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***Army Regulation 690–11**

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Civilian Personnel

Department of the Army Expeditionary Civilians

By Order of the Secretary of the Army:

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Chief of Staff

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History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Authorities. This regulation implements provisions of Section 1580, Title 10, United States Code and DTM–17–004.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It is applicable to all Department of the Army Civilians.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests must be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.in.hqda.list.aecw-ss@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 690–11, dated 25 January 2023.

SUMMARY of CHANGE

AR 690–11

Department of the Army Expeditionary Civilians

This major revision, dated 9 May 2024—

- Changes the regulation's title to Department of the Army Expeditionary Civilians (cover).
- Assigns the Deputy Chief of Staff, G–1, Director, Army Expeditionary Civilian Workforce Directorate, as the Headquarters, Department of the Army Expeditionary Civilian Program responsible official (para 2–3).
- Adds the requirement for theater Army commanders to include Department of the Army emergency-essential civilian personnel requirements in theater contingency plans and to determine emergency-essential position requirements (para 2–9d).
- Provides responsibilities for supported organization commanders, deployment coordinators, and permanent duty station supervisors (paras 2–11 through 2–13).
- Expands the role of Department of the Army Expeditionary Civilians (para 3–1).
- Expands policy for identifying Department of the Army Expeditionary Civilian positions (para 3–4).
- Includes policy for coding Department of the Army Expeditionary Civilian positions and employees (para 3–5).
- Reassigns the Department of the Army Expeditionary Civilian training responsibility from installations to the Army Expeditionary Civilian Workforce Directorate (para 4–1).
- Provides expeditionary civilian deployment reimbursement and funding guidelines (para 5–5).

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Glossary of Terms

Chapter 1

Introduction

1–1. Purpose

This regulation establishes policy and procedures and assigns responsibilities regarding the pre-deployment, mobilization and deployment, post-deployment, and reintegration of all Department of the Army (DA) Civilians that deploy in support of military operations.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2

Responsibilities

2–1. Scope

This paragraph outlines general or overarching responsibilities.

- a. The Assistant G–1 (Civilian Personnel) is a directorate subordinate to the Deputy Chief of Staff (DCS), G–1 and is responsible for providing advice and assistance to the Deputy Assistant Secretary of the Army (Civilian Personnel) for the direction and development of DA Civilian personnel policy, procedures, and programs.
- b. The Director, Army Expeditionary Civilian Workforce (AECW) Directorate is subordinate to the DCS, G–1 and is responsible for the strategic direction and execution of the Army's support to expeditionary missions utilizing civilian personnel. The Director, AECW Directorate is responsible for the readiness, training, mobilization, and reintegration of Department of the Army Expeditionary Civilians (DA–ECs) who deploy in support of military forces conducting Joint or U.S. Army-centric operations. The Director, AECW Directorate also trains, mobilizes, and reintegrates non-Army Department of Defense Expeditionary Civilians (DoD–ECs), which includes expeditionary civilians assigned to the other military Services and Fourth Estate agencies.
- c. The Director of the U.S. Army Civilian Human Resources Agency, a direct reporting unit (DRU) of the DCS, G–1, exercises control over the Army's servicing personnel organizations consisting of the Civilian Human Resources Service Centers (CHRSCs) and the Civilian Personnel Records Center.
- d. CHRSC chiefs are responsible for providing DA Civilian personnel support to commanders, managers, supervisors, and DA Civilians in all phases of the human resources lifecycle.

2–2. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

The ASA (ALT) will support an expedited process for issue of Program Executive Office Soldier items at Camp Atterbury, Indiana.

2-3. Deputy Chief of Staff, G-1

The DCS, G-1, through the Director, AECW Directorate, will—

- a. Serve as the Headquarters, Department of the Army (HQDA) Expeditionary Civilian Program responsible official.
- b. Plan, program, and budget for AECW Directorate mission requirements.
- c. Serve as the Army's point of contact to the Under Secretary of Defense for Personnel and Readiness for DoD-EC force pool requirements.
- d. Provide advice and assistance to the Assistant Secretary of the Army (Manpower & Reserve Affairs) on the development of HQDA expeditionary civilian policy applicable to all DA Civilians that serve in an expeditionary civilian position or deploy as an expeditionary civilian. This also includes providing advice in the development of policy to implement DoD-EC regulatory and statutory requirements contained in DoD guidance.
- e. Maintain DA-ECs who are available to meet force pool requirements established by the Joint Staff (JS) in addition to meeting all other U.S. Army-centric requirements.
- f. In coordination with the DCS, G-3/5/7, monitor JS validations of requests for DA-ECs.
- g. Manage all JS requests for Army AECW Directorate program support.
- h. Track and update deployment information for DA-ECs in the force management tracking systems.
- i. In coordination with theater Army commanders, review contingency plans and existing force structures to assist in identifying capability gaps that can be filled with DA-ECs.
- j. In coordination with commanders of Army commands (ACOMs) and Army service component commands (ASCCs), identify sourcing options for hard-to-fill DA-EC requirements.
- k. Support the sourcing of nominative DA-EC requirements and develop sourcing solutions for DA-EC requests that are not directly tasked to commands.
- l. Execute pre-deployment, post-deployment, and emergency-essential (E-E) employee training, validation, equipping, and processing for DA and participating non-Army DoD Civilians at Camp Atterbury. This includes day-to-day management of the platform at Camp Atterbury that trains, validates, mobilizes, sustains, and reintegrates DoD Civilians.
- m. Maintain a central issue facility (CIF) on Camp Atterbury.
- n. Provide oversight and management of forward-stationed AECW Directorate reception, staging, onward movement, and integration (RSOI) teams.
- o. Process AECW Directorate request for deployment (RFD) applications, denials, and extensions.
- p. Complete centralized processing of personnel and pay actions for DA-ECs who deploy to fill positions tasked to the AECW Directorate.
- q. Fund annual E-E training requirements for DA Civilians assigned to an E-E position.
- r. Fund costs of AECW Directorate sponsored DoD-EC deployments per the guidelines specified in paragraph 5-5.
- s. Maintain a system of accountability for oversight of pre- and post-deployment health assessments.

2-4. Deputy Chief of Staff, G-2

The DCS, G-2 will—

- a. Provide a primary and alternate point of contact to DCS, G-1, Director, AECW Directorate to support AECW Directorate intelligence requirements.
- b. Assist with sourcing requests for employees from the Defense Intelligence Enterprise.

2-5. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7 will—

- a. Provide a point of contact to facilitate DA-EC sourcing discussions with combatant commands (CCMDs) and participate in JS validation and sourcing deliberations.
- b. Provide a primary and alternate point of contact to DCS, G-1, Director, AECW Directorate for global force management (GFM) coordination and for updates to training policy.
- c. Integrate Army expeditionary civilian deployment considerations into total force planning.
- d. Monitor JS validation of requests for expeditionary civilian forces and manage JS approved DA-EC (to include force pool) positions.
- e. In coordination with the DCS, G-1, Director, AECW Directorate, support the development of sourcing solutions for emerging DA-EC requirements. The AECW Directorate will lead the effort to source DA-EC requirements that are not directly tasked to commands.

f. Task ACOMs, ASCCs, and DRUs to provide DA–ECs to fill JS approved joint manning document individual augmentation and request for forces positions.

g. Support ammunition sourcing for the AECW Directorate provided pre-deployment and annual E–E training pistol validation requirements.

2–6. Deputy Chief of Staff, G–4

The Office of the DCS, G–4 will coordinate with the Office of the Commanding General, U.S. Army Materiel Command to direct installation CIFs to support the issue and turn-in of organizational clothing and individual equipment (OCIE) to DA–ECs and to support sizing of DA–ECs in their local area for rapid fielding initiative CIF items that will be issued at Camp Atterbury.

2–7. Deputy Chief of Staff, G–8

The DCS, G–8 will provide guidance on planning and programming of funds for supporting the AECW Directorate mission.

2–8. The Surgeon General of the Army

TSG will coordinate with the Office of the Assistant Secretary of Defense for Health Affairs and with command surgeons from each geographic CCMD to define baseline medical requirements for E–E and non-combat essential (NCE) positions and establish consistency in medical requirements for deploying expeditionary civilians.

2–9. Theater Army commanders

Theater Army commanders will—

a. Provide a GFM primary and alternate point of contact to DCS, G–1, Director, AECW Directorate to coordinate expeditionary civilian programs and policies.

b. Coordinate with DCS, G–3/5/7 to establish procedures for sourcing DA–EC personnel.

c. Ensure each major subordinate command designates a deployment coordinator.

d. Include DA E–E position requirements in theater contingency plans and operations.

(1) Limit E–E positions to those required to ensure the success of combat operations or the availability of combat essential systems.

(2) Determine theater-wide E–E position requirements by series and grade compliant with contingency plans. Identify shortfalls between the required E–E positions to support contingency plans and what can be sourced internally using authorized DA Civilian positions assigned within the theater command.

e. Conduct an annual review of all E–E positions to determine the need or continued need to designate them as such. The annual review includes reviewing corresponding position descriptions and manpower documents.

f. Verify accurate coding of DA–EC positions and employees in the Defense Civilian Personnel Data System (DCPDS) or the current automated civilian human resources system.

g. Direct assigned DA Civilians occupying E–E coded positions to complete the AECW Directorate provided E–E Validation Course and validate their medical qualifications and equipment issuances annually. Exceptions are allowed for E–E employees who are embedded in deployable military units if the command verifies with the AECW Directorate that annual validation has occurred.

h. Issue theater clearance for, receive, and in-process deploying DA–ECs during military operations.

i. Provide, as established by the geographic combatant commander (CCDR), theater-specific requirements for deployed DA–ECs such as medical and physical requirements, unique cultural and environmental training.

j. Identify positions that require arming, compliant with geographic CCDR established requirements.

k. Initiate and process security clearances of DA Civilians approved for an AECW Directorate sponsored deployment, consistent with the level of security clearance required for the deployment.

2–10. Commanders of Army commands, Army service component commands, and direct reporting units

Commanders of ACOMs, ASCCs, and DRUs will—

a. Provide a GFM primary and alternate point of contact to Director, AECW Directorate, DCS, G–1 to coordinate expeditionary civilian programs and policies.

b. Ensure each major subordinate command designates a deployment coordinator.

- c. Ensure deployable subordinate commands designate E–E and NCE positions, as required, within their respective commands. Limit E–E positions to those required to ensure the success of combat operations or the availability of combat essential systems.
- d. Conduct an annual review of all E–E positions to determine the need or continued need to designate them as such. The annual review includes reviewing corresponding position descriptions and manpower documents.
- e. Verify accurate coding of DA–EC positions and employees in DCPDS or the current automated civilian human resources system.
- f. Direct assigned DA Civilians occupying E–E-coded positions to complete the AECW Directorate provided E–E Validation Course and validate their medical qualifications and equipment issuances annually. Exceptions are allowed for E–E employees who are embedded in deployable military units if the command verifies with the AECW Directorate that annual validation has occurred.
- g. Approve DA Civilians volunteering to deploy in support of expeditionary requirements. Submit requests to deny a deployment request in writing in accordance with paragraph 5–2 of this regulation.
- h. Fully support DA–ECs and their Families prior to deployment, during deployment, and following deployment assignments.
- i. Ensure all DA–ECs conduct deployment and redeployment training/processing at Camp Atterbury. Exceptions are allowed for DA–ECs who are embedded in deployable military units if the command verifies completion of all deployment and redeployment requirements with the AECW Directorate.
- j. Coordinate expeditionary civilian support planning and exercise participation with the AECW Directorate.
- k. Initiate and process security clearances of DA Civilians approved for an AECW Directorate sponsored deployment, consistent with the level of security clearance required for the deployment.

2–11. Supported organization commanders

Supported organization commanders will—

- a. Submit written requests for expeditionary civilian support to the AECW Directorate.
- b. Provide day-to-day supervision of deployed expeditionary civilians.
- c. Provide logistical and transportation support to deployed expeditionary civilians.
- d. Submit written requests for extensions or curtailments to the AECW Directorate.
- e. Notify the AECW Directorate in writing of any requested change in position duties/requirements or duty location for deployed DA–ECs.
- f. Notify the AECW Directorate immediately of any conduct or performance issues with a deployed expeditionary civilian. AECW Directorate staff will coordinate with the permanent duty station (PDS) supervisor and the supported organization commander to seek resolution.
- g. Provide written performance appraisal input to the PDS supervisor.
- h. Comply with administrative policies and instructions issued by the AECW Directorate.

2–12. Deployment coordinators

Deployment coordinators will—

- a. Receive and process AECW Directorate RFD applications for DA–ECs.
- b. Prior to deployment, ensure DA–ECs do not have pending disciplinary or performance actions or have not been formally disciplined within the past 3 years.
- c. Establish deployed expeditionary civilian accountability procedures and provide the AECW Directorate monthly accountability reports for all deployed DA–ECs.
- d. Process requests for deployment extensions for DA–ECs.
- e. Track redeployment timelines and coordinate redeployments with PDS supervisors.
- f. Comply with AECW Directorate guidance for processing deployment extension requests.
- g. Ensure PDS supervisors enforce DA–ECs deploying and redeploying through Camp Atterbury. Exceptions are allowed for DA–ECs embedded in deployable units.
- h. Ensure compliance with deployment health assessment requirements in accordance with DoDI 6490.03.
- i. If applicable, prepare premium pay cap waivers in coordination with the AECW Directorate.
- j. Serve as an advocate for the Army's Expeditionary Civilian Program by encouraging employee participation in deployments and supporting AECW Directorate recruitment events.
- k. Comply with administrative policies and instructions issued by the AECW Directorate.

2–13. Permanent duty station supervisors

PDS supervisors will—

- a. Adhere to federal laws, regulations, and collective bargaining agreements as they pertain to the Expeditionary Civilian Program.
- b. Comply with AECW Directorate guidance for submitting RFD applications and requests for denial.
- c. Ensure deploying expeditionary civilians complete required Theater-Specific Individual Readiness Training (TSIRT) and register for the AECW Directorate Pre-Mobilization Course at Camp Atterbury at least 30 days prior to course start date.
- d. Ensure deploying expeditionary civilians complete DD Form 93 (Record of Emergency Data).
- e. Ensure deploying expeditionary civilians complete DD Form 2365 (DoD Expeditionary Civilian Agreement: Emergency-Essential Positions and Non-Combat Essential Positions).
- f. Verify accurate coding in DCPDS or the current automated civilian human resources system.
- g. Based on time and attendance information provided by the supported organization supervisor as described in paragraph 5–12, submit time and attendance for deployed expeditionary civilians during the deployment period.
- h. Comply with DoDI 1400.25, Volume 431 or DoDI 1400.25, Volume 2011 performance management procedures, as applicable.
- i. Ensure deployed expeditionary civilians submit standard form (SF) 1190 (Foreign Allowances Application, Grant and Report) at the start of the deployment, when conditions change that affect foreign entitlements, and at the conclusion of the deployment.
- j. Maintain communication with a deployed expeditionary civilian throughout the deployment to monitor the employee's welfare, provide assistance and advice where required, and to ensure the employee is performing the duties associated with the supported command's request for expeditionary civilian support.
- k. Ensure compliance with DoDI 6490.03 health guidelines.
- l. Assess circumstances (for example, inappropriate conduct, poor performance, inability to adapt to the deployed environment, and so forth) necessitating an involuntary curtailment and report actions taken to the AECW Directorate within 90 days after the curtailment.
- m. Ensure proper reintegration following deployments.
- n. Monitor the welfare of redeployed expeditionary civilians, offer assistance, and provide access to support services.
- o. Comply with administrative policies and instructions issued by the AECW Directorate.

Chapter 3

Department of the Army Expeditionary Civilian Positions and Planning

3–1. Department of the Army Expeditionary Civilians

DA–ECs are a force multiplier by performing essential support functions for U.S. forces and providing critical subject matter expertise. DA–ECs support combat operations, contingencies, emergency operations, humanitarian missions, disaster relief, restoration of order in civil disorders, drug interdiction, and security, stability, and reconstruction missions of the DoD. In addition, DA–ECs deploy to support other geographic CCDR and theater Army commander priority missions. These additional missions can include security assistance, security cooperation, set the theater operations, and exercise participation. DA–ECs include all DA Civilians occupying E–E and NCE positions and capability-based volunteers (CBVs) who volunteer to deploy as an E–E employee. DA–ECs include DA Civilians that deploy to fill AECW Directorate sponsored mission assignments, those embedded in deployable units that deploy with their assigned unit, and those that deploy away from their assigned PDS as individuals or in teams to perform duties associated with their assigned organization's mission.

a. *Emergency-essential position.* A position-based designation to support the success of combat operations or the availability of combat essential systems in accordance with Section 1580, Title 10, United States Code (10 USC 1580). The position must be deemed impractical to convert to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems.

(1) E–E employees may be deployed worldwide to perform functions critical to accomplishing operational missions.

(2) E–E employees are specifically intended to provide civilian support to combat operations but can also deploy to noncombat locations in response to contingencies, disaster relief, or other emergency operations.

(3) E–E employees can be permanent or temporary employees.

(4) Both appropriated and nonappropriated fund (NAF) employees are eligible for designation as an E–E employee.

(5) U.S. Army interns are not eligible to serve as an E–E employee.

(6) E–E positions include DA Civilian positions located overseas where an employee is required to remain in place after noncombatants are evacuated. E–E positions can also be in the United States where the incumbent can be deployed overseas to meet an operational need.

(7) E–E position descriptions must include maintaining medical fitness and deployment as conditions of employment.

(8) E–E positions are inherently key positions because they cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization in which they are assigned. Therefore, E–E positions cannot be filled by employees in the Ready Reserves, which includes service in the Selected Reserve, the Individual Ready Reserve, and the Inactive National Guard. In accordance with DoDI 1235.09, key employees occupying E–E positions can be members of the active status list of the Standby Reserve and may also perform military duty for the purpose of individual skill training and can earn retirement points.

(9) Employees assigned to E–E positions must sign DD Form 2365 as a condition of employment. By signing the form, the employee accepts as conditions of employment the availability to be deployed worldwide and the necessity to meet medical requirements of the designated deployed location to the same extent as that required of a deploying military member. Prospective hires for E–E positions must meet all medical requirements and sign DD Form 2365 prior to receiving a final/firm job offer.

(10) Once assigned to an E–E position, DA Civilians must maintain their security clearance and medical fitness for deployment. DA Civilians who fail to meet and maintain these conditions cannot remain assigned to an E–E position. Supervisors must work with their human resources office and labor-management employee relations (LMER) personnel to determine the disposition of employees who fail to maintain the required security clearance level and medical qualifications for continued assignment to an E–E position.

(11) Commanders will not approve overseas tour extensions for employees occupying an E–E position that refuse to sign DD Form 2365 or do not meet the conditions of employment.

(12) Employees deploying to combat operations/crisis situations are considered E–E for the duration of the deployed assignment.

b. Noncombat essential position. A position-based designation to support expeditionary requirements in other than combat or combat support situations. An NCE employee can be deployed to support emergency operations, humanitarian missions, disaster relief, or other expeditionary missions, within the United States or overseas, that are not considered combat locations.

(1) NCE employees may be deployed worldwide to perform functions critical to accomplishing operational missions.

(2) NCE employees can be permanent or temporary employees.

(3) Both appropriated and NAF employees are eligible for designation as an NCE employee.

(4) U.S. Army interns are not eligible to serve as an NCE employee.

(5) NCE positions include DA Civilian positions located overseas or within the United States that could be deployed overseas.

(6) NCE positions are inherently key positions because they cannot be vacated during a national emergency without seriously impairing the capability of the organization in which they are assigned. Therefore, NCE positions cannot be filled by employees in the Ready Reserves, which includes service in the Selected Reserve, the Individual Ready Reserve, and the Inactive National Guard. In accordance with DoDI 1235.09, employees occupying NCE positions can be members of the active status list of the Standby Reserve and may also perform military duty for the purpose of individual skill training and can earn retirement points.

(7) Employees assigned to NCE positions must sign DD Form 2365 as a condition of employment. By signing the form, the employee accepts as condition of employment the availability to be deployed worldwide and the requirement to meet medical requirements of the designated deployed location to the same

extent as that required of a deploying military member. Prospective hires for NCE positions must meet all medical requirements and sign DD Form 2365 prior to receiving a final/firm job offer.

(8) Once assigned to an NCE position, DA Civilians must maintain their security clearances and medical fitness for deployment. DA Civilians who fail to meet and maintain these conditions cannot remain assigned to an NCE position. Supervisors must work with their human resources office and LMER personnel to determine the disposition of employees who fail to maintain the required security clearance level and medical qualifications for continued assignment to an NCE position.

(9) Commanders will not approve overseas tour extensions for employees occupying an NCE position that refuse to sign DD Form 2365 or do not meet the conditions of employment.

(10) NCE position descriptions must include maintaining medical fitness and deployment as conditions of employment.

c. Capability-based volunteer. An employee who may be asked to volunteer for deployment and has been approved by the chain of command to support critical requirements of the DoD Expeditionary Civilian Workforce. A CBV is not assigned to a position designated as E–E, but rather is part of a pool of volunteers who are willing to deploy as an E–E employee, if needed.

(1) CBVs may be asked to serve overseas or at other locations away from their normal place of duty in a combat, contingency, emergency, or disaster operation. CBVs may also be asked to participate in other geographic CCDR and theater Army commander priority missions.

(2) CBVs must be in a permanent or term position. Term employees must have at least 1 year remaining on their appointment to be eligible for deployment.

(3) Both appropriated and NAF employees can volunteer to serve as a CBV.

(4) Probationary employees are prohibited from becoming a CBV.

(5) U.S. Army interns are not eligible to become a CBV.

(6) CBVs sign DD Form 2365–1 (DoD Expeditionary Civilian Agreement: Capability-Based Volunteer) agreeing to be considered for expeditionary assignments and attesting, to the best of their knowledge, they have no known medical or other limitations that preclude consideration for deployment to an expeditionary assignment.

(7) To deploy, CBVs on an overseas assignment must have at least 18 months remaining from their date estimated return from overseas and cannot be enrolled in the DoD Priority Placement Program.

(8) CBVs cannot be in the Ready Reserves; they must transfer to the Retired Reserve or Standby Reserve to be eligible for deployment.

(9) If a DA Civilian CBV is selected and approved for deployment, the civilian becomes an E–E employee for the duration of the deployment and must complete and sign DD Form 2365.

3–2. Global force management

GFM is a force allocation process that distributes military forces and personnel worldwide to meet CCDR objectives. GFM matches military capabilities provided by the Services to CCDR requirements. DoD aligns civilian force planning and allocation with GFM because it relies on a mix of military members and civilians to meet its global national security mission. GFM procedures define an appropriately sized civilian capability (the force pool) from across DoD that can be used to meet validated CCMD requirements (the demand signal).

a. DoD publishes the civilian force pool in coordination with the JS, CCMDs, and DoD components. The force pool represents the current and projected nonprogrammed expeditionary civilian requirements to meet contingency requirements based on the demand signal. The demand signal is the validated, non-programmed CCMDs' civilian requirements, plus an additional percentage to account for unforeseen contingencies.

b. As a force provider, the Army sources DA–EC requirements up to its apportioned level defined in the force pool in addition to meeting its own internal DA–EC requirements. This requires identification and maintenance of DA–ECs who are available to meet contingency requirements, at least up to the numbers, series, and grades identified in the civilian force pool.

c. The Army meets its force pool requirements by deploying E–E or NCE employees, maintaining a CBV pool in sufficient numbers to meet projected requirements, and by hiring term DA–ECs.

3–3. Requesting expeditionary civilian support

a. The JS requests DA–EC support through the GFM process. Nonprogrammed requirements that are not directly tasked to commands may be ordered to the AECW Directorate through the DoD–EC force pool process.

b. ASCC commanders or DCS, G–3/5/7 may request DA–ECs to support U.S. Army-centric expeditionary missions. The AECW Directorate coordinates ASCC requests for AECW Directorate fill with DCS, G–3/5/7 to ensure visibility and documentation of the demand signal.

c. ASCC commanders requesting expeditionary civilian support from the AECW Directorate must include the following position information in writing:

- (1) The position title.
- (2) A statement of duties.
- (3) Job series code.
- (4) Recommended civilian grade level.
- (5) Security clearance level.
- (6) Special certifications, licenses, training, or specialized experience.
- (7) Deployed duty location, along with any projected need for in-theater travel.
- (8) Arming requirement, uniform requirement, and any special protective equipment required.
- (9) Desired tour length and whether the position is a one-time fill or a continuing fill.

3–4. Expeditionary civilian position identification

Army organization commanders must determine if they have E–E and/or NCE DA Civilian position requirements. In accordance with 10 USC 1580, E–E employees provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces; it is necessary for the E–E employee to perform that duty in a combat zone after evacuation of nonessential personnel, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone; and it is impracticable to convert the E–E employee's position to a position authorized to be filled by a member of the armed forces because of the necessity for that duty to be performed without interruption. NCE positions support expeditionary or contingency requirements in other than combat or combat support situations.

a. Screening criteria for identifying and designating E–E positions includes:

- (1) Ensure the duties of the position meet the criteria specified in 10 USC 1580.
- (2) Examine the consequences of nonperformance of the duties of the position in a combat operation.
- (3) Ensure coverage of the organization's mission essential wartime duties that cannot be performed by uniformed personnel.
- (4) Evaluate the organization's capacity for assigned uniformed personnel to absorb the position's duties in a combat operation.
- (5) Assess the feasibility of the position's duties being performed at an alternate location outside the combat zone.
- (6) Be judicious when designating E–E positions by ensuring that E–E positions are limited to only those positions specifically required to ensure the success of combat operations or the availability of combat essential systems.
- (7) Consider the following functions when screening for E–E positions:
 - (a) Command and control.
 - (b) Command decisions and strategies.
 - (c) Crisis communications.
 - (d) Crisis data storage, retrieval, and security.
 - (e) Legal obligations.
 - (f) Fiscal and contractual obligations.
 - (g) Personnel management.
 - (h) Critical support to other DoD components, agencies, or departments.
 - (i) Maintenance and repair of combat essential systems.

b. Screening criteria for identifying and designating NCE positions includes:

- (1) Examine the consequences of nonperformance of the position's duties in emergency operations, humanitarian missions, disaster relief, restoration of order in civil disorders, drug interdiction, and/or stability operations of the DoD.

- (2) Consider availability of uniformed personnel to perform the position's duties.
- (3) Assess the feasibility of the position's duties being performed at an alternate location outside the area of operations.
- (4) Apply the screening criteria in paragraph 3–4a(7)(a) through 3–4a(7)(h).
- c. Because of unforeseen circumstances, it may become necessary to identify positions as E–E that have not previously been so identified. These positions may be located overseas or may be located within the United States from which an employee would be sent to the location of the military contingency or other crisis overseas.
 - (1) If the position is vacant, initiate an E–E position recruitment.
 - (2) If the position is filled prior to the crisis or the initiation of a contingency mission, provide the incumbent the opportunity to become an E–E employee.
 - (3) If the incumbent of the newly designated E–E position declines the opportunity to become an E–E employee—
 - (a) Contact the AECW Directorate to request an expeditionary civilian to fill the immediate need.
 - (b) Coordinate with the command human resources office and LMER personnel to establish courses of action for the reassignment or other disposition of the employee. Work with the servicing CHRSC to update the position description and to initiate the position recruitment process.

3–5. Expeditionary civilian coding

To support the DoD GFM process and the Army's management of expeditionary civilian requirements, Army organization commanders must verify expeditionary civilian positions and employees are accurately coded within DCPDS or the current automated civilian human resources system. Accurate accounting facilitates Armywide visibility of DA–EC positions and employees for use by the Army in meeting its internal requirements, complying with its force provider requirements, and adhering to its JS reporting responsibilities.

3–6. Maintaining deployment readiness

- a. Commanders must ensure employees occupying E–E positions remain compliant with all conditions of employment.
- b. Commanders must prioritize E–E position vacancies for recruitment.
- c. DA–ECs must maintain their deployment readiness, and when conditions warrant deployment, DA–ECs must complete pre-deployment training and processing at Camp Atterbury.

Chapter 4

Expeditionary Civilian Training, Equipping, and Validation

4–1. Introduction

The AECW Directorate provides pre-deployment, post-deployment, and annual E–E training in addition to medical validation, equipment issuance, and processing for expeditionary civilians at Camp Atterbury. E–E validation training is also provided by AECW Directorate mobile training teams (MTTs) for E–E employees in the Indo-Pacific Command and European Command areas of responsibility.

- a. All DA–ECs, excluding DA–ECs embedded in deployable military units, must complete all training and validation requirements at Camp Atterbury or, with respect to annual E–E training/validation, via an E–E Validation Course provided by an AECW Directorate MTT.
- b. The AECW Directorate staff also provides mobilization, training, and E–E validation support for non-Army DoD–ECs.
- c. All AECW Directorate courses are centrally funded by the directorate.

4–2. Pre-deployment training and validation

The purpose of the AECW Pre-Mobilization Course is to ensure DA–ECs and participating non-Army DoD–ECs with orders to deploy are fully prepared for deployment and have completed all medical and DoD Foreign Clearance Guide (FCG) requirements. Short-term temporary duty (TDY) assignments (30 days or less) do not require pre-deployment processing at Camp Atterbury.

- a. DA–ECs who are not deploying as part of a military unit must complete pre-deployment training and validation at Camp Atterbury.

- b. Course prerequisites include completing the online TSIRT courses and medical pre-screening in accordance with deployed location CCMD force health protection requirements.
- c. Course completion includes completing all lesson objectives and DA Form 7425 (Readiness and Deployment Checklist).
- d. Deploying expeditionary civilians with an arming requirement validate with a U.S. Army pistol by firing the Alternate Course (ALT-C) of fire as prescribed in TC 3-20.40 and receive an arming packet.
- e. The AECW Directorate CIF issues OCIE to supported deploying personnel.
- f. In addition to providing pre-deployment training, the course includes current theater threat assessments.

4-3. Annual emergency-essential employee training and validation

The AECW E-E Validation Course provides required annual E-E sustainment training, validation, and equipment issuance for all DA Civilians assigned to E-E-coded positions to ensure their continued readiness for deployment. All DA Civilians assigned to an E-E-coded position will complete annual validation at Camp Atterbury or receive validation from an AECW Directorate MTT. DA-ECs who are embedded in a deployable unit may validate if their command verifies completion of annual E-E validation training and medical requirements in accordance with AECW Directorate guidance. Non-Army DoD employees assigned to E-E-coded positions may also attend the AECW E-E Validation Course.

- a. Course prerequisites include attendees completing the online TSIRT courses and medical pre-screening in accordance with designated CCMD force health protection requirements.
- b. Course completion includes completing all lesson objectives and DA Form 7425.
- c. E-E employees validate with a U.S. Army pistol by firing the ALT-C of fire as prescribed in TC 3-20.40.
- d. The AECW Directorate CIF provides the initial OCIE issue, issues missing equipment, and replaces outdated equipment.

4-4. Post-deployment training and out-processing

The purpose of the AECW Post-Deployment Course is to begin the reintegration process by providing post-deployment training, completing medical requirements, facilitating equipment turn-in, and completing out-processing requirements for redeploying DA-ECs and participating non-Army DoD-ECs in preparation for their return to their PDS. The course also includes a post-deployment survey and discussions with redeploying personnel to capture lessons learned and best practices. Short-term TDY assignments (30 days or less) do not require post-deployment processing at Camp Atterbury.

- a. Redeploying DA-ECs who are not redeploying as a member of a military unit will complete post-deployment training, undergo a post-deployment medical assessment, execute equipment turn-in, and complete post-deployment out-processing at Camp Atterbury.
- b. DA-ECs redeploying to a PDS outside of the United States may redeploy directly to the assigned overseas location and complete their AECW Directorate-directed training requirements and turn-in of equipment, with notification to the AECW Directorate when completed.
- c. DA-ECs returning on emergency travel that is documented by a Red Cross message can bypass Camp Atterbury. Upon return to their PDS and after the emergency has subsided, DA-ECs must contact the AECW Directorate for post-deployment processing instructions.

4-5. Theater-specific individual readiness training

Course attendees must complete all assigned online TSIRT courses as a prerequisite for attendance at the AECW Pre-Mobilization and E-E Validation Courses. TSIRT includes completing DoD FCG specified training requirements for the applicable CCMD in addition to completing DD Form 1833 (Isolated Personnel Report (ISOPREP)) for authentication purposes in the event a deployed expeditionary civilian becomes isolated, is captured, is missing, or is detained.

4-6. Organizational clothing and individual equipment

In accordance with AR 710-2 and AR 710-4, the AECW Directorate CIF personnel at Camp Atterbury maintains and issues OCIE to E-E employees and deploying expeditionary civilians. As required, deploying personnel are provided protective clothing and equipment, including nuclear, biological, chemical defensive equipment.

- a. Geographic CCDRs establish OCIE requirements for deploying personnel based on conditions at the deployed location. If required, adjustments to OCIE will be made prior to deployment.
- b. Expeditionary civilians are required to take receipt of and sign for all geographic CCDR-directed OCIE.
- c. Deploying expeditionary civilians must submit special-issue OCIE requests, endorsed by their commander, to the AECW Directorate CIF no later than 30 days prior to attendance at the AECW Pre-Mobilization Course.
- d. If deploying expeditionary civilians have an arming requirement, the assigned pistol will typically be issued at the deployed location. Only government issued sidearms and ammunition are authorized.
- e. OCIE sizing requirements are as follows:
 - (1) DA-ECs must report to their servicing CIF for equipment sizing no less than 14 days prior to their established report date to Camp Atterbury. They must provide a copy of their deployment orders or designation of E-E status to the CIF with rapid fielding initiative authorization specified. A memorandum with a confirmed Camp Atterbury report date can be provided if no orders are available.
 - (2) DA-ECs must submit their CIF-issued sizing card to the AECW Directorate CIF prior to arrival at Camp Atterbury.
- f. Accountability of OCIE is as follows:
 - (1) All personnel must sign DA Form 3645 (Organizational Clothing and Individual Equipment Record) and, as applicable, DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record) and/or a computer-prepared listing for all issued OCIE.
 - (2) Proper maintenance and accountability of OCIE is the responsibility of the hand receipt holder.
 - (3) Personnel must adhere to guidelines prescribed in AR 735-5 for lost, destroyed, or damaged equipment.
- g. OCIE turn-in is as follows:
 - (1) Redeploying DA-ECs who are not redeploying as a member of a military unit and with a PDS within the United States must out-process through Camp Atterbury, complete inventory and turn-in of OCIE, and clear all hand receipts prior to departing Camp Atterbury.
 - (2) Redeploying DA-ECs with an overseas PDS must turn in OCIE issued for deployment to their nearest servicing CIF and submit a copy of the CIF-validated turn-in documents to the AECW Directorate CIF.
 - (3) DA-ECs redeploying due to emergency circumstances, documented by a Red Cross message, must coordinate equipment turn-in with the AECW Directorate CIF upon return to their PDS after the emergency has subsided.
 - (4) DA E-E employees vacating their assigned E-E position must turn in their OCIE to the nearest servicing CIF and submit a copy of the CIF-validated turn-in documents to clear the AECW Directorate CIF.

4-7. Medical fitness

- a. DA Civilian employees selected for or occupying E-E or NCE positions must meet the medical fitness requirements of the position as established by the CCMD, ACOM, or DRU commander. Medical requirements must be met prior to issuance of the final/firm job offer.
- b. All E-E employees must maintain their medical fitness requirements at all times and validate this status by undergoing an annual health assessment at a DoD designated healthcare facility at no cost to the employee.
- c. In accordance with DoDM 6055.05, DoD is responsible for the costs associated with medical qualification examinations. The responsibility for following up on abnormal medical test results or examinations, including any associated costs, depends on the purpose of the examination and employment status of the examinee. Payment for any testing for non-occupationally related conditions is the responsibility of the applicant or employee.
- d. For DA Civilians covered by 29 USC 791 et. seq., known as the Rehabilitation Act of 1973, as amended, an individualized assessment must be conducted to determine whether the employee can perform the essential functions of a DA-EC position, which includes the ability to deploy to austere locations worldwide, with or without reasonable accommodation, prior to determining an employee is medically fit to deploy.

Chapter 5

Expeditionary Civilian Deployment Administration

5-1. Deploying expeditionary civilians

DA-ECs must comply with the following guidelines. The Director, AECW Directorate will ensure non-Army DoD-ECs who deploy in support of an AECW Directorate sponsored mission assignment meet the following guidelines.

a. Pre-deployment.

- (1) Submit a completed AECW Directorate RFD application.
- (2) Meet the respective geographic CCDR medical clearance standards and comply with DoDI 6490.03 pre-deployment health requirements.
- (3) Provide proof of release from the Ready Reserves if serving in the Ready Reserve (documentation showing transfer to the Standby or Retired Reserves).
- (4) Submit completed DD Form 2365 to the AECW Directorate.
- (5) Complete DD Form 93 and provide a copy to the supervisor.
- (6) As applicable, develop and maintain a current family care plan in accordance with DoDI 1342.19.
- (7) Complete online TSIRT courses no less than 30 days prior to the AECW Pre-Mobilization Course start date.

b. Deployment.

- (1) Submit SF 1190 to the AECW Directorate to facilitate starting applicable foreign pay and allowances.
- (2) Provide the theater tour of duty to the PDS supervisor within 3 days of arrival and comply with established time and attendance policies.
- (3) Adhere to supported CCMD policies and procedures.
- (4) Comply with DoDI 1400.25, Volume 431 or DoDI 1400.25, Volume 2011 performance management procedures, as applicable.
- (5) Maintain regular communication with the PDS supervisor.
- (6) Prepare for redeployment no less than 30 calendar days prior to end-of-tour date and register for the AECW Post-Deployment Course.
- (7) Turn in AECW Directorate RSOI-provided weapon prior to redeploying.

c. Post-deployment.

- (1) If assigned within the United States and not redeploying as a member of a military unit, redeploy through Camp Atterbury and complete the AECW Post-Deployment Course and out-processing requirements.
- (2) Turn in deployment-related OCIE and ensure receipt of turn-in documents.
- (3) Comply with DoDI 6490.03 post-deployment health assessment requirements.
- (4) Submit SF 1190 to the AECW Directorate to stop foreign pay and allowances.

5-2. Processing request for deployment applications

a. Deployment coordinators must receive, process, and submit RFD applications for AECW Directorate sponsored deployments to the AECW Directorate within 10 days of receipt of the application.

b. In the event an employee's RFD is recommended for denial, the command/organization must provide written documentation, routed through the chief of staff or an equivalent level official (minimum rank of colonel or grade of GS-15), to the AECW Directorate. The request for denial must detail the mission-critical reasons that preclude approval of the volunteer's RFD. After review, the Director, AECW Directorate will forward the proposed denial to the DCS, G-1 for final decision.

5-3. Administrative preparedness

a. AECW Directorate support staff assist DA-ECs deploying on an AECW Directorate sponsored mission assignment in applying for their official passport, obtaining the necessary common access card, and completing other administrative requirements associated with their deployment. AECW Directorate security specialist staff verify security clearances for all deploying DA-ECs to ensure compliance with security clearance levels specified by supported organizations.

b. Deploying DA-ECs must complete DD Form 93 to deploy. All organizations must ensure that DA-ECs who are deploying and those assigned to E-E and NCE positions complete DD Form 93 and turn it in to their PDS civilian personnel office to maintain in their electronic official personnel file. DD Forms 93

must be updated when personal circumstances change. Additionally, all DA-ECs are urged to enter their emergency contact information into the Army Disaster Personnel Accountability and Assessment System (ADPAAS).

c. As applicable, E-E employees, NCE employees, and deploying DA-ECs must develop and maintain a current family care plan in accordance with DoDI 1342.19.

d. Deploying DA-ECs supporting a U.S. Army expeditionary civilian deployment requirement should be released and allowed to deploy in a timely fashion to meet expeditionary requirements unless there is a significant negative impact on the mission of the PDS organization.

5-4. Personnel actions

a. For DA-ECs deploying on an AECW Directorate sponsored mission assignment, the AECW Directorate staff coordinates all deployment-related personnel actions and DCPDS coding requirements with the assigned CHRSC. For command sponsored DA-EC deployments, command personnel must coordinate deployment-related personnel actions with their servicing CHRSC. Deployment-related nature of action (NOA) personnel codes include NOA code 921, which serves as the reassignment not-to-exceed code for any deployment duration greater than 30 days, NOA code 923 for a deployment extension, and NOA code 922 to terminate the deployment. Effecting a reassignment not-to-exceed NOA code documents the employee's deployment status while making no change to the employee's permanent position of record. When the deployment TDY is complete, the reassignment not-to-exceed is terminated.

b. For DA-ECs deploying on an AECW Directorate sponsored mission assignment, the AECW Directorate staff validates and submits all pay actions associated with the deployment. This includes submitting SFs 1190 and biweekly/annual pay cap waivers. The AECW Directorate staff is also responsible for reviewing and submitting annual pay cap waiver requests from commands, for command sponsored DA-EC deployments.

c. The AECW Directorate staff realigns DA-ECs who are deploying on an AECW Directorate sponsored mission assignment to the AECW Directorate travel hierarchy for direct funding within the automated travel system. Commanders are responsible for funding travel for command sponsored DA-EC deployments.

5-5. Reimbursement and funding of expeditionary civilian deployment costs

The Director, AECW Directorate may approve to reimburse or directly fund, where necessary, expeditionary civilian deployment costs for organizations that support AECW Directorate sponsored deployments. Reimbursement and funding of expeditionary civilian deployment costs is dependent on the type of funds used to pay the deployed employee's salary. Generally, the Director, AECW Directorate pays for all incremental deployment-related costs for expeditionary civilians that deploy in support of an AECW Directorate sponsored deployment. Examples of incremental deployment costs include transportation costs, per diem, overtime pay, danger pay, post hardship differential, night pay, holiday premium pay, and Sunday premium pay. The standard practice is PDS organizations fund the base salary of expeditionary civilians during their deployment. Occasionally, employee salary funding sources necessitate the Director, AECW Directorate paying both the employee's salary and the incremental costs associated with a deployment. For DA-ECs, the Director, AECW Directorate directly funds deployment-related TDY costs by assigning the employees to the AECW Directorate automated travel system hierarchy. AECW Directorate deployment cost reimbursement and funding correspond with the following guidelines:

a. The Director, AECW Directorate reimburses incremental deployment costs for organizations that employ appropriated funded employees and that can receive reimbursements.

b. The Director, AECW Directorate reimburses salary and overhead expenses in addition to incremental deployment costs for organizations with project funded or fully reimbursable funded employees.

c. In accordance with 10 USC 2491 and DoDI 1015.15, the Director, AECW Directorate may use appropriated funds to reimburse both the salary and incremental deployment costs for NAF employees if the NAF employees serve in a morale, welfare, and recreation program position during the deployment.

d. Some organizations have unique funding constraints that prohibit the use of their organization funds to pay the salary of deployed expeditionary civilians as well as restrict reimbursement of salaries and incremental costs associated with a deployment. To enable deployment of DA Civilians serving in these uniquely funded organizations, the employees are temporarily reassigned to the AECW Directorate with return rights to their previous organization upon return from deployment. Employees temporarily assigned to the AECW Directorate for this purpose retain their position title, position description number, grade,

salary, locality pay, tenure, and duty station. The temporary reassignment changes the employees' organizational assignment and funding from their previous organizations to the AECW Directorate. Temporary reassignments to the AECW Directorate require the following:

- (1) Director, AECW Directorate approval.
- (2) Availability of funds.
- (3) PDS organization commander and employee concurrence.
- (4) A memorandum of agreement between the Director, AECW Directorate and the employee's PDS organization commander that details the terms of the agreement and that guarantees the employee return rights at the conclusion of the deployment.

5-6. Deployment health assessments and medical services

a. Force health protection pre- and post-deployment health assessments will be conducted for all DA-ECs serving on a deployment that exceeds 30 days outside the United States, in accordance with DoDI 6490.03. This includes completion of DD Form 2795 (Pre-Deployment Health Assessment), DD Form 2796 (Post-Deployment Health Assessment (PDHA)), and DD Form 2900 (Post-Deployment Health Re-Assessment (PDHRA)). The deployment-related health assessments will be completed at a DoD designated healthcare facility at no cost to the employee. Deployment health assessment information will be submitted to the Defense Medical Surveillance System.

b. In accordance with DTM-17-004, DoD Civilian employees who become ill, contract diseases, or who are injured or wounded while deployed in support of U.S. military forces engaged in contingency operations are eligible for medical evacuation and healthcare treatment and services in military medical treatment facilities (MTFs) at no cost to the civilian employee and at the same level and scope provided to military personnel until the civilian employee's return from deployment. The same system used to track active duty patients through the Military Health System will be used to track DA Civilian employees injured in theater while forward deployed.

c. DoD Civilians who have an injury or illness that was accepted as compensable through the Office of Workers' Compensation Programs (OWCP) are eligible for continued treatment in a military MTF or civilian medical facility after return from deployment at no cost to the civilian employee for injuries sustained and recognized under the OWCP that were incurred while forward deployed in support of U.S. military forces.

5-7. Entitlements and benefits

a. Deployed DA-ECs are entitled to pay and allowances as authorized by DoD, Department of State, DA, or legislative provisions for the specific location or supported mission. Overtime pay, danger pay, post hardship differential, night pay, holiday premium pay, and Sunday premium pay are examples of additional pay for deployed DA-ECs, dependent on the location of the deployment and the associated work schedule.

b. Routine use of annual leave is typically not authorized while in a deployed status. DA-ECs have no entitlement to leave approval while in a deployed status, but in unique circumstances where annual leave is approved, they must follow the established leave policies of the supported organizations. DA-ECs must be in an approved leave status for the duration of their leave period, with this status documented on travel orders to eliminate any TDY expense authorization for the leave period. Administrative leave or excused absence is not authorized when on personal leave.

c. Annual leave in excess of the maximum permissible carry over is forfeited; however, E-E employees, who are deployed to a combat zone, are entitled to restoration of the forfeited annual leave without having the leave prescheduled and cancelled. DA-ECs deployed in support of expeditionary missions in areas not formally designated as a combat zone are also authorized restoration of forfeited annual leave upon return from deployment but must comply with 5 USC 6304 requirements to pre-schedule the leave and have it cancelled due to exigency of the public business.

d. Standard benefits and entitlements for federally employed expeditionary civilians will continue throughout the deployment, including any Federal Employees' Health Benefits and Federal Employees' Group Life Insurance (FEGLI) coverage. DA-ECs are also entitled to elect or change their FEGLI within 60 days of the date of their deployment. The deployment (with accompanying signature on DD Form 2365) is considered a qualifying life event that allows a FEGLI election or change outside of an authorized open season.

e. Deployed DA–ECs may be eligible for certain benefits under 5 USC Chapter 81, known as the Federal Employees' Compensation Act (FECA), if they sustain an injury or illness related to the performance of their duties during deployment. FECA is administered by the Department of Labor OWCP. OWCP, not DA, determines whether the employee qualifies for compensatory medical treatment and compensation under the FECA. Employees should file a FECA claim through the Employees' Compensation Operations and Management Portal as soon as possible should an incident or illness occur.

f. Deployed DA–ECs are entitled to use exchange, commissary, and morale and welfare facilities while deployed.

5–8. Reception, staging, onward movement, and integration

The Director, AECW Directorate establishes RSOI teams at forward locations to assist deployed expeditionary civilians with the challenges inherent with deployment and redeployment processes. The RSOI teams are dedicated to supporting personnel who deploy as individuals that are not part of a unit movement. The RSOI teams—

- a. Assist deploying expeditionary civilians with travel arrangements, lodging, local transportation needs, and equipment issue.
- b. Where applicable, facilitate issue of weapons to expeditionary civilians with an arming requirement.
- c. Connect deployed expeditionary civilians with local services (for example, dining facilities, postal services, fitness facilities, medical facilities, recreation programs, and so forth).
- d. Serve as a liaison between deployed expeditionary civilians and their supported organizations.
- e. Assist deployed expeditionary civilians with administrative issues (for example, pay and entitlements, tours of duty, overtime, emergency leave procedures, and so forth).
- f. Provide cultural awareness.
- g. Aid redeploying expeditionary civilians.

5–9. Command and control

During a deployment, expeditionary civilians are under the direct supervision and control of the supported organization onsite supervisory/command chain.

5–10. Deployed under field conditions

a. Expeditionary civilians deploy under field conditions with government-provided lodging and meals. Housing will often consist of tents, barracks, hastily constructed buildings, or containerized housing units. Food will be prepackaged rations or meals served in a military dining facility. Showers, if available, may be communal. Laundry services may also be limited.

b. Expeditionary civilians receive the outside the continental United States (OCONUS) reduced incidental expense rate when government lodging and meals are provided at no cost.

c. In limited situations, the DCS, G–1, Director, AECW Directorate can authorize payment of lodging and meals per diem.

5–11. Supervision and support requirements

Supported organization supervisors are responsible to supervise and provide logistical support to deployed expeditionary civilians and comply with AECW Directorate administrative policies and instructions.

- a. Supervisory responsibilities include:
 - (1) Providing day-to-day supervision and assignment of work.
 - (2) Establishing the tour of duty and validating hours worked each pay period in accordance with AECW Directorate guidance.
 - (3) Validating and submitting to the AECW Directorate the mission requirement for any paid overtime.
 - (4) Providing written performance appraisal input to the PDS supervisor at the end of the assignment or when the DA–EC's performance appraisal is due.
 - (5) Taking appropriate actions to address conduct and performance issues in coordination with the AECW Directorate.
- b. Logistical support requirements include:
 - (1) Ensuring appropriate workspace, office equipment, computers, network access, supplies, and vehicles (if required) are provided to deployed expeditionary civilians upon arrival.
 - (2) Providing transportation for mission and basic life support where distances necessitate transportation support.

(3) Providing no cost government lodging applicable to field conditions such as barracks or tents. In locations where there is no government lodging available, supported organization personnel must contract rooms or obtain advance approval in writing from the DCS, G-1, Director, AECW Directorate for short-term lodging in a hotel.

(4) Ensuring government dining facilities are available for use at no cost. In locations where there is no government dining facility, the DCS, G-1, Director, AECW Directorate, must provide advance approval in writing authorizing expenses for meals.

(5) Notifying the AECW Directorate of any in-theater TDY to ensure accountability of deployed expeditionary civilians.

(a) Dual-lodging expenses are not authorized. TDY that requires payment of lodging requires that the deployed expeditionary civilian check out of other paid lodging prior to making the trip.

(b) The supported organization commander is responsible for funding costs associated with in-theater directed TDY.

5-12. Accountability and tracking

a. Day-to-day accountability of deployed expeditionary civilians is the supported organization supervisor's responsibility.

b. Supported organization supervisors establish the tour of duty and validate hours worked on a manual timesheet for each pay period. PDS supervisors certify the deployed DA-EC's timecard in the time and attendance system upon receipt of the validated manual timesheet.

c. Supported organization supervisors must notify the AECW Directorate in writing of any requested change in position duties/requirements or deployed duty location.

d. Supported organization supervisors must notify the AECW Directorate when deployed expeditionary civilians perform in-theater TDY.

e. Supported organization supervisors must provide accountability information for deployed DA-ECs to deployment coordinators, in accordance with their established procedures, to facilitate creation of AECW Directorate monthly accountability reports.

5-13. Deployment tours and tour lengths

a. During deployments in support of an AECW Directorate sponsored mission assignment, expeditionary civilians deploy in a TDY status in field conditions away from their PDS to support organizations at the deployed location. These expeditionary civilians are deployed to perform a set of duties rather than being assigned to a formally classified position description. The employee's PDS position, grade level, and salary do not change while deployed in a TDY status.

b. Tour lengths of DA-ECs deploying in support of AECW Directorate sponsored mission assignments will be defined during the pre-deployment process. All DA-EC deployment tour lengths must comply with policy guidelines in the Joint Travel Regulations.

c. Multiple deployments to the same or different locations cannot exceed 2 consecutive years unless approved by the DCS, G-1 in coordination with the supported and PDS organizations. Extensions following 2 consecutive years of deployment require assurance the DA-EC has completed all AECW Directorate training and medical requirements.

d. During contingency operations, replacement of DA-ECs is at the discretion of the theater Army commander. E-E employees will be permitted to depart or redeploy from the expeditionary area only when appropriate management authority determines that they are no longer required or able to perform their assigned duties. In making that determination, the appropriate authority will take into consideration rotation policies and procedures established for military members during the expeditionary contingency or emergency operation.

e. Travel to a contingency operation for an onsite visit, inspection, conference, or other official short-term travel period of 30 days or less is not considered a deployment.

5-14. Performance management

PDS supervisors retain responsibility for completion of annual performance plans, progress reviews, and appraisals and should ensure adequate consideration of assigned duties and contributions during the deployment. Supported organization supervisors must provide written performance appraisal input to the PDS supervisor at the end of the assignment or when the DA-EC's performance appraisal is due, whichever occurs first.

5-15. Legal assistance

In accordance with AR 27-3, DA-ECs and their Family members are eligible to receive specified legal assistance.

5-16. Family support

a. PDS organizations will provide Families of deployed DA-ECs general information on benefits and entitlements along with information that concerns issues likely to be faced by the DA-EC during and upon return from a deployment.

b. Family members of deployed DA-ECs can continue to utilize personal and family services authorized prior to the deployment.

c. Where applicable, unit Soldier and Family readiness groups (SFRGs) can provide support to Families.

d. In accordance with Department of State Standardized Regulations, living quarters allowance for eligible DA Civilians assigned overseas will continue if the eligible employee is deployed as a DA-EC and the employee's Family members remain at the assigned location.

e. In the event of an emergency outside the United States, DA-EC Family members will be evacuated pursuant to DoDD 3025.14.

5-17. Casualty services

A civilian casualty is any civilian employee who is lost to the organization by having been declared dead, excused absence—whereabouts unknown (EAWUN), missing, injured, or ill.

a. When DA Civilians become deceased, EAWUN, missing, injured, or ill while deployed overseas, in a TDY status away from their PDS, or in transit to or from the United States, casualty notification and assistance will be conducted as prescribed in AR 638-8.

b. For DA appropriated fund Civilians, following notification of the next of kin (NOK), the servicing CHRSC personnel will notify the Army Benefits Center-Civilian (ABC-C), and the ABC-C personnel will assign a benefits specialist to assist the NOK/beneficiaries with processing death benefits and entitlements.

c. For DA NAF Civilians, following notification of the NOK, the NAF benefits office and the human resources office personnel will assist NOK/beneficiaries with processing death benefits and entitlements.

d. In accordance with AR 638-2, civilian employees who die while performing official duties OCONUS or in transit thereto or therefrom receive the following mortuary benefits:

- (1) Recovery and identification of the remains.
- (2) Notification to the NOK or other appropriate person.
- (3) Preparation of the remains for burial/disposition.
- (4) Furnishing of a uniform or other clothing.
- (5) Furnishing of a casket or urn, or both, with outside box.
- (6) Transportation of remains.
- (7) Escort (not more than two persons).

e. In addition to receiving the benefits described in paragraph 5-17d, civilian employees who die of injuries incurred in connection with the employee's service with an armed force in a contingency operation, or who die of injuries incurred in connection with a terrorist incident occurring during the employee's service with an armed force, receive the benefit of a presentation of the flag of the United States.

5-18. Union representation

a. PDS supervisors must fulfill labor relations obligations with respect to bargaining unit employees and should consult with their labor-management relations specialist for guidance.

b. DA-ECs who are bargaining unit employees may deploy in support of organizations that are exempted from coverage under the Federal Service Labor-Management Relations Statute in accordance with Executive Order 12171 of November 19, 1979, as amended. Exempted organizations are not subject to labor relations obligations with respect to union representational rights, negotiated grievance procedures, or bargaining obligations.

5-19. Criminal jurisdiction and disciplinary/adverse actions for civilians

a. In accordance with DoDI 5525.11, it is DoD policy that the requirement for order and discipline of the armed forces outside the United States extends to civilians employed by or accompanying the armed

forces, and that such persons who engage in conduct constituting criminal offenses will be held accountable for their actions, as appropriate. The Military Extraterritorial Jurisdiction Act (MEJA) of 2000 (18 USC Chapter 212 as amended), enables imposing penalties upon an individual who, while employed by or accompanying the armed forces of the United States, engages in conduct that would constitute an offense if such conduct had been engaged in within the jurisdiction of the United States. In accordance with DoDI 5525.11, civilians employed by the armed forces outside the United States who commit felony offenses while outside the United States are subject to U.S. Federal criminal jurisdiction under the MEJA, and should be held accountable for their actions, as appropriate.

b. While deployed, DA Civilians are also subject to administrative discipline and/or adverse action procedures in accordance with AR 690–752. Disciplinary and adverse action procedures are the responsibility of the PDS supervisor. When required, the supported organization supervisor is responsible for providing all supporting documentation to the PDS supervisor.

5–20. Changes in assigned mission, curtailments, and extensions for Army Expeditionary Civilian Workforce Directorate sponsored deployments

a. *Changes in assigned mission, position duties, or deployed location.*

(1) Supported organization supervisors must submit in writing requested changes in mission, position duties, or duty location of a deployed expeditionary civilian to the AECW Directorate.

(2) Director, AECW Directorate and PDS organization supervisor written concurrence are required prior to implementing changes.

b. *Curtailments.* Curtailments can be voluntary or involuntary and result in the deployed expeditionary civilian returning to the PDS prior to the scheduled redeployment date.

(1) Voluntary curtailments result from medical emergencies or unexpected personal and/or family emergencies.

(a) Deployed DA–ECs must provide supporting documentation when requesting a voluntary curtailment.

(b) The Director, AECW Directorate must concur with DA–EC voluntary curtailments.

(2) Involuntary curtailments result when supported organization supervisors or the Director, AECW Directorate curtail a deployed expeditionary civilian, typically due to conduct or performance issues.

(a) Supported organization supervisors must immediately notify the AECW Directorate of any conduct or performance issues with deployed expeditionary civilians and provide written documentation of incidents and related counseling.

(b) Supported organization supervisors must submit a written request to the AECW Directorate requesting an involuntary curtailment.

(c) PDS supervisors are required to review DA–EC involuntary curtailment packages and report follow-on action to the AECW Directorate within 90 days of a curtailment.

(d) DA–ECs involuntarily curtailed from a deployed theater for misconduct or performance issues are ineligible for future deployments.

c. *Extensions.*

(1) Deployment extensions must be based on mission needs and require the concurrence of the DA–EC and his or her PDS organization supervisor.

(2) Deployment extensions that will result in the DA–EC remaining continuously deployed for more than 2 years must be approved by the DCS, G–1 and the DA–EC must be in compliance with all AECW Directorate training and medical requirements.

5–21. Employment rights

a. In the event a DA–EC's position is impacted by a base realignment and closure action or reorganization and the position of record is abolished, downgraded, identified with a transfer of function, or other similar change while the employee is deployed, the employee will be treated as if he or she has not left the position.

b. In the event of a reduction in force, deployment will neither exempt the DA–EC from competing with others in the competitive area for continued employment, nor deny the employee any rights or entitlements. The action will not be delayed due to the employee's deployment except as authorized by reduction in force regulations. Continuation of the deployment will be negotiated with the DA–EC's PDS supervisor and the Director, AECW Directorate.

Chapter 6

Expeditionary Civilian Reintegration

6–1. Reintegration to the workplace

Reintegration is comprised of activities, programs, and practices designed to provide support to expeditionary civilians upon return from a deployment. Redeploying expeditionary civilians face similar deployment-related challenges as experienced by uniformed personnel such as family and health issues. Given that expeditionary civilians predominantly deploy as individuals, they can also experience difficulties readjusting to their workplace. As with military personnel returning from deployment, commanders and supervisors must be deliberate in their approach to reintegrating expeditionary civilians returning from deployment.

6–2. Post-deployment medical care and counseling

a. In accordance with DTM–17–004, deployed DoD Civilian employees who were treated in theater continue to be eligible for treatment in a military MTF or civilian medical facility for compensable illnesses, diseases, wounds, or injuries, pursuant to 5 USC Chapter 81, Subchapters I and II and through the Department of Labor OWCP, upon their return at no cost to the civilian employee.

b. DoD Civilian employees who deployed and are subsequently determined to have compensable illnesses, diseases, wounds, or injuries under the Department of Labor OWCP are also eligible for treatment in a military MTF or civilian sector medical facility at no cost to the employee.

c. DA–ECs will not be charged personal leave (accrued leave) while undergoing therapy or rehabilitation due to a combat, combat support, duty related, or nonduty related injury incurred during a deployment after they return from deployment.

d. DA–ECs are authorized free counseling services through the Army’s Employee Assistance Program, Military OneSource, and military and family life counselors.

e. DA–ECs are encouraged to inquire about available services at their respective PDSs.

6–3. Administrative time off

Supervisors may grant administrative leave to DA–ECs pursuant to AR 690–630. Time required for completion of tasks related to redeployment is considered duty time. It is the supervisors’ responsibility to ensure redeploying DA–ECs complete redeployment tasks in an efficient, timely manner.

6–4. Awards and recognition

Expeditionary civilians are a force multiplier, providing flexibility and civilian capabilities to deployed U.S. forces in meeting global national security missions. Expeditionary civilians merit recognition for their service and sacrifices and to be treated with high regard as an indication of the department’s respect for those who serve expeditionary requirements.

a. DA–ECs who meet the requirements are eligible for DoD, Joint, and DA awards and recognition.

b. DA–ECs may be eligible for DA Civilian medals and awards for recognition of their service, in accordance with AR 672–20 and AR 600–8–22.

6–5. Family member services

The effects of deployment can extend beyond the deployed expeditionary civilian. Children and Families can struggle with changes resulting from an absent parent or spouse and can also face difficulties when the expeditionary civilian returns from deployment. The following are support services available to Families.

a. Army Community Service provides comprehensive, standardized, coordinated, and responsive services that support Soldiers, DA Civilians, and their Families. See AR 608–1 for further eligibility requirements.

b. Military OneSource and military and family life counselors provide services to immediate Family members of DoD–ECs.

c. When applicable, unit SFRGs can also help reduce family stress by providing command information and advocating efficient use of community resources.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD issuances are available on the Washington Headquarters Services website at <https://www.esd.whs.mil/>. The USC is available at <https://uscode.house.gov/>.

AR 11–2

Managers' Internal Control Program (Cited in title page.)

AR 25–30

Army Publishing Program (Cited in title page.)

AR 27–3

The Army Legal Assistance Program (Cited in para 5–15.)

AR 600–8–22

Military Awards (Cited in para 6–4*b*.)

AR 608–1

Army Community Service (Cited in para 6–5*a*.)

AR 638–2

Army Mortuary Affairs Program (Cited in para 5–17*d*.)

AR 638–8

Army Casualty Program (Cited in para 5–17*a*.)

AR 672–20

Incentive Awards (Cited in para 6–4*b*.)

AR 690–630

Absence and Leave (Cited in para 6–3.)

AR 690–752

Disciplinary and Adverse Actions (Cited in para 5–19*b*.)

AR 710–2

Supply Policy Below the National Level (Cited in para 4–6.)

AR 710–4

Property Accountability (Cited in para 4–6.)

AR 735–5

Relief of Responsibility and Accountability (Cited in para 4–6*f*(3).)

DA Pam 25–403

Army Guide to Recordkeeping (Cited in para 1–5.)

Department of State Standardized Regulations

(Available at <https://aoprals.state.gov/>.) (Cited in para 5–16*d*.)

DoDD 3025.14

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad (Cited in para 5–16*e*.)

DoDI 1015.15

Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources (Cited in para 5–5*c*.)

DoDI 1235.09

Management of the Standby Reserve (Cited in para 3–1*a*(8).)

DoDI 1342.19

Family Care Plans (Cited in para 5–1a(6).)

DoDI 1400.25, Volume 431

DoD Civilian Personnel Management System: Performance Management and Appraisal Program (Cited in para 2–13h.)

DoDI 1400.25, Volume 2011

Defense Civilian Intelligence Personnel System (DCIPS) Performance Management (Cited in para 2–13h.)

DoDI 5525.11

Criminal Jurisdiction Over Civilians Employed by or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members (Cited in para 5–19a.)

DoDI 6490.03

Deployment Health (Cited in para 2–12h.)

DoDM 6055.05

Occupational Medical Examinations: Medical Surveillance and Medical Qualification (Cited in para 4–7c.)

DTM–17–004

Department of Defense Expeditionary Civilian Workforce (Cited in title page.)

Executive Order 12171

Exclusions from the Federal Labor-Management Relations Program (Available at <https://www.archives.gov/federal-register/codification/executive-order/12171.html>.) (Cited in para 5–18b.)

Joint Travel Regulations

(Available at <https://www.travel.dod.mil/>.) (Cited in para 5–13b.)

TC 3–20.40

Training and Qualification–Individual Weapons (Cited in para 4–2d.)

5 USC Chapter 81

Compensation for Work Injuries (Cited in para 5–7e.)

5 USC Chapter 81, Subchapters I and II

Generally (Subchapter I), Employees of Nonappropriated Fund Instrumentalities (Subchapter II) (Cited in para 6–2a.)

5 USC 2105

Employee (Cited in glossary.)

5 USC 6304

Annual leave; accumulation (Cited in para 5–7c.)

10 USC Chapter 15

Military Support for Civilian Law Enforcement Agencies (Cited in glossary.)

10 USC 688

Retired Members: authority to order to active duty; duties (Cited in glossary.)

10 USC 1580

Emergency essential employees; designation (Cited in title page.)

10 USC 2491

Uniform funding and management of morale, welfare, and recreation programs (Cited in para 5–5c.)

10 USC 10142

Ready Reserve (Cited in glossary.)

10 USC 10151

Standby Reserve: composition (Cited in glossary.)

10 USC 12301

Reserve components generally (Cited in glossary.)

10 USC 12302

Ready Reserve (Cited in glossary.)

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency (Cited in glossary.)

10 USC 12306

Standby Reserve (Cited in glossary.)

10 USC 12406

National Guard in Federal service: call (Cited in glossary.)

18 USC Chapter 212

Military Extraterritorial Jurisdiction Act of 2000 (Cited in para 5–19a.)

26 USC 112

Certain combat zone compensation of members of the Armed Forces (Cited in glossary.)

29 USC 791 et. seq

Rehabilitation Act of 1973 (Cited in para 4–7d.)

Section II**Prescribed Forms**

Unless otherwise indicated, DD Forms are available on the Washington Headquarters Services website at <https://www.esd.whs.mil/directives/forms/>.

DD Form 2365

DoD Expeditionary Civilian Agreement: Emergency-Essential Positions and Non-Combat Essential Positions (Prescribed in para 2–13e.)

DD Form 2365–1

DoD Expeditionary Civilian Agreement: Capability-Based Volunteer (Prescribed in para 3–1c(6).)

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this evaluation is administration of the DA-EC Program.

B-2. Purpose

The purpose of this evaluation is to assist the assessable unit managers and internal control administrators in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a. Does the command/organization ensure the CHRSC applies the medical requirements established by the CCMD, ACOM, or DRU when hiring E-E and NCE employees?
- b. Does the command/organization conduct an annual review of E-E positions and their associated position descriptions?
- c. Does the command/organization ensure all DA Civilians assigned to E-E and NCE positions sign DD Form 2365?
- d. Does the command/organization verify expeditionary positions and employees are properly coded in DCPDS or the current automated civilian human resources system?
- e. Does the command/organization ensure that all E-E employees not embedded in deployable military units validate their deployment readiness annually through completion of the annual medical evaluation and the AECW E-E Validation Course? E-E employees embedded in deployable military units must also validate their deployment readiness annually by completing their annual medical evaluation and training requirements, with confirmation provided to the AECW Directorate.
- f. Does the command/organization ensure deployed DA Civilians complete all pre- and post-deployment health assessments in accordance with DoDI 6490.03?

B-5. Supersession

This evaluation replaces the evaluation previously published in AR 690-11, dated 25 January 2023.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G-1 at usarmy.in.hqda.list.aecw-ss@army.mil.

Glossary of Terms

Army Disaster Personnel Accountability and Assessment System

Standardized method for the Army to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. ADPAAS provides valuable information to all levels of the Army chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

Army Expeditionary Civilian Workforce Directorate

A directorate that is subordinate to the DCS, G-1, responsible for the strategic direction and execution of the Army's support to expeditionary missions utilizing civilian personnel.

Capability-based volunteer

An employee who may be asked to volunteer for deployment and has been approved by the chain of command to support critical requirements of the DoD Expeditionary Civilian Workforce. Such requirements could be overseas or at other locations away from the normal place of duty, in a combat, contingency, emergency, or disaster operations as defined in DTM-17-004.

Civilian casualty

Any civilian employee who is lost to the organization by having been declared dead, EAWUN, missing, injured, or ill.

Combat zone

In accordance with 26 USC 112(c)(2), any area which the President of the United States by Executive Order designates as an area in which Armed Forces of the United States are or have engaged in combat.

Contingency operation

A military operation that:

- a. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
- b. Results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC 688, 10 USC 12301(a), 10 USC 12302, 10 USC 12304, 10 USC 12406, or 10 USC Chapter 15, or any other provision of law during a war or during a national emergency declared by the President or Congress.

Contingency plan

A branch of a campaign plan that is planned based on hypothetical situations for designated threats, catastrophic events, and contingent missions outside of crisis conditions.

Demand signal

A set of CCMD requirements used as a planning document, determined by CCMD historic, current, and projected requirements, plus an additional percentage factor to account for unforeseen contingencies. The demand signal sets expectations to facilitate future planning and is updated on an annual basis through the GFM process.

Department of Defense Civilian employee

(Includes DA Civilian employees.) An individual meeting the definition of "employee" under 5 USC 2105, as well as employees of DoD NAF instrumentalities paid for from NAFs. This includes DoD Civilian employees filling full-time, part-time, intermittent, or on-call positions. Excludes dual status National Guard and Reserve technicians and contractor employees.

Department of Defense Expeditionary Civilians

DoD Civilians (includes DA Civilians) who provide essential capabilities at their assigned station, to include situations in which other civilians have evacuated, or while deployed away from their assigned station resulting from their E-E, NCE, or CBV designations, and who are prepared, trained, cleared, equipped, and ready to deploy in support of combat operations by the military, contingency operations, emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and stability operations of the DoD.

Department of Defense Foreign Clearance Guide

Data system hosted by DoD and accessible to DoD users via.mil and.gov networks, and via internet to authorized non-DoD users with an Aircraft and Personnel Automated Clearance System account. The guide includes instructions and pertinent information that is necessary to ensure DoD aircraft and personnel comply with United States government, theater command, and foreign national government requirements when operating in foreign national airspace or territory.

Department of the Army Expeditionary Civilians

DA Civilians who provide essential capabilities at their assigned station, to include situations in which other civilians have evacuated, or while deployed away from their assigned station resulting from their E-E, NCE, or CBV designations, and who are prepared, trained, cleared, equipped, and ready to deploy in support of combat operations by the military, contingency operations, emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and stability operations of the DoD. In addition, DA-ECs deploy to support other geographic CCDR and theater Army commander priority missions. These additional missions can include security assistance, security cooperation, set the theater operations, and exercise participation. DA-ECs include DA Civilians that deploy to fill AECW Directorate sponsored mission assignments, those embedded in deployable units that deploy with their assigned unit, and those that deploy away from their assigned PDS as individuals or in teams to perform duties associated with their assigned organization's mission.

Deployment

Either temporary reassignment greater than 30 days or the requirement to stay in place more than 30 days to support expeditionary operations.

Deployment coordinators

Personnel tasked to provide administrative support and coordination between deploying civilians, their PDS organization, supported organizations, and the AECW Directorate.

Emergency-essential position

A position-based designation to support the success of combat operations or the availability of combat essential systems in accordance with 10 USC 1580.

Excused absence—whereabouts unknown

An administrative status, applicable only to civilian personnel that is used when the responsible commander suspects the employee may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

Exigency of the public business

A rule that allows DoD agencies to restore annual leave if the leave was forfeited because an exigency (an urgent need for the employee to be at work) is of major importance and that excess annual leave cannot be used.

Force pool

The number and type (by series and grade group) of projected expeditionary civilian requirements included in the demand signal that force providers should be prepared to meet. The force pool represents the limit of civilian capacity that can be provided by a force provider with acceptable risk.

Force provider

Includes the military departments, CCMDs with assigned forces, defense agencies and DoD field activities, and Office of the Secretary of Defense components or other DoD components that provide force sourcing solutions to CCMD force requirements.

Fourth Estate

Includes all organizational entities in the DoD that are not a military branch or a CCMD having DoD manpower resources.

Global force management

Processes that align directed readiness, force assignment, allocation, apportionment, and assessment methodologies to support strategic guidance.

Individual Ready Reserve

A manpower pool consisting of individuals who have had some training or who have served previously in the Active Component or in the Selected Reserve and may have some period of their military service obligation remaining.

Key employee

Per DoDI 1200.07, any federal or nonfederal employee occupying a key position within an agency, company, local government, or organization.

Key position

A civilian position, public or private (designated by the employer and approved by the Secretary concerned), that cannot be vacated during war or national emergency.

Missing

Casualty is not present at duty location due to apparent involuntary reasons and whose location is unknown.

Mobilization

The process of assembling and organizing national resources to support national objectives in time of war or other emergencies.

Nature of action code

A code that explains the personnel action that is occurring, such as an appointment or promotion. Each NOA has a unique numerical code that identifies, for statistical and data processing purposes, that particular NOA.

Next of kin

The person most closely related to the casualty is considered primary NOK for casualty notification and assistance purposes. This is normally the spouse of married persons and the parents of single persons who have no children. The precedence of NOK with equal relationships to the member is governed by seniority (age). See AR 638–8.

Nominative

For this regulation, nominative positions refer to those civilian positions for which the theater commander retains authority to make the final selection decision from among the candidates who are nominated for consideration by the force providers.

Nonappropriated fund employee

A civilian employee who is paid from NAFs of Army and Air Force Exchange Service, Navy Exchange Service Command, Marine Corps exchanges, or any other instrumentality of the United States under the jurisdiction of the armed forces which is conducted for the comfort, pleasure, contentment, or physical or mental improvement of members of the armed forces. Such term includes a civilian employee of a support organization within DoD or a military department, such as the Defense Finance and Accounting Service, who is paid from NAFs on account of the nature of the employee's duties.

Noncombat essential position

A position-based designation to support expeditionary requirements in other than combat or combat support situations.

Nonprogrammed expeditionary civilian

Civilian requirements that are requested or tasked to support expeditionary missions that are not part of a continuing, programmed unit deployment mission.

Outside the continental United States

United States territory located outside of the continental United States which includes Alaska, Hawaii, Puerto Rico, Northern Mariana Islands, Guam, American Samoa, and the U.S. Virgin Islands.

Permanent duty station

An employee's official duty station that is documented on the most recent notification of personnel action (for example, on an SF 50 (Notification of Personnel Action) for the employee's position of record.) The PDS is not the deployed location where the employee is temporarily assigned. Normally, an employee's PDS is the city/town, county, and state/country where the employee regularly works, as determined by the employing agency.

Permanent duty station supervisor

The employee's supervisor of record at the PDS. The supervisor plans and schedules work, accepts or rejects completed work, assures accuracy requirements are met, appraises performance, and approves leave.

Premium pay

Wages above and beyond basic pay. Examples of premium pay may include hazardous duty and environmental differentials, overtime, compensatory time, and work schedules.

Priority Placement Program

A two-tiered program that provides career placement assistance to individuals who are eligible for priority consideration. Some individuals exercise their priority status by virtue of registration and referral through the Automated Stopper and Referral System which automatically matches them to DoD positions commensurate with their qualifications. Others exercise their priority status by applying for positions on their own initiative through an application-based process. The program provides qualified DoD employees an opportunity to be placed in vacant DoD positions.

Programmed expeditionary civilian

Civilians in unit force structures who are allocated within deployable units that are a planned part of the unit deployment mission.

Ready Reserve

The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law (see 10 USC 10142, 10 USC 12301, and 10 USC 12302).

Retired Reserve

All reserve members who receive retirement pay on the basis of their active duty and/or reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve.

Security assistance

A group of programs authorized by federal statutes by which the United States provides defense articles, military training, and other defense-related services by grant, lease, loan, credit, or cash sales in furtherance of national policies and objectives, and those that are funded and authorized through the Department of State to be administered by DoD/Defense Security Cooperation Agency, which are considered part of Security cooperation.

Security cooperation

DoD interactions with foreign security establishments to build relationships that promote specific United States security interests, develop allied and partner military and security capabilities for self-defense and multinational operations, and provide U.S. forces with peacetime and contingency access to allies and partners.

Set the theater

The broad range of functions and tasks conducted to shape the operational area and establish the conditions across an area of responsibility that enable the execution of the strategic plans as established by the CCMD campaign plan. The purpose of setting the theater is to shape conditions to gain access required to facilitate future military operations, sustain Army and joint forces within an area of responsibility, and facilitate the successful execution of the CCMD campaign plan and other strategic plans.

Stability operations

An overarching term encompassing various military missions, tasks, and activities conducted outside the United States in coordination with other instruments of national power to maintain or reestablish a safe and secure environment, provide essential governmental services and emergency infrastructure reconstruction, and humanitarian relief.

Standby Reserve

Those units and members of the Reserve Component (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in 10 USC 10151, 10 USC 12301, and 10 USC 12306.

Supported organizations

Organizations at the deployed location that receive mission support from deployed expeditionary civilians. Supported organizations provide logistical support and daily supervision for deployed expeditionary civilians.

Total force

The organizations, units, and manpower used to meet the requirements associated with the DoD missions. It includes DoD Regular and Reserve Component military personnel, DoD Civilian personnel (including foreign national direct- and indirect-hires), as well as NAF employees, host nation support personnel, and contracted services.

U.S. Army-centric

Operations, missions, or requirements predominantly affiliated with or sponsored by ACOMs or Army organizations.

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