



REPLY TO
ATTENTION OF

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

DAPE-CPZ

7 MAY 2015
7 MAY 2015

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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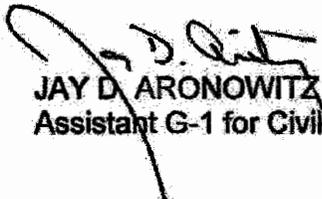
5. Any organization that intends to deny a Civilian employee the opportunity to deploy after receiving a deployment volunteer application, a by-name request, or a request to extend an employee's deployment tour after 12 consecutive months of deployment, must notify the Assistant G-1 for Civilian Personnel, (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

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Administrative Assistant to the Secretary of the Army
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