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Civilian Personnel
Deployment and Redeployment

*This regulation supersedes AE Regulation 690-47, 4 February 2005.

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Summary. This regulation provides policy and procedures for civilian deployment and redeployment.

Summary of Change. This revision provides updated references for preparing temporary change of station (TCS) travel orders (paras 6e(2) and 9b(2)).

Applicability. This regulation applies to U.S. citizen appropriated fund (APF) and nonappropriated fund (NAF) employees, their supervisors, and civilian personnel offices. This regulation does not apply to local national (LN) employees or contract employees. The current policy for the deployment of LN employees is on the Civilian Human Resources Agency, Europe Region, Web site at <https://secure.chra.eur.army.mil/>.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-CE) approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil/>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-CE, DSN 375-2532). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-CE), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation and DA Pamphlet 690-47 prescribe policy and procedures for deploying and redeploying U.S. appropriated fund (APF) and nonappropriated fund (NAF) civilian employees.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. GENERAL

a. Role of the Civilian. U.S. civilian employees have historically played an important role in U.S. military operations by performing critical duties in virtually every functional area of combat support and combat service support. The role of the deployed civilian is to serve beside deployed uniformed personnel and provide the critical skills necessary to maximize the fighting capability of the combatant soldier and increase the success of wartime and emergency missions. It is DA policy that U.S. civilian employees be used to support the military in carrying out their missions.

b. Authority to Deploy.

(1) When the need for a particular civilian skill arises, civilian employees who possess the required skill and who have been identified for possible deployment (for example, those serving in emergency-essential (EE) positions, those who volunteer for the particular assignment) will be assigned the duties before other employees.

(2) The policy in (1) above does not restrict or limit the authority to direct involuntary deployments when the need exists to meet a requirement quickly. Employees may be directed to perform EE functions regardless of whether or not they have been identified as EE, have signed an EE agreement, or had previously agreed to perform such functions. DOD Directive 1404.10 states, "...the involuntary assignment of civilian employees to E-E positions may be necessary to meet the exigencies of the circumstances and when unforeseen contingencies prevent prior identification of those positions as being "E-E"." These situations do not require the Army to conduct an exhaustive search for qualified volunteers. The search for volunteers may be limited to the local workforce.

(3) The Army is committed to providing all personnel who are sent to perform combat support or other crisis-essential functions with proper training, equipment, and protection. Management may take appropriate administrative action (including separation from the Federal service) if a civilian employee refuses to perform such functions until relieved by the appropriate authority.

c. Deployment Requirements. Before deployment, civilian employees must complete a number of prerequisites. These include medical screening, training, and equipment issue as specified in paragraph 6. DA Form 7425 must be completed to ensure all predeployment requirements are completed. The form and instructions are at <http://www.armyg1.army.mil/militarypersonnel/PPG/AppendixAForms.doc>. One copy of the completed DA Form 7425 must be included in the deployment packet provided to the employee, and one copy will be kept in the deployment file at the employee's servicing civilian personnel advisory center (CPAC). The supervisor will review and sign part C of the DA Form 7425 to verify predeployment requirements have been completed before the employee's actual deployment.

5. RESPONSIBILITIES

a. Commanders. Commanders will ensure this regulation is implemented and followed by civilians designated for deployment, their supervisors, and civilian personnel offices. The responsibilities of commanders for deploying civilian employees are the same as those for deploying soldiers in their commands.

b. Managers or Supervisors. The home station manager or supervisor and deployed manager or supervisor will ensure that this regulation is applied equally for deploying and deployed civilians.

(1) The home station manager or supervisor is responsible for the following typical personnel administrative duties:

(a) Developing an accurate position description. This includes identifying security clearance requirements, physical requirements, and environmental conditions of the position.

(b) Selecting the method of recruitment and, with advice from the CPAC, determining whether incentives should be offered and initiating the request for personnel action.

(c) Determining whether a position in the Balkans is filled with a permanent, term, or temporary employee.

1. Using permanent appointments makes the positions easier to fill because permanent-appointment positions are more attractive to applicants. Permanent appointments are appropriate if the employing organization has a continuing need for the employee's skills and the funding to support follow-on employment in the central region (Belgium, Germany, Italy, Luxembourg, the Netherlands).

2. The short-term employment potential makes a temporary or term appointment less desirable to applicants. Although term and temporary appointments present a recruitment challenge, management must balance the skills required and ability to provide follow-on employment with the availability of applicants to determine the appropriate hiring method.

3. Decisions should be based on the difficulty of filling the position, the existing labor pool, and how long the position will exist. Managers should coordinate with the USAREUR G3, USAREUR G8, and the servicing CPAC before they decide. They must also clearly understand that if they hire permanent employees, they will be required to provide work for them in the central region and pay for them out of current operating funds when the employee's deployed assignment ends or when mission changes force management into eliminating an employee's deployment manning document (DMD) position. Appendix B provides information and criteria for managers to use when considering how to fill DMD positions.

(d) Reviewing and signing DA Form 7425 to verify that predeployment processing requirements have been completed before deploying civilian employees.

(e) Ensuring deploying civilians have necessary security clearances before deployment.

(f) Keeping a copy of the employee's DA Form 7425.

(g) On return from deployment, ensuring the reintegration process and debriefings in paragraph 11 occur.

(2) Deployed managers or supervisors are responsible for the following typical personnel administrative duties:

(a) Helping the home station manager or supervisor develop an accurate position description ((1)(a) above). This includes identifying security clearance, physical, and environmental requirements of the position before initiating recruitment and selection procedures.

(b) Providing input on the best method of recruitment to the home station manager or supervisor and recommending deployment incentives.

(c) Assigning tasks and giving instructions to the employee on arrival at the deployed location.

(d) Defining work performance requirements, reviewing performance, and evaluating employee accomplishments.

(e) Establishing adequate and realistic work schedules.

(f) Assessing employee training and development needs and scheduling training in coordination with the home station manager or supervisor.

(g) Approving leave (includes sick leave, annual leave, and rest and recuperation (R&R) leave).

(h) Nominating employees for monetary or honorary awards, in coordination with the home station manager or supervisor.

(i) Initiating formal actions related to performance and discipline, in coordination with the home station manager or supervisor.

c. CPACs. The servicing CPAC will provide the following assistance and advisory services to managers, supervisors, and employees:

(1) Providing assistance in recruitment. This includes methods, sources, and strategies.

(2) Ensuring civilian employees who will occupy an EE position meet all requirements and conditions of employment for the position before they accept the position.

(3) Providing predeployment personnel briefings before civilian employees deploy.

(4) Helping employees with registration in the Army's Civilian Tracking System (CIVTRACKS) and Emergency Contact Data System.

(5) Ensuring employees complete DD Form 93.

(6) Issuing DD Form 1172-2 to obtain a Common Access Card (CAC) with Geneva Convention privileges.

(7) Explaining and answering questions on deployment entitlements and benefits.

(8) Providing the employee with a deployment packet to handcarry to the contingency personnel support activity and keeping a complete file copy of the deployment packet.

(9) Notifying the home station manager or supervisor that the employee has attended the CPAC briefing ((3) above) and has been provided the deployment packet.

(10) Providing return-to-duty counseling to redeployed employees on entitlements and benefits.

d. Civilian Personnel Operations Center (CPOC). The CPOC will classify positions, recruit for positions, and process actions for positions designated for deployment. This will include classifying and announcing positions, accepting and processing résumés, issuing referrals, and processing all associated personnel actions.

e. Employees.

(1) The deploying civilian employee will—

(a) Complete all predeployment processing and requirements on DA Form 7425 before deployment.

- (b) Contact the local ID-card facility for additional guidance and processing requirements for obtaining the CAC with Geneva Convention privileges.
 - (c) Carry official passport (red) and tourist passport (blue) at all times when traveling in a deployed status.
 - (d) Meet all the requirements and conditions of employment for the position.
 - (e) Complete a predeployment medical screening and take immunizations or medications that may be required for deployment.
 - (f) Schedule an appointment with the servicing CPAC for a predeployment briefing.
 - (g) Complete a deployment packet and handcarry it to the contingency personnel support activity in the theater of operation.
 - (h) Register in CIVTRACKS and update information as required on redeployment or deployment to a different location.
 - (i) Register in the Emergency Contact Data System and complete DD Form 93.
- (2) The redeployed civilian employee will—
- (a) Return to work on a full-day schedule.
 - (b) Schedule a return-to-duty counseling appointment with the CPAC.
 - (c) Complete a medical screening either before leaving the deployed area or as soon as possible after return to the home station.
 - (d) Attend a debriefing (para 11b(2)).
 - (e) Return issued clothing, equipment, and weapons to the unit or central issue facility (CIF) as required.
 - (f) Return the Geneva Convention CAC to the issuing office, regardless of expiration date, unless in a designated EE position.

6. PREDEPLOYMENT PROCESSING AND DEPARTURE

a. EE Designation. An EE employee is a civilian employee who occupies an EE position and has signed DD Form 2365. DOD Directive 1404.10, paragraph E2.1.5, defines an EE position as one that “is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.”

(1) Unforeseen circumstances, crises, and emergency situations may make it necessary to identify positions as EE that have not been previously identified as such. The deploying civilian will be asked to sign an EE agreement when the position is identified as EE. If the employee refuses to sign the agreement but possesses special skills and expertise that, in management’s view, make it necessary to send the employee on the assignment without a signed agreement, the employee may be directed on involuntary temporary duty (TDY) to the location where the employee’s skills are required.

(2) All civilian employees deploying to combat operations or crisis situations are considered EE regardless of volunteer status or the signing of an EE position agreement. The employee will be in an EE status for the duration of the assignment.

b. Requirements for Clearance. Clearance requirements will be determined by the duties of the position to which the employee is being deployed. Clearance requirements should be documented on the official position description. The supervisor must ensure that the employee possesses the required clearance before deployment.

c. Geneva Convention CAC. Under both the Hague and Geneva Conventions, DOD employees are entitled to be protected as prisoners of war if captured. These protections are accorded to civilians who are authorized to accompany the armed forces and are issued a Geneva Conventions CAC. The servicing CPAC will issue the request for a Geneva Convention CAC (DD Form 1172-2) as part of the employee's predeployment counseling. Deploying civilian employees should contact their local ID-card facility for additional guidance and processing requirements.

d. Passports and Visas.

(1) Employees deployed overseas to support military operations will be required to carry a passport at all times when traveling. Red "no-fee" official passports may be requested using DD Form 1056. Civilian employees may also be authorized reimbursement for the standard blue passport for use in passing through countries not friendly to the United States, depending on the area and circumstances of deployment.

(2) EE employees must maintain current red and blue passports at all times.

(3) Requirements for visas will be determined by the location to which the employee is deploying. If required, visas will be obtained from the host-nation embassy before deployment.

e. Orders. The supervisor must verify that the employee has completed all predeployment processing requirements on DA Form 7425 and in this regulation before issuing travel orders. Orders for classified missions may not be maintained with the employee's deployment file unless CPAC personnel have the appropriate clearances and there are secure containers for the classified materials to be stored.

(1) TDY. Civilians deployed to support military operations must have travel orders. TDY is normally used for deployment periods that are 179 days or less. Employees will be assigned TDY from duty locations in the continental United States (CONUS) or outside the continental United States (OCONUS) (Central Europe). Permanent official duty stations are not permitted in certain contingency areas of operation. TDY orders should be prepared on DD Form 1610 according to the Joint Travel Regulations (JTR), chapter 3, part D. The orders should be prepared for a period of 179 days or less, and may be extended for a total tour length of up to 364 days.

(a) In the remarks section, item 16, the following statements must be included for all employees:

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| <ol style="list-style-type: none">1. Actual expense allowance authorized while on TDY site. (No per diem is authorized when living under field conditions while in support of military operations; however, you will be reimbursed for actual subsistence expense, if any, while under field conditions.)2. Authorized to carry Government-issued weapon when permitted by the combatant/MACOM commander.3. Medical care is authorized in accordance with AR 690-11, paragraph 4-1b(6)(f), for civilians in a TDY status.4. Overtime (or compensatory time) authorized at TDY site as required by the field commander.5. PX privileges are authorized. |
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(b) The itinerary, item 11, should route the individual through the designated CONUS replacement center (CRC) if deploying from CONUS or other designated processing site where deployability will be verified, accountability established, and onward transportation coordinated. Item 11 should also show all authorized layovers to and from the TDY location whenever possible. Mark an "X" in the block labeled "Variation Authorized" in case conditions warrant deviation on the way to or from the TDY location.

(c) Civilian employees are expected to use the Government contractor-issued charge card to cover travel expenses. If conditions preclude the use of the charge card or if the employee was not offered a Government contractor-issued charge card, an additional advance not to exceed 80 percent of the additional estimated cash expenses is authorized. Per diem is authorized while en route to and from the TDY site; however, if both lodging and meals are provided by the Government at the duty site without fee, the per diem for incidental expenses is limited to \$2.00 per day in CONUS and \$3.50 per day OCONUS. If there is a charge for the use of Government quarters or Government-provided meals, the preceding per diem rates will be increased by the actual fees instead of the maximum per diem rates provided in the JTR.

(2) Temporary Change of Station (TCS). Civilian employees deploying to support military operations in a TCS status require travel orders prepared in accordance with JTR, volume 2, chapter 5, part O, paragraphs C5700 through C5725, using a DD Form 1614. Commanders will ensure that TCS has been authorized for the location to which the employee is deploying and carefully review the contents and requirements of this paragraph before issuing the orders. TCS is a temporary assignment authority that requires approval by the appropriate unified command (for example, USEUCOM, United States Central Command (CENTCOM)). TCS may be used if the assignment will last at least 6 months, but will not exceed 30 months. (See para 9b for more information about TCS and TDY.) Limited per diem (incidental expenses) is not authorized for TCS assignments.

f. Medical Screening, Processing, and Immunizations.

(1) Medical Screening. Medical screening must be conducted under the procedures provided in this regulation for employees—

(a) Who regularly travel (at least quarterly) to deployed sites on a short-term basis (for periods of 30 days or less).

(b) Stationed at deployed sites for more than 30 days.

(2) Physical Condition.

(a) The deploying individual must be physically fit to perform the assigned duties. The ability to meet the physical requirements of the assignment will be determined by a Government-administered physical examination at the home station before deployment. This physical examination must focus on the specific physical requirements identified by the supervisor as critical to job performance. The supervisor will ensure that the requirements are properly identified on forms required for the physical examination. Emphasis of the examination will be on diagnosing cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions that may prevent performing the tasks required by the deployed position.

(b) Medical screening will include completion of DD Form 2766 and DA Form 4036-R. A completed copy of each of these forms must be included in the individual's deployment packet.

(c) Individuals requiring vision-corrective lenses (glasses or contact lenses) will be required to have a Government-administered eye examination and will be issued optical inserts for the protective mask. They will also be required to have at least one replacement pair of glasses or lenses.

(d) All deploying individuals will be administered a dental panorex and DNA sampling (where available) for identification purposes.

(3) Immunizations.

(a) Requirements. All deploying individuals will be required to take immunizations or medications that may be required for deployment to the theater of operations. Deploying personnel will be required to have a current immunization record (SF 601) or shot record (Public Health Service Form 731 (PHS 731)).

(b) DOD Anthrax Vaccine Immunization Program. Anthrax vaccination requirements vary for each operation. The Secretary of the Army is the executive agent for the DOD Anthrax Vaccine Immunization Program and its implementation within the services. More information about the DOD Anthrax Vaccine Immunization Program is available at <http://www.anthrax.osd.mil>.

(c) Department of the Army Smallpox Vaccination Program. Smallpox vaccinations are required for Army civilians who occupy positions designated as EE. Vaccinations are mandatory except for certain medical and administrative exemptions. Information from the Office of Workers' Compensation concerning illness and injury coverage for smallpox inoculation is available at http://www.dol.gov/esa/reg/compliance/owcp/dfec_smallpox_policy.htm.

(4) HIV Testing. AR 600-110, chapter 6, section III, prohibits mandatory HIV testing of civilian employees unless specified in DOD 4500.54-G, a status of forces agreement (SOFA), or by host-nation requirements.

(5) Other Medical Information.

(a) Commanders should consider specific medical treatment requirements or other special needs, such as special diets or assistance, when making determinations about the deployment of civilians.

(b) Individuals should deploy with a minimum 90-day supply of any required medications to preclude any adverse affect of pharmaceutical shortages in the theater of operations. Part of the screening process will be to assess the dosage of medication and its suitability in the deployed environment.

(c) Deployed civilian employees are entitled to in-theater medical care, including dental care and pharmacy support, without charge and equivalent to that given to active duty military personnel.

g. Equipment Issue.

(1) **Nuclear, Biological, and Chemical (NBC) Equipment.** The issuance of NBC equipment will depend on the location and nature of the deployment. NBC and other protective gear designated in AE Regulation 710-2 will be issued to civilians when issued to military personnel. Deploying civilians and their supervisors should contact the local operations division, directorate, or section for specific information about NBC equipment requirements for the deployment.

(2) **Standard Equipment.** Deployed commanders will determine the nature and extent of standard issue equipment that will be provided to civilian employees. The community CIF will issue organizational and individual equipment. Military personnel commonly refer to this standard issue equipment as TA-50. The employee must present a memorandum signed by his or her director to authorize issuance of this mission-essential clothing. The memorandum must include the employee's name, social security number, and organization.

(3) **Uniforms.** Deployed commanders will determine if there is a need for civilians to wear the battle dress uniform (BDU). When required, the uniform must be worn in accordance with AR 670-1, paragraph 30-10. When civilians are required to wear the BDU, the name strip with the last name will be worn above the right pocket. The U.S. triangle (civilian patch) will be worn above the left pocket or on the left shoulder sleeve. The U.S. triangle may also be centered on the front of the BDU cap. No other patches are authorized. DA Pamphlet 690-47 and AR 700-84 provide guidance and procedures for obtaining uniforms. An SF 1034 will be used to obtain BDUs and other mission-essential clothing. Employees may buy clothing at a military sales store only if the SF 1034 has been approved by resource management officials and funded by the finance office.

(4) **Weapons.** On rare occasions, deploying civilians may be issued side arms for their personal defense. Authority to carry side arms will be contingent on the approval and guidance of the appropriate unified combatant command or major Army command (MACOM) commander. The Army component commander must make the decision early in the operation. Only Government-issued side arms and ammunition will be authorized. Civilians who are authorized to receive a side arm must receive weapons-familiarization training on the proper use and safe handling of firearms. This training will be conducted according to Field Manual (FM) 3-23.35. EE civilians may decline issuance of a side arm.

h. Deployment Training.

(1) Predeployment training is designed to prepare the individual for the area of operations and will vary based on the area. The unified command or MACOM that is given Title 10 responsibility for the area will determine minimum training requirements for the operation (for example, CENTCOM for Iraq, USAREUR for the Balkans).

(2) As a general rule, the following are minimum training requirements that must be completed before deployment:

- (a) Antiterrorism/force protection, level 1, category 2.
- (b) Country orientation brief.
- (c) Driver training and licensing.
- (d) Media awareness.
- (e) Mine awareness.
- (f) NBC.
- (g) Rules of engagement.
- (h) Weapons.

(3) Training must be conducted either by the unit or at a site designated and validated by HQ USAREUR/7A before the employee deploys. The employee's supervisor will ensure that the employee receives this training and certify DA Form 7425 when training is completed.

(4) After arriving in the area but before assuming duties, employees must be trained on unit standing operating procedures (SOPs) and the tactics, techniques, and procedures (TTP) that the unit is using. The unit in the deployed area will ensure that employees receive this training in a timely manner.

i. Status of Forces Agreements (SOFAs).

(1) SOFAs are negotiated agreements between countries. In SOFAs, the host nation grants certain rights and responsibilities to members of the U.S. Forces and to the civilians who accompany them.

(2) Civilian employees who deploy to countries where SOFAs are in place are required to abide by the terms of the SOFA.

(3) SOFAs normally identify jurisdictional rights when violations of host-nation laws occur. While some SOFAs grant some form of immunity to U.S. personnel, the host nation may still retain the right to prosecute U.S. personnel for offenses that are exclusive violations of host-nation law or offenses over which the host nation has primary concurrent jurisdiction.

j. Predeployment Personnel Briefing. Civilian employees are required to contact their servicing CPAC to schedule and complete a predeployment briefing to learn how deployment affects benefits (for example, Federal employees health benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), living quarters allowance (LQA)). Special entitlements for which the employee may be eligible (such as danger pay, foreign post differential (FPD), separate maintenance allowance (SMA), deployment incentives) must be covered in the briefing. The employee must also complete or provide required forms for the deployment packet and register in CIVTRACKS and the Emergency Contact Data System. The servicing CPAC will keep a copy of the deployment packet. The original will be provided to the employee to handcarry to the personnel support activity in the theater of operation. The supervisor must verify that the employee has attended a CPAC briefing and has received a deployment packet before deploying.

k. Legal Assistance. Deploying employees will be advised that they need to consider legal issues such as developing up-to-date wills and providing appropriate powers of attorney for their spouse or other family members. A power of attorney will allow the designee to carry on necessary activities for the deployed individual.

7. ACCOUNTABILITY

a. Deployed civilian employees will be accounted for through registration in CIVTRACKS. This is an automated Web-based tracking system used by DA civilian employees who are deployed to unclassified contingency operations or mobilized for emergency situations. The requirement to register in CIVTRACKS does not apply to classified missions.

b. Deploying civilians will be issued a deployment card with a CIVTRACKS user ID and password as part of their predeployment counseling. CIVTRACKS is at <https://cpolrhp.belvoir.army.mil/civtracks/default.asp>.

c. Registration in CIVTRACKS is mandatory for all civilian employees deployed to unclassified locations. It is the official record of deployment. FPD and other deployment allowances cannot be processed until the employee has registered in CIVTRACKS and verified registration by typing the following statement on the SF 1190: "I certify that I have registered in CIVTRACKS for this unclassified mission."

d. Once registered in CIVTRACKS, the employee will be required to update the CIVTRACKS information whenever a change occurs, such as redeployment or deployment to a different location.

8. DEPLOYMENT STATUS

a. Living Under Deployment Conditions. Deployed employees will be living in the same field conditions as military personnel, commensurate with grade and rank equivalency as identified in the Geneva Convention. There may be a general lack of privacy and limited opportunity for recreation during nonduty hours. Housing may consist of tents or other communal structures. Rental cars normally are not authorized. Food may be prepackaged rations or served in a military dining facility, which means special diets may not be available. Showers may be communal or bathing may be from a bucket or helmet. Military chaplains will provide religious support and services.

b. Uniform Code of Military Justice (UCMJ). Deployed civilians are not covered by the UCMJ unless war is declared by the U.S. Congress. Civilian employees are subject to the theater of operations "chain of command" and any applicable general orders, policy, and procedures. Civilian employees are also subject to the deployed country's laws and rules. Civilians who refuse to deploy or who leave the area of operation without proper authorization will be subject to disciplinary action, up to and including possible removal from Federal service. Paragraph 10c provides more information on disciplinary actions.

c. Casualty Status.

(1) Civilian employees who are killed in the line of duty are entitled to many of the same benefits as military casualties. Mortuary benefits for eligible employees include search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket; clothing; cremation (if requested); and transportation of remains to a permanent duty station or other designated location.

(2) If a civilian employee is in a missing-in-action status, all pay and allowances will be continued, including within-grade increases.

d. Emergency Contact Data.

(1) The casualty operations program depends on having accurate information on DD Form 93. This form provides the command the notification or disposition desires of the individual as well as beneficiary information. Every deploying civilian employee must complete DD Form 93 before deployment in accordance with AR 600-8-1, chapter 11. Information on the form will be used only for official purposes.

(2) The U.S. Army developed an electronic Emergency Contact Data System for civilian employees to identify points of contact in the event of an emergency. Registration in the system is mandatory for civilian employees who are deploying. Access to and retrieval of employee emergency data will be restricted to supervisors and those individuals directly involved in the emergency notification process. Employees who are preparing to deploy must enter their emergency contact information at the Web site <http://cpol.army.mil/library/emergency/contacts/>. DA civilian employees in the European theater must follow the instruction at http://www.chra.eur.army.mil/policy/mgmt_tools/EmerContact_Instr.doc to complete the requested emergency contact data blocks.

9. PAY, BENEFITS, AND INCENTIVES

a. The determination for or circumstances of applicability for each of the allowances and entitlements in this paragraph will be provided to each employee before deployment. The servicing CPAC will help the employee make elections and complete applications that are necessary. The payment of some allowances will depend on the status of the employee on arrival at the deployment site.

b. An employee may be deployed either through TDY or through TCS. Appendix C should be used to compare the entitlements granted under each type of deployment and to determine when the entitlements are authorized. USAREUR intends to use TDY as the primary means for deploying civilian employees; however, in “unusual mission-related or other operationally necessitated conditions” the USEUCOM commander may authorize use of TCS. TCS is the appropriate method to deploy employees who are recruited from CONUS for operations in the Balkans on unaccompanied tours. TDY will normally be used for all other civilian deployments to the Balkans from Belgium, Germany, Italy, Luxemburg, the Netherlands, and the United Kingdom.

(1) TDY costs normally allow for limited per diem (\$3.50 per day for incidental expenses OCONUS because Government billets and meals are provided) and paid travel expenses while the employee is in a travel status. There is no SMA when in TDY status (f(3) below).

(2) If a specific location has been approved for TCS, civilians may be assigned TCS from 6 months up to 30 months from CONUS or Central Europe duty locations. This should be in keeping with the “temporary presence” posture. Commanders may use an unaccompanied TCS for individuals or small groups of DOD civilian employees in “unusual mission-related or other operationally necessitated conditions” after careful review of the provisions in JTR, volume 2, chapter 5, part O, paragraphs C5700 through C5725, and when approved by the USEUCOM commander. Limited per diem (incidental expenses) is not authorized for TCS assignments.

c. To ensure continuation of pay while deployed to support military operations, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home station before deployment. Once under DD/EFT the employee must remain in the program. All EE employees are required to join a DD/EFT program as a condition of their employment. Salary deductions do not change while deployed.

d. All salary earned during deployment is subject to income tax. FPD, danger pay, and imminent danger pay are also subject to income tax.

e. Various incentives may be offered to civilian employees who agree to deploy for a minimum of 6 months. Incentives are identified and authorized for each area and must be approved before entrance on duty (EOD) of a deploying civilian. Guidance is at http://www.per.hqusareur.army.mil/cpd/contingency_info/docs/civilian_incentives_sop.doc or from the local CPAC.

f. Supplements to pay may be authorized in specific locations because of dangerous or extreme conditions. The criteria, locations, and rates are established in the Department of State Standardized Regulations (DSSR). LQA is an allowance granted to a Government employee for the annual cost of suitable, adequate living quarters for the employee and employee's family when assigned to an overseas location to work in an official capacity. Eligibility for this allowance, whether or not it is actually paid, determines eligibility for other allowances paid during deployment, as described below.

(1) Foreign Post Differential (FPD). A post differential is established for any place when, and only when, the place of assignment involves ordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed there. Living costs are not considered in differential determination. FPD is additional compensation of 5, 10, 15, 20, or 25 percent over basic compensation granted to employees. The locations authorized to receive FPD and the rates are established by the DSSR, section 920. FPD information is at <http://www.state.gov/m/a/als/1782.htm>.

(2) Danger Pay. This is an additional compensation of up to 25 percent over basic compensation granted to employees for service at designated danger pay posts. There are two types of danger pay allowances in section 652 of the DSSR.

(a) Danger pay authorized under section 652f of the DSSR is established at 15, 20, and 25 percent, based on the determined level of danger established by the Secretary of State.

(b) Imminent danger pay authorized under section 652g of the DSSR is a flat rate of \$225 per month or \$7.50 per day. Imminent danger pay authorized under section 652g of the DSSR will not be paid for periods of time the employee either receives danger pay authorized under section 652f ((a) above) or FPD ((1) above) that would duplicate the rationale for imminent danger pay.

(3) Separate Maintenance Allowance (SMA). This is an allowance to help an employee meet the additional expense of maintaining family members at other than the assigned post. This allowance may also be authorized to an employee who personally requests such an allowance based on special needs or hardship involving the employee or family member. Guidance and rates for SMA are at <http://www.state.gov/m/a/als/1739.htm>. To request SMA, the employee must submit an SF 1190 with justification to the Civilian Personnel Directorate, Office of the G1, HQ USAREUR/7A. SMA is not authorized when an employee is being paid LQA on behalf of members of his or her family. Additional guidance for approval of SMA is in AE Regulation 690-500.592.

g. DOD and DA have delegated authority to determine the existence of an emergency to the CG, USAREUR/7A. When the CG, USAREUR/7A, determines that an emergency exists, employees may be paid under the annual (rather than biweekly) earning limitation on premium pay. This means that deployed employees will not be "capped" at the rate of GS 15, step 10, on a biweekly basis. They will, however, be limited to the rate of GS 15, step 10, or level V of the Executive Schedule on an annual basis. This cap (5 CFR 550.106(a)) applies only to salary and overtime compensation; it does not apply to the allowances discussed in subparagraphs c through f above.

h. The annual aggregate limitation of pay provision (5 CFR 530.203) limits the total amount of compensation an employee can be paid during the calendar year. Specifically, no executive branch employee may receive any allowance, bonus, differential, award, or other similar payment in combination with his or her basic pay that would cause the aggregate compensation to exceed level I of the Executive Schedule on the last day of the calendar year.

i. Deployed commanders or their representatives have the authority to establish and change the tours of duty and hours of work for civilian employees. The duration of the duty day and duty week will depend on the particular operation and will be established by the responsible commander. A typical deployed civilian schedule is a 40-hour workweek plus overtime hours, depending on mission requirements. There is no guarantee of overtime for DA civilian employees.

j. The following apply to premium pay for deployed employees:

(1) Overtime. Overtime is paid for hours directed and authorized in advance, and worked by APF civilian employees in excess of 8 hours per day or 40 hour per week. This does not apply if the employee is on an approved alternative work schedule (AWS). NAF employees earn overtime after 40 hours per week in a duty status; periods of leave and holidays are not included in the 40 hours for NAF personnel. The deployed commander will establish the official workweek and determine any overtime requirements. The hourly overtime pay cap for GS employees whose rate of pay is more than the rate for a GS 10, step 1, is the greater of one and one-half times the minimum hourly rate of basic pay for GS 10 or the employee's own hourly rate of basic pay. GS employees whose basic rate of pay does not exceed that of a GS 10, step 1, will be paid at a rate of one and one-half times their basic hourly pay rate for each hour of work authorized and approved over the normal 8-hour day or 40-hour week. Overtime under field conditions is considered occasional or irregular for payroll purposes.

(2) Night Differential. Night differential is paid for hours regularly scheduled and worked between 1800 and 0600. The amount paid is the hourly base rate plus 10 percent.

(3) Holiday Pay. Holiday pay is paid at a rate of double the rate of basic pay for work performed during a holiday.

(4) Compensatory Time. Overtime under field conditions is considered occasional or irregular for payroll purposes ((1) above). APF and NAF employees are permitted compensatory time instead of pay. Discretion must be used, however, when making the determination for compensatory time since conditions normally will preclude the employee's use of these hours. Employees have up to 26 pay periods after the pay period in which the compensatory time was earned to use the compensatory time. After that, the compensatory hours will be paid at the overtime rate in effect at the time the work was performed. Compensatory time is subject to the same pay limitations described in subparagraphs g, h, and j(1) above.

k. Leave accumulation and authorized usage will be as follows:

(1) Annual Leave. Deployed civilians accrue annual leave at their normal biweekly rate. Normally, annual leave will not be approved while deployed except in those situations and in areas deemed appropriate by the local commander or when authorized R&R periods are permitted from the deployed area ((4) below). Commanders have the authority to grant annual leave under special circumstances. Excess annual leave accrued while deployed will be permitted for restoration on return to the home station. Deployed unit operation orders will include specific guidance on annual leave. Excess annual leave accrued and lost while deployed can be restored on return to the home station without it having been scheduled. Normally, any leave over the employee's maximum authorized carryover rate would be lost at the end of the leave year if it was not used or scheduled and denied based on mission requirements. Restored annual leave must be scheduled and used by the end of the leave year ending 2 years after the employee returns from the deployment.

(2) Sick Leave. Sick leave may be used when the employee is incapacitated and unable to work.

(3) Emergency Leave. In emergency situations, civilian employees will normally be notified by official Red Cross message. If the emergency requires the employee to leave the area, the employee must contact the on-site supervisor for notification and approval of appropriate leave. APF and NAF employees with transportation agreements are eligible for emergency travel orders. Family member eligibility will be based on the family member's ID card. Emergency travel orders (AE Reg 690-11) are needed only if the employee intends to travel using Military Airlift Command (MAC) space-available travel. The employee should contact a deployed human resources (personnel) adviser for assistance in obtaining emergency travel orders or, if none is available, the CPAC servicing the area from which the employee deployed.

(4) R&R Leave. DA civilians who are deployed in support of Army operations beyond 180 continuous days are entitled to a 15-day absence (to include travel time) from the deployed area. Employees must be in an official leave status for this absence. Leave time will not be charged for travel days. Excused absence (administrative leave) is not authorized.

(5) Home Leave. Employees recruited from CONUS and serving at a post authorized hardship post differential of 20 percent or more will accrue 15 days of home leave annually (5 USC 6304(b) and 5 CFR 630.604). Employees serving at a post authorized hardship post differential between 10 and 20 percent will accrue 10 days of home leave annually. Employees must be stationed overseas for 2 years on the current or a previous tour to use the home leave they accrue.

l. While deployed, civilian employees are entitled to receive medical and dental care (including pharmacy support) without charge at the deployment site. Medical and dental care will be equivalent to that provided to active duty military personnel.

m. Civilian employees are fully covered by injury compensation as long as they are in the deployed location or in an official travel status. APF employees are covered by the Federal Employees' Compensation Act (FECA). NAF employees are covered by the Longshoremen and Harbor Workers' Compensation Act (LHWCA).

n. Permanent and term civilian employees are eligible for coverage under the FEGLI Program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. Civilians who are deployed with the military to combat support roles during times of crisis are not "in actual combat" and are, in most cases, entitled to accidental death and dismemberment benefits under FEGLI and the Army NAF Group Life Insurance Plan.

10. PERSONNEL ISSUES

a. EE Agreement. Deploying civilians should complete DD Form 2365 to ensure that they understand and agree to their roles in supporting Army operations in crisis and other similar situations. The DD Form 2365 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2000-2499.htm>.

b. Training and Development While Deployed.

(1) Since most deployments are short in duration, employees should receive career-enhancing training and development before or after deployment. Deployed civilians and their supervisors are responsible for the continued identification and assessment of training needs during initial and midpoint counseling sessions as part of the Total Army Performance Evaluation System (TAPES) while the employee is deployed. Supervisors will assess employee training and development needs and designate training as mission essential (priority 1); required for performance improvement or improved mission accomplishment (priority 2); or training to enhance knowledge, skills, and abilities (priority 3). Priority 3 training is considered desirable but not necessary. When employees are TCS to the deployed location for long periods, it is more likely that professional development and technical training will be appropriate during the deployment.

(2) The senior rater (staff proponent) will assist in planning, evaluating, and approving any recommended employee training. In addition, the staff proponent will ensure that funds are planned and available for appropriate TDY and training costs.

(3) In some instances, deployed distance learning centers (DDLCs) may be available to provide access to a variety of courses for deployed personnel. Schools are taught through mobile training teams (MTTs), contracted field courses (CFCs), and distance learning (DL) instructors. DDLCs should be the first consideration to meet training needs for civilians while in a deployed status.

(4) The deployed human resources adviser will help provide on-site training when a particular need is identified.

c. Disciplinary Actions. Deployed civilian employees are excluded from the provisions of the UCMJ unless there is a declaration of war by the U.S. Congress. Under conditions where war has not been declared, civilians are entitled to grievance and appeal rights using normal administrative disciplinary procedures. Civilian employees are subject to the deployed chain of command and applicable general orders, policy, and procedures. Informal disciplinary actions (oral and written counseling and letters of warning) are the responsibility of on-site supervisors. Cases requiring formal disciplinary action (letters of reprimand, suspension, or removal) must be coordinated with the home station supervisor through the deployed human resources adviser or, if unavailable, the servicing CPAC. Civilians are subject to the deployed country's laws and rules. Civilians who refuse to deploy or who leave the area of operation without proper authorization will be subject to disciplinary action, up to and including possible removal from Federal employment.

d. Performance Evaluations. Deployed civilian employees should be issued performance plans that cover the duties to be performed during the deployment. Depending on the length of the deployment, the employee will receive either a formal performance evaluation for the deployment period or input to his or her annual performance evaluation, consistent with applicable regulations. The deployed supervisor and the home station supervisor must coordinate performance expectations and evaluations. Questions may be referred to the deployed human resources adviser or, if one is not available, to the servicing CPAC.

e. APF Reductions in Force (RIF) and Abolishment of NAF Permanent Positions. If the employee's permanent position is abolished, the employee will be returned to a position of like seniority, status, and pay. However, employees will not be exempt from formal RIF procedures for APF employees or a business-based action (BBA) for NAF employees. If a RIF or BBA occurred before or during the deployment, individuals deploying to support the operation must compete with individuals within their competitive area for retention. If deployed individuals are identified for separation through RIF or BBA procedures, the separation will be delayed until an appropriate notice period after the employee returns from deployment.

f. Awards and Medals. While deployed in support of U.S. Forces and NATO operations, DA civilian employees continue to be eligible for cash and honorary awards. These award options are explained in AR 672-20 (for APF employees) and AR 215-3 (for NAF employees). The award options include the following:

(1) **Monetary Awards.** Performance awards, quality step increases, on-the-spot awards, and time-off awards are tied to annual performance appraisal ratings for both APF and NAF employees. These awards are also used to recognize special accomplishments.

(2) **Honorary Awards.** Certificates and medals are explained in AR 672-20, chapter 8.

(3) **Defense of Freedom Medal.** This medal acknowledges DOD civilian employees who are killed or wounded in the line of duty. The medal symbolizes the extraordinary fidelity and essential service provided by the DOD civilian workforce.

(4) **“Theater” Awards.** There may be special “theater” awards and recognition especially developed to recognize qualifying civilian employees for their service and accomplishments while deployed with their military counterparts.

11. REDEPLOYMENT PROCEDURES

a. Deployment Cycle Support. During the first 7 calendar days after civilians return to home station, their supervisors should ensure that they are reintegrated into the work environment and provided personal time off (c below). This period will include completing the administrative actions described in subparagraph b below. Civilians should be formally recognized by the command for their achievements (b(9) below).

b. Redeployment Processing. On completion of the deployment or other authorized release, civilian employees should return to the location from which they deployed. The return processing will include the items in (1) through (6) below. Redeployment processing requirements will be completed during duty hours.

(1) **Medical Screening.** Civilians will be required to complete a physical examination on redeployment. The purpose of the physical examination is to identify and document medical problems that might be connected with the deployment. The redeployment physical examination will be at no cost to the civilian employee when conducted at a United States Army Europe Regional Medical Command (ERMC) facility or in the theater of operations. All redeployed civilians requesting physical examinations must have a signed memorandum from their supervisor or from the servicing CPAC stating that the examination or immunization is necessary. Employees will take the signed memorandum to the treasury office at the military medical treatment facility (MTF) before the appointment. This will allow treasury office personnel to make the appropriate annotation in the Composite Health Care System that it is a nonchargeable visit. In addition, the employee will be required to have DD Form 2796 to receive a redeployment medical screening. The employee must return a completed form signed by the medical provider to the servicing CPAC for verification that the medical screening has been completed and for accountability.

(2) **Debriefing.** Supervisors are responsible for ensuring redeployed civilians are properly debriefed in accordance with the employee’s mission and area of responsibility during deployment, and in accordance with internal security requirements and procedures. The director of the returning employee’s organization is responsible for determining the level and type of debriefing required.

(3) **Return of Clothing, Equipment, and Weapons.** All items issued through the unit or CIF must be returned through the same. This includes protective masks and optical inserts, chemical-protective garments, individual equipment (for example, poncho, canteens, sleeping bag), and weapons, if applicable. EE employees are exempt from the requirement to return clothing and protective equipment on redeployment.

(4) **Geneva Convention CACs.** All Geneva Convention CACs must be turned in to the issuing office, regardless of the expiration date. EE employees are exempt from this requirement.

(5) **Accountability in CIVTRACKS.** All returning civilians who were deployed to unclassified contingency operations or mobilized for emergency situations must update CIVTRACKS to ensure continual accountability (para 7).

(6) **Return-to-Duty Counseling.** All returning civilians will report to their local CPAC for counseling on return-to-duty requirements and entitlements. Topics covered in the counseling will include the following:

(a) Review of overseas tour dates to determine if a tour extension decision is required or if an adjustment to their rotation date is warranted.

(b) Health insurance.

(c) Pay issues, such as FPD, danger pay, and imminent danger pay, when applicable.

(d) LQA, if applicable.

(e) Office of Workers' Compensation Program counseling, if applicable.

(7) Post-Deployment Stress Counseling. Employee-assistance programs (EAPs) can be very helpful to employees and their families in coping with post-deployment stress and reintegration. EAPs provide short-term counseling and referral services to help with financial, emotional, and family care problems. These services are available to employees who have been called to active military duty (or who volunteer for such duty) and to employees who are family members of those who are performing active military duty. In addition, many EAPs offer services to family members of redeployed civilian employees. Supervisors should provide contact information for local EAPs to returning civilians.

(8) Legal Services. Civilians should update their wills and powers of attorney through legal services on return to home station, if needed.

(9) Welcome-Home Ceremonies and Recognition. Civilian employees will be included in all welcome-home and other special recognition ceremonies at all levels. Supervisors of civilian employees should recognize their civilian employees' accomplishments while deployed in accordance with AE Regulation 672-1 and AR 672-20.

c. Leave Policy. Civilians must return to work on full-day schedules. (Military "half-day" schedules do not apply to civilians.) Civilians who wish to take personal time off must request and receive approval for accrued leave. Supervisors should consider a liberal leave policy for their returning civilian employees who wish to take personal time off. Annual leave accrued and lost while deployed can be restored on return to the home station without it having been scheduled. Restored annual leave must be scheduled and used by the end of the leave year ending 2 years after the employee returns from the deployment.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

United States Code, Title 5, section 6304(b), Annual Leave; Accumulation

Code of Federal Regulations, Title 5, Administrative Personnel:

Section 316.401, Temporary and Term Employment Purpose and Duration

Section 530.203, Administration of Aggregate Limitation on Pay

Section 550.106, Annual Maximum Earnings Limitation

Section 630.604, Home Leave Earning Rates

Department of State Standardized Regulations (available at <http://www.state.gov/m/a/als/c1843.htm>)

Joint Travel Regulations (available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>)

DOD Directive 1404.10, Emergency-Essential (E-E) DOD U.S. Citizen Civilian Employees

DOD 4500.54-G, Foreign Clearance Guide (available at <http://www.fcg.pentagon.mil/fcg/>)

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-3, Medical, Dental, and Veterinary Care

AR 215-3, Nonappropriated Funds Personnel Policy

AR 600-8-1, Army Casualty Operations/Assistance/Insurance

AR 600-110, Identification, Surveillance, and Administration of Personnel Infected With Human Immunodeficiency Virus (HIV)

AR 670-1, Wear and Appearance of Army Uniforms and Insignia

AR 672-20, Incentive Awards

AR 690-11, Use and Management of Civilian Personnel in Support of Military Contingency Operations

AR 700-84, Issue and Sale of Personnel Clothing

DA Pamphlet 690-47, DA Civilian Employee Deployment Guide

Field Manual 3-23.35, Combat Training With Pistols, M9 and M11

AE Regulation 672-1, Army in Europe Annual Incentive Awards Ceremony

AE Regulation 690-11, Emergency Travel for Civilian Employees and Their Dependents

AE Regulation 690-500.592, Civilian Personnel Living Quarters Allowance

AE Regulation 710-2, Supply Policy Below the Wholesale Level

SECTION II FORMS

SF 601, Health Record—Immunization Record

SF 1034, Public Voucher for Purchases and Services Other Than Personal

SF 1190, Foreign Allowances Application, Grant and Report

DD Form 93, Record of Emergency Data

DD Form 1056, Authorization to Apply for a “No-Fee” Passport and/or Request for Visa

DD Form 1172-2, Application for Department of Defense Common Access Card DEERS Enrollment

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DD Form 1614, Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel

DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement

DD Form 2766, Adult Preventive and Chronic Care Flowsheet

DD Form 2796, Post-Deployment Health Assessment

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 4036-R, Medical and Dental Preparation for Overseas Movement

DA Form 7425, Readiness and Deployment Checklist

PHS 731, International Certificates of Vaccination

**APPENDIX B
GUIDANCE FOR FILLING DMD POSITIONS**

TDY	TCS
Up to 179 days with possible extension to 364 days	6 through 30 months
Foreign post differential (FPD) beginning on 43d day	FPD from the first day
Imminent danger pay until FPD begins, if authorized Danger pay, if authorized	Danger pay, if authorized
Incidental expense of \$3.50 per day	No incidental expense
TDY is intended for use in short-term assignments (for example, when a person from the HQ USAREUR/7A staff fills a deployed position on an interim basis).	TCS is for long-term assignments (when an individual is sent to fill a position for 6 months or more).

Type of Appointment	Position Status and Location	Recruitment Source and Status	Benefits	Conditions
Permanent	DMD deployed	Army in Europe	Full life and health insurance, TSP	When the deployed assignment ends, employees hired into DMD positions from another organization in the Army in Europe return to that organization.
		DOD in Europe, Army in CONUS, or DOD in CONUS	Full life and health insurance, TSP, full or limited transportation of HHG (at discretion of hiring official)	When the deployed assignment ends, employees hired into DMD positions are assigned to a proponent organization and serve until the end of their tour or until they leave their position. The sponsoring staff office or activity will fund positions and provide meaningful employment after completion of deployment until employees can be placed. At the end of the overseas tour, employees may return to CONUS using reemployment rights, find a new position, or be placed through the Priority Placement Program.
		Non-DOD Federal agency		When the deployed assignment ends, employees hired into DMD positions are assigned to a proponent organization and serve until the end of their tour or until they leave their position. The sponsoring staff office or activity will fund positions and provide meaningful employment after completion of deployment until employees can be placed. At the end of the overseas tour, employees may find a new position or be placed through Priority Placement Program.
		New hire		
Employee on permanent position taking a temporary assignment (promotion, reassignment, change to lower grade)	DMD deployed or DMD remaining in the central region (para 5b(1)(c))	Army in Europe	Full life and health insurance, TSP	Permanent positions obligated to employees may be filled temporarily. The employee will return to his or her permanent position at the end of the deployed assignment and continue to serve his or her tour if in Europe.
		Army in CONUS	Full life and health insurance, TSP, limited transportation of HHG	
Term appointment up to 4 years, may be extended up to 2 more years	DMD deployed or DMD remaining in the central region	Army in Europe	Full life and health insurance, TSP	The employee is terminated at the end of the term. If the requirement expires before the end of the term, reduction-in-force (RIF) procedures are followed to release employees. This RIF competition will occur only among term employees.
		Army in CONUS, DOD in CONUS, or DOD in Europe	Full life and health insurance, TSP, full or limited transportation of HHG (at discretion of hiring official)	
		Non-DOD Federal agency		
		New hire		
Temporary appointment for 1 year, NTE 2 years (5 CFR 316.401(c)(2))	DMD deployed or DMD remaining in the central region	Army in Europe, Army in CONUS, DOD in CONUS, or DOD in Europe	No benefits	The position and the employee are terminated on completion of assignment or termination of funding.
		Non-DOD Federal agency		
		New hire		

**APPENDIX C
ENTITLEMENTS BY APPOINTMENT STATUS**

STATUS	LOCALITY PAY	FOREIGN POST DIFFERENTIAL (if authorized for the post)	DANGER PAY; IMMINENT DANGER PAY (if authorized for the post)	SEPARATE MAINTENANCE ALLOWANCE	STORAGE OF HHG
TDY from permanent duty station in CONUS	Yes	Yes, FPD begins on day 43	Yes	No	No
TCS from permanent duty station in CONUS	No	Yes, FPD begins on day 1	Yes	Yes	Yes
TDY of CONUS hire from permanent duty station in Central Europe	No	Yes, FPD begins on day 43	Yes	No	No
TDY of overseas local hire from permanent duty station in Central Europe-meets criteria of DSSR 031.12*	No	Yes, FPD begins on day 43	Yes	No	No
TDY of overseas local hire from permanent duty station in Central Europe—does not meet criteria of DSSR 031.12	No	No	Yes	No	No
TCS of CONUS hire from permanent duty station in Central Europe	No	Yes, FPD begins on day 1	Yes	Yes, if employee is on unaccompanied tour	Yes, under PCS order to overseas
TCS of overseas local hire from permanent duty station in Central Europe-meets criteria of DSSR 031.12*	No	Yes, FPD begins on day 1	Yes	No	No
TCS of overseas local hire from permanent duty station in Central Europe—does not meet criteria of DSSR 031.12	No	No	Yes	No	No

*Employees may or may not be authorized to receive LQA under Army in Europe policy.

GLOSSARY

APF	appropriated fund
AWS	alternative work schedule
BBA	business-based action
BDU	battle dress uniform
CAC	Common Access Card
CENTCOM	United States Central Command
CFC	contracted field courses
CIF	central issue facility
CIVTRACKS	Civilian Tracking System (automated)
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CONUS	continental United States
CPAC	civilian personnel advisory center
CPOC	Civilian Personnel Operations Center
CRC	CONUS replacement center
DA	Department of the Army
DD/EFT	direct deposit/electronic funds transfer
DDLDC	deployed distance learning center
DL	distance learning
DMD	deployment manning document
DOD	Department of Defense
DSSR	Department of State Standardized Regulations
EAP	employee assistance program
EE	emergency essential
EOD	entrance on duty
ERMC	United State Army Europe Regional Medical Command
FECA	Federal Employees' Compensation Act
FEGLI	Federal Employees' Group Life Insurance
FEHB	Federal employees health benefits
FM	field manual
FPD	foreign post differential
HHG	household goods
HIV	human immunodeficiency virus
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
ID	identification
JTR	Joint Travel Regulations
LHWCA	Longshoremen and Harbor Workers' Compensation Act
LN	local national
LQA	living quarters allowance
MAC	Military Airlift Command
MACOM	major Army command
MMT	mobile training teams
MTF	medical treatment facility
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NBC	nuclear, biological, and chemical
NTE	not to exceed
OCONUS	outside the continental United States
PHS	Public Health Service
PX	post exchange
R&R	rest and recuperation
RIF	reduction in force
SF	standard form
SMA	separate maintenance allowance
SOFA	status of forces agreement
SOP	standing operating procedure
TAPES	Total Army Performance Evaluation System
TCS	temporary change of station

TDY	temporary duty
TSP	Thrift Savings Plan
TTP	tactics, techniques, and procedures
UCMJ	Uniform Code of Military Justice
U.S.	United States
USC	United States Code
USEUCOM	United States European Command