **Compensatory Time:** Overtime under field conditions is considered occasional or irregular for payroll purposes. GS and WG employees are permitted compensatory time in lieu of pay. However, discretion must be used when making the determination for compensatory time, as down range conditions will normally preclude the employee's use of these hours. Employees have up to 26 pay periods, beyond the pay period in which the compensatory time was earned, to take time off. After that time period, the compensatory hours will be paid at the overtime rate in effect at the time worked. Compensatory time is subject to the same pay cap limitations.

D. Post Differential and Danger Pay

1. **Foreign Post Differential (FPD):** The Department of State determines the entitlement and the rate of FPD for each geographic location. Foreign Post Differential is paid up to 35% (or the amount approved the Secretary of State by location) of Basic Pay. FPD begins on the 43rd day of duty for employees on detail and Temporary Duty Assignment (TDY). FPD for employees on TCS (Temporary Change of Station) begins on the date of arrival at post. *Once initial eligibility is established for Foreign Post Differential, the period is not considered to be interrupted when the employee departs the theater for the U.S., if the travel is for the convenience of the Government and it does not exceed thirty consecutive days. Travel back to another location where FPD is not authorized will cause the entitlement to cease and a new entitlement period will begin.* These allowances are subject to federal and state income tax deductions. "Local hires" appointed in a foreign country like Germany and then deployed TDY downrange are not entitled to FPD. The State Department has agreed with Army's current interpretation of the Department of State Standardized Regulations, "An employee stationed in a foreign area cannot get post differential while on TDY to another foreign or non-foreign area unless he/she is eligible to receive the Living Quarters Allowance". TCS is not authorized for NAF employees or new appointees (i.e., those who are being appointed to the Federal government for the first time).
2. **Danger Pay:** This entitlement is administered by the Department of State. The allowance is paid to civilian employees serving in designated foreign areas. Danger Pay is paid up to 35% of the basic pay. Danger Pay begins on the day of arrival *and continues after* FPD begins on Day 43. Danger pay is subject to federal and state income tax laws. It is possible for the combination of FPD and Danger Pay to exceed 35% collectively depending upon the deployed location.
3. **Imminent Danger Pay:** Under DoD Financial Regulation, Volume 8, Chapter 3, the imminent danger pay allowance shall be the same flat rate (\$150 per month) paid to uniformed military personnel, but calculated as a daily rate only for the number of days actually present in the IDP authorized area. Imminent Danger Pay begins upon arrival at a designated site *and continues until* FPD begins on Day 43. Political violence (danger considerations) are included in the FPD rate. Imminent Danger Pay is subject to federal and state income tax laws.
4. **Responsibilities:** Claims for FPD, DP and IDP allowances must be initiated by the employee at their CPAC and

processed using the Standard Form (SF) 1190 Foreign Allowances Application, Grant, and Report revised version dated 1/2009. The responsible CPAC will provide the employee with instruction on the form completion and will counsel their employees on eligibility and repayment (should overpayment occur). Properly completed SF1190s will be forwarded to the CPOC where a payment memorandum will be compiled. The DFAS payroll system will pay, terminate or collect allowances from employees.

Note:

[Click here for the current deployment allowances.](#)

[Click here for the SF1190](#)

When an employee submits a claim for a danger pay, Imminent Danger Pay or Foreign Post Differential, he/she must attach a copy of the travel claim and a copy of the orders.

[Back to the top](#) 

Section IV - Entitlements

A. Civilian Wear of the Military Uniform

Task force commanders will determine the need for civilians to wear the appropriate military uniform. When required, the uniform will be properly worn IAW AR 670-1, Wear and Appearance of Military Uniform. The name strip, with the last name, will be worn above the right pocket. The U.S. triangle (civilian patch) will be worn above the left pocket, or on the left shoulder sleeve. It can also be centered on the front of the ACU or DCU cap. The U.S. flag will be worn on the right shoulder sleeve. No other patches are authorized. DA Pam 690-47 and AR 700-84 provide guidance and procedures for obtaining the uniforms. An SF-1034, Public voucher for Purchases and Services Other Than Personal, is used for the DCUs or ACUs and other Mission Essential Clothing Issue. The form is approved by Resource Management officials and paid by Finance to allow the employee to purchase the clothing at the Military Sales Store. TA-50 is issued by the Community Central Issue Facility. The employee must present a memorandum signed by their Director to authorize issuance of this Mission Essential Clothing. The memorandum will contain the name, SSN, organization and the basic request for the issue.

B. Geneva Conventions Identification Card

Under both the Hague and Geneva Conventions, Department of Defense employees are entitled to be protected as prisoners of war if captured. These protections are accorded to civilians who accompany the armed forces provided they have received authorization from the armed forces. The DD Form 489 is the Geneva Conventions Identification Card. There is a US DoD/Uniformed Services Civilian, Geneva Conventions Identification Card, DD Form 2764, April 1998, which is also available to document the Geneva Convention Category and the Blood Type.

C. Living Conditions

Field conditions are the same for civilians as the military personnel, commensurate with grade and rank equivalency as identified in the Geneva Conventions. 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 are not normally authorized. Food may be prepackaged rations or served in a military dining facility, which means special diets may be unavailable. Showers may be communal; otherwise, bathing may be from a bucket or helmet. Military chaplains provide religious services.

D. Temporary Storage of Household Goods and POV.

DA employees who are TDY have no entitlement to temporary storage of household goods. Employees who are TCS-ed are provided temporary storage of household goods according to JTR2, C4111-D.1.d.

E. Email, Legal, Medical, Dental, Food, AAFES, Telephones, and Laundry Services

These services will be provided at no cost to deployed civilians and will be equivalent to those provided to military service members.

F. Weapons

Task force commanders will determine if circumstances warrant the issuance of weapons to civilians. Privately owned weapons and ammunition are prohibited. While civilians may be authorized possession of a firearm after proper training, they should not be placed in a direct combat situation.

G. Head Gear

No berets will be worn by civilians during deployments. Patrol caps (DCU or ACU soft caps) will be worn by military members and DA civilians.

[Back to the top](#) 

Section V - Benefits

A. Casualty Status

Civilian employees 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 permanent duty station or other designated location.

B. Life Insurance

Federal civilian employees are eligible for coverage under the Federal Employees Group Life Insurance (FEGLI) program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. The Office of Personnel Management (OPM) has confirmed that civilians who are deployed with the military to combat support roles during times of crisis are not "in actual combat" and are entitled to accidental death and dismemberment benefits under FEGLI.

Public Law 110-181, enacted on January 28, 2008, added a new death gratuity of \$100,000 (minus applicable offsets) to the survivors of an employee who dies of injuries incurred in connection with the employee's service with a branch of the Armed Forces in a contingency operation. Eligibility includes employees of both appropriated and non-appropriated fund instrumentalities.

C. Next of Kin Notification

Next of kin notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the Casualty Area Command. After official notification by the Casualty Area Command, local commanders may contact the next of kin for expressions of condolence and offers of assistance. Survivor assistance officers will be appointed as necessary. The civilian personnel officer will appoint a personnel specialist to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service center is also available to provide assistance to the next of kin and eligible family members. Deployed civilian employees must complete the DD Form 93, Record of Emergency Data, to include a strip map to the next of kin's address. Copies will be provided to (1) the down range immediate supervisor, (2) the down range employee's temporary OPF, (3) the home station immediate supervisor, (4) the supporting Civilian Personnel Advisory Center, and (5) the regional Civilian Personnel Operations Center for filing in the employee's OPF. DD Form 93 is provided at: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd0093.pdf>

D. Income Tax Exclusion

All salary earned during a deployment is subject to income tax. There have been several attempts to have legislation passed on this matter, but to date, that has not been successful.

[Back to the top](#) 

Section VI - Personnel Issues

A. Disciplinary Actions

Deployed civilians are not covered by the Uniform Code of Military Justice (UCMJ) unless war has been declared by the U.S. Congress. All other situations entitle the civilian to grievance/appeal rights during normal administrative disciplinary procedures. Civilian employees are subject to the downrange "chain of command" and any applicable general orders, policies and procedures. Informal disciplinary actions (oral and written counseling and letters of warning) are the responsibility of the downrange on-site supervisor (s). Cases requiring formal disciplinary action (letters of reprimand, suspension, or removal) must be coordinated with the home station supervisor through the Deployed Civilian Personnel Advisor. Civilians are subject to the deployed country's laws and rules. Civilians who refuse to deploy or leave the area of operation without proper authorization will be subject to disciplinary action, up to and including, possible removal from federal service.

B. Emergency Essential Agreement

All deployed civilian must complete a DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Agreement, to ensure proper identification.

DD Form 2365 is provided at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2365.pdf>

C. Family Care Plans

The commander or supervisor has the primary responsibility to ensure that a CEW member have an up-to-date family care plan. The family care plan is a document that outlines, the person(s) who shall provide care for a CEW member's dependent family members in the absence of the member due to contingency or emergency operational duties (training exercises, temporary duty, deployments, etc.) The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for care of the CEW member's dependent family members. The plan must include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver in the absence of the CEW member. The member's commander, the commander's designated representative, or the member's immediate supervisor shall discuss the importance of a comprehensive family care plan with the CEW member and inform the member that he or she may be subject to disciplinary action and or separated from E-E designated position and determined non-deployable for failure to have a care plan. The commander, commander's representative, or supervisor shall recommend that the member seek assistance from Service organizations such as the Staff Judge Advocates office and other resources to assist in the preparation of the family care plan as outlined in DODI 1342.19. A family care plan is required of all single CEW member parents with custody of children and dual couples with dependents. A family care plan is also required if family circumstances or other personal status of a member changes such that the member becomes solely responsible for the logistical (housing, food, clothing, transportation), medical or financial support of another person, see DOD1 1342.19, enclosure 3 for additional circumstances.

D. Performance Appraisal

If an assignment is expected to be 120 days or more during an employee's annual rating cycle, the employee should receive a TAPES performance plan and an appraisal for this period. Coordination with the home station is required. Questions should be referred to the Deployed Civilian Personnel Advisor. Plan and appraisal forms are as follows for the Base System (Plan-DA Form 7223-1, Aug 1998, Base System Civilian Performance Counseling Checklist/Record and the Appraisal-DA Form 7223, Aug 1998, Base System Civilian Evaluation Report). Base System employees are General Schedule/Wage Supervisory in grades 1-8, and all grades of the Wage Grade and Wage Leader categories. The Plan and appraisal forms are as follows for the Senior System (Plan-DA Form 722-1, Aug 1998, Senior System Civilian Evaluation Report). Senior System employees are General Schedule/Wage Supervisory in grades 9 and Above. The forms are located at <http://www.usapa.army.mil/forms/forms15.html>.

E. Reduction in Force (RIF Actions)

In the event that the employee's position has been abolished, the employee will be returned to a position of like seniority, status and pay. However, employees will not be exempted from formal reduction in force (RIF) procedures. If a RIF has occurred prior to, or during the deployment, individuals deploying to support the operation must complete with individual within their competitive area for retention. If deployed individuals are identified for separation through RIF's procedures, the separation will be delayed until an appropriate notice period after return from deployment.

F. Awards and Medals

Department of Army employees may receive monetary and honorary civilian award recognition while deployed. They may also be eligible for the following medals and awards:

1. The NATO medal
2. The Armed Forces Civilian Service Medal
3. The Civilian Award for Humanitarian Service
4. The Achievement Medal for Civilian Service
5. The Commander' Award for Civilian Service
6. The Superior Civilian Service Award
7. The Meritorious Civilian Service Award
8. The Secretary of Defense Medal for the Defense of Freedom
9. The Global War on Terrorism Medal

G. DoD Anthrax Vaccination Program

The immunization program consists of a series of six vaccinations per service member over an 18-month period, followed by an annual booster. Although protection levels increase as shots in the series are given the entire six-shot series is required for full protection, as determined by the Food and Drug Administration. The Secretary of the Army is

the executive agent for the Department's anthrax vaccination program and is overseeing implementation of the program within the Services. More information about the Department's anthrax vaccination program is available on the worldwide web at: <http://www.anthrax.osd.mil/>

H. Leave Restoration Information <http://cpol.army.mil/library/permis/>

I. Rights and Benefits of Reservists Called to Active Duty (OPM Memorandum-9/14/01)
<http://www.opm.gov/oca/compmemo/2001/2001-09.htm>

J. Temporary Duty (TDY) vs Temporary Change of Station TCS
<http://www.dtic.mil/whs/directives/corres/html/140410.htm>

K. Documenting Personnel Actions <http://www.opm.gov/feddata/gppa/gppa.htm>

[Back to the top](#) 

Section VII-Deployment References

A. DoDD 1404.10, DOD Civilians Expeditionary Workforce, 23 January 2009
<http://www.dtic.mil/whs/directives/corres/html/140410.htm>

B. DoDD 1400.31, DoD Civilian Work Force Contingency and Emergency Planning and Execution <http://www.dtic.mil/whs/directives/corres/html/140031.htm>

C. DoDI 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures http://www.cpms.osd.mil/civ_prep/per_file/i140032.htm

D. DODI 1000.1, Identity Cards Required by the Geneva Conventions, 5 June 1991,
<http://www.dtic.mil/whs/directives/corres/text/i10001p.txt>

E. DA PAM 690-47, Civilian Personnel DA Civilian Employee Deployment Guide, 1 November 1995,
<http://www.usapa.army.mil/cpol/dapam690-47/dapam690-47.html>

F. AR 690-11, Civilian Personnel Mobilization Planning and Management, 14 September 1990,
http://www.usapa.army.mil/pdffiles/r690_11.pdf

G. USAREUR Regulation 690-6, Civilian Mobilization and Contingency Operations Planning and Evacuation, 25 August 1995,
<https://www.aeaim.hqusareur.army.mil/library/reg/690-6.htm>

H. AR 600-8-1, Army Casualty Operations/Assistance/Insurance Regulation, 20 October 1994,
http://www.usapa.army.mil/pdffiles/r600_8_1.pdf

I. USAREUR Regulation 600-10, Army Casualty Management, 10 September 1992,
<https://www.aeaim.hqusareur.army.mil/library/>

J. AR 700-84, Issue and Sale of Personal Clothing, 28 February 1994,
http://www.usapa.army.mil/pdffiles/r700_84.pdf

K. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 1 September 1992,
http://www.usapa.army.mil/pdffiles/r670_1.pdf

L. USAREUR Regulation 710-2-1, Organizational Clothing & Individual Equipment, 5
January 1999,
<https://www.aeaim.hqusareur.army.mil/library/>

M. DODI 1342.19, Family Care Plan, 7 May 2010.

[Back to the top](#) 

Section VIII-Points of Contact

A. PRIMARY POINT OF CONTACT:

A deployed employee should first attempt to resolve personnel issues and questions with their home station immediate supervisor and the down range supervisory chain.

B. SECONDARY POINT OF CONTACT:

A secondary Point of Contact for personnel concerns is located at

_____:

DSN: _____

E-mail: _____

C. TRICIARY POINT OF CONTACT:

The Civilian Personnel Directorate Point of Contact is located in

_____:

DSN: _____

E-mail: _____

[Back to the top](#) 

Section IX - Attachments

A. Mobilization Task List/BPMs

Mobilization Task Lists (DRAFT Memo - since removed)

B. DoD Form 2365

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2365.pdf>

C. MOD 10 Medical Disqualifiers CENTCOM Surgeon

<http://cpol.army.mil/library/mobil/docs/CEW-Guide-Attach-IX-C.pdf>

D. Deployment Readiness (CRC) Waiver

<http://cpol.army.mil/library/mobil/docs/CEW-Guide-Attach-IX-D.pdf>