

Army in Europe Pamphlet 690-47-1

Civilian Personnel

Civilian Deployment Handbook

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United States Army Europe
United States Army Installation Management
Command, Europe Region
Heidelberg, Germany**

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FOREWORD

Our deployed civilians fill a vital role supporting overseas contingency operations. Army civilians have deployed in support of military operations throughout history, but never to the degree that is occurring today. In the past, civilians were deployed to established theaters of operation where conditions were relatively stable. This is no longer the case.

Today, more and more civilians accompany our forces in the early stages of contingency operations. These employees perform critical logistic and support tasks that allow Soldiers to devote their time to warfighting missions. In recent years, civilians have supported deployed operations in Afghanistan, Africa, the Balkans, and Southwest Asia for extended periods. Our command relies on the expertise of the deployed civilian workforce to accomplish its combat operations.

The Department of 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. This pamphlet provides answers to questions about the policy and procedures that govern the deployment of Army civilians.

Civilians are an important part of the Army team. Managers and commanders must understand how to maximize the skills of these employees to support our missions.

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Document Management

Summary. This pamphlet provides information on policy and procedures for Army civilians who are deployed in support of contingency operations.

Summary of Change. This revision provides updated information on civilian deployment policy.

Applicability. This pamphlet applies to Army civilians in Europe, and their supervisors and managers.

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 pamphlet 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 website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the USAREUR G1 (AEAGA-CE, DSN 375-2548). Users may suggest improvements to this pamphlet by sending DA Form 2028 to the USAREUR G1 (AEAGA-CE), Unit 29331, APO AE 09266-9331.

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Introduction

This pamphlet has been prepared to inform Army civilians, supervisors, managers, and commanders about policy and procedures that affect civilian deployment. Information in this pamphlet applies to deployments outside the continental United States in support of military exercises.

Authority to Deploy

When the need for a particular skill arises, Army civilians with the required skills who have been pre-identified for possible deployment (for example, those serving in emergency essential (EE) positions or who otherwise volunteer for the particular assignment) will be assigned such duties before other employees. If such an employee is not available, an Army civilian employee may be involuntarily deployed.

Army and DOD policy grant management the authority to direct and assign civilians, voluntarily or involuntarily, to accomplish the DOD mission. This authority does not depend on the position held by the employee being pre-identified as occupying an EE position or the position being designated EE because of a crisis. Civilians may be required to perform combat-support or other crisis-essential functions. Management may direct an employee to perform these functions even if the employee has never signed or refuses to sign an EE agreement to perform such functions. If the employee refuses to perform such functions until he or she is relieved by an appropriate authority, management may take appropriate administrative action against the employee, including separation from Federal service.

Emergency-Essential Designation

An EE position is a position-based designation to support the success of combat operations or the availability of combat-essential systems in accordance with Title 10, USC, Section 1580. Since it requires uninterrupted performance to provide immediate and continuing support for combat operations, the position may not be converted to a military position.

An EE employee is a civilian employee who occupies a position designated as EE and who has signed DD Form 2365.

Usually EE positions are identified by management before they are filled. Unforeseen circumstances or the nature of a particular crisis may, however, make it necessary to identify positions as EE that were not previously identified as such.

All deploying civilians must sign an EE agreement. If an employee refuses to sign the agreement and has special skills and expertise that make it necessary to send that employee on the assignment, management may direct the employee to be placed on involuntary temporary duty (TDY) to the location where the special skills are required. Management does not require a signed agreement by the employee to direct this involuntary TDY.

All civilian employees deploying to combat operations or crisis situations are considered EE, regardless of their volunteer status or whether or not they have signed an EE agreement. Deployed employees will be in an EE status for the duration of the assignment.

Command and Control

Command-and-control relationships often change to meet the needs of particular deployments. Therefore, what may be the appropriate command-and-control structure during peacetime or at the employee's normal place of duty may need to be changed during a crisis or a TDY assignment. During deployment, civilians are under the direct command and control of the onsite supervisory chain, which has the authority to perform normal supervisory functions (for example, those related to task assignments and instructions, initiating and effecting minor disciplinary actions such as verbal and written counseling). Serious disciplinary actions must be coordinated with the home-station supervisor. The onsite supervisor must properly advise all employees of their chain of command. Performance plans and job objectives will be issued and evaluations prepared for deployed civilians in accordance with applicable National Security Personnel System regulations.

Legal Assistance

Deploying civilians and their Family members are entitled to free legal assistance from military legal offices. Legal-assistance services include preparing wills and powers of attorney, tax assistance, and legal advice on matters related to the employee's deployment.

Legal assistance will be provided to eligible employees and their Family members at home station or at any other military facility convenient to the deploying employee or Family member to the same extent it is available to military personnel. The preference is for legal assistance to be provided at home station whenever possible.

Family Assistance

The goal of the Family Assistance Program is to provide support services to eligible Family members at or near their hometown or home installation. Families should contact the installation Army Community Service (ACS) office for assistance. These services normally include the following:

Predeployment Assistance

- Orientations on available assistance.
- Assistance for single parents and dual-deploying parents in preparing Family care plans.
- Coordination with local human-service assistance agencies.
- Identification of Families with major problems that require special assistance.

Deployment Assistance

- Assistance to casualty assistance officers (CAOs) on how to support survivors.
- Assistance for Families that are relocating.
- Support of Families remaining in the European theater.
- Sponsors for Families with special needs.
- Assistance to commanders (providing information about major problems).

Post-Deployment Assistance

- USAREUR 7-Day Model.
- Reunion training for Families.
- Briefings on relevant topics (for example, health threats, potential signs and symptoms of distress, legal and finance matters, suicide awareness).
- Establishment of support groups to deal with reintegration issues.

Military One Source (MOS)

MOS is a 24-hour-a-day, 7-day-a-week, toll-free information and referral telephone service available to Active Army, Reserve, and National Guard Soldiers; deployed civilians; and their Families worldwide. MOS provides information about issues ranging from everyday concerns to deployment and reintegration. Additionally, if face-to-face counseling is needed, MOS will provide referrals to professional civilian counselors. In the European theater, face-to-face counseling is provided using existing medical treatment facility-contracted marriage and Family counselors. MOS supplements installation-based services and is also a tool to provide Families residing off the installation access to services. The MOS telephone number when calling from England, Germany, Italy, and the Netherlands is 00-800-464-81077. Callers who have difficulty with this number should call the local operator and make a collect call to 484-530-5889.

Religious Support

Each deployed unit or activity is included in the comprehensive religious-support plan of the unified combatant command that it supports. As such, a specific chaplain is assigned to provide religious support for each deployed unit or activity. An area is usually designated within the deployed location for religious support (for example, worship services, pastoral care). Civilian employees should look for the chaplain in the designated area or request religious support through the deployed commander.

Awards and Medals

Civilians supporting theater operations continue to be eligible to receive the normally appropriate monetary awards and many honorary civilian awards as described in AR 672-20, chapter 8. In addition, there may be theater-specific awards for which an employee may be eligible that especially developed to recognize qualifying civilians for their service and accomplishments while deployed with their military counterparts. These awards currently include the Global Overseas Contingency Operations Civilian Service Medal, the NATO Medal, and the Armed Forces Civilian Service Medal. More information can be obtained at <http://www.per.hqusareur.army.mil/cpd/awards/deployedcivilians.aspx>.

Incentives

The command with responsibility for the theater of operation or the command from which the employee is deploying may authorize the use of incentives to fill deployed vacancies. Incentives may include relocation, recruitment, or retention incentives or extensions of overseas tours. Information about incentives authorized in the European theater is available at http://www.per.hqusareur.army.mil/cpd/contingency_info/default.aspx. Incentives must be approved before the effective date of the employee's assignment to the deployed position.

Temporary Change of Station (TCS) and Temporary Duty (TDY)

TCS is a temporary assignment authority that requires approval by the appropriate unified combatant command (for example, United States European Command (USEUCOM), United States Central Command (USCENTCOM)). TCS may be used if the assignment will last at least 6 months but will not exceed 30 months. The home station will prepare travel orders for civilians deploying to support military operations in a TCS status. Commanders must ensure that TCS has been authorized for the location to which the employee is deploying and must carefully review the contents and requirements of the Joint Travel Regulation (JTR) before issuing orders. A TCS changes the official duty station of the employee to the deployed location. Per diem for incidental expenses is not authorized for TCS assignments, nor is living quarters allowance (LQA) for Family members residing in the European theater.

TDY is used for short-term requirements (usually for periods of up to 179 days, which may be extended for up to 364 days if justified). The in-theater commander has authority to extend the initial TDY beyond 179 days or to reduce the tour length to less than 179 days. TDY of more than 180 days in one duty location is authorized by the JTR, volume II, paragraph C4430. DD Form 1610 will be prepared according to the JTR, chapter 3, part D. The home station will prepare the travel orders. Employees on TDY will continue to receive post allowance at the European theater rate for the first 30 days of deployment. After the first 30 days, the allowance will be adjusted to only the number of Family members residing in the European theater.

Processing and Departure

Civilians must complete many prerequisites before deploying. These include medical screening, training, and equipment issue. The supervisor and the servicing civilian personnel advisory center (CPAC) will help the employee identify and complete predeployment requirements. DA Form 7425 must be completed to ensure all predeployment requirements are met. DA Form 7425 is available online at <http://cpolrhq.belvoir.army.mil/eur/index.htm> (click on *Reference Library*, then *DA Forms (DA)*).

Employees who will deploy must contact the servicing CPAC to schedule a meeting with a human resources (HR) representative. The CPAC HR representative will explain the requirements and entitlements of the deployment and will help the employee register in the Defense Civilian Personnel Data System (DCPDS) and the Army Civilian Emergency Contact Database (ECD). The HR representative will give the employee a certificate of medical examination (SF 78). The employee must schedule a pre-deployment physical with the appropriate medical facility. The CPAC will also give the employee the documents required to obtain a Geneva Convention common access card (CAC) at the ID card office.

The deploying employee's organization will prepare the employee's travel orders and a public voucher requiring approval by the appropriate resource management office. The employee must take the voucher to the finance office to receive funds to purchase uniforms and other required clothing, patches, ID tags, and other items at the military clothing sales store. The employee will receive other required equipment (referred to as "TA 50") at the central issue facility. The supervisor must review and sign part C of DA Form 7425 to verify that predeployment requirements have been completed before the employee's actual deployment.

After the supervisor has signed the completed DA Form 7425, the employee must return to the servicing CPAC with copy of it, a copy of the completed medical (physical examination) forms, and a copy of the travel orders. The CPAC will add these documents to the employee's deployment packet. The CPAC will keep a copy of the deployment packet in the CPAC and provide a copy of the complete deployment packet to the employee to hand-carry to the theater of operation.

Deployment Training

Predeployment training is designed to prepare employees for the theater of operation and will vary based on the area. The unified combatant command or Army service component command that has Title 10, United States Code (USC), responsibility for the area (for example, USCENTCOM for Southwest Asia, USAREUR for the Balkans) will determine the minimum training requirements. The minimum training requirements that must be completed before any deployment are as follows:

- Antiterrorism/force-protection training, level 1, category 2.
- Country orientation.
- Drivers training and licensing.
- Media-awareness training.
- Mine-awareness training.
- Nuclear, biological, and chemical training.
- Training on the rules of engagement.
- Weapons training (if required).

Functional and other professional-development training not directly related to the deployed mission usually will not take place during the deployment. Employees may, however, request priority consideration for centrally funded courses offered through the United States Army Civilian Human Resources Agency, Europe Region, when they return from deployment.

Civilian ID Cards

All civilian personnel must have a CAC with the proper Geneva Convention category when they deploy. The Geneva Convention CAC is different from the normal CAC. The employee's home station will issue the CAC, which is required for access to U.S. Government facilities and for privileges afforded to military and U.S. Government civilians. This card is valid only while serving in the theater of operation.

Passports and Visas

Employees deployed overseas to support military operations will be required to carry a passport at all times when traveling. In addition to the red "No Fee" passport received by filing DD Form 1056, civilians may be authorized reimbursement for the standard blue passport for use in passing through countries not friendly to the United States. This determination will be made on a case-by-case basis and is contingent on the area and circumstances of deployment. Although charges for passports and visas are usually reimbursed, fees or charges for legal services required by local laws are not reimbursable. Reimbursement for authorized costs to obtain the blue passport may be obtained by completing SF 1034. EE employees will maintain current official (red) and tourist (blue) passports at all times. Requirements for visas will be determined by the countries of deployment, and travel and will be obtained from the embassies of those countries before deployment. The employee must submit applications for passports and visas at their home station.

Tracking Civilian Deployments

All assignments of Army civilians deployed in support of military operations or exercises must be documented in the DCPDS. Supervisors and managers must initiate a request for personnel action accompanied by an electronic copy of travel orders for each deployed civilian. Supervisors and managers should contact their CPAC for specific information on processing these actions.

Medical Screening and Processing

Employees who will be deployed for at least 30 days or who will travel to deployed areas on short trips at least quarterly must pass a physical examination. The physical examination will be based on the functional requirements of the job to ensure the employee is fit for duty before deploying. The physical examination will include completing DD Form 2807-1 and either SF 78 or DD Form 2808.

AE Regulation 690-47, paragraph 6f, prescribes criteria for medical deployability. It specifies medical screening, processing, immunizations, and physical-condition requirements. The physical examination for civilians must concentrate on the specific physical requirements identified by the supervisor in the deployed area as critical to job performance. The supervisor must ensure that the requirements are properly identified on forms required for the physical examination. Commanders should also consider specific medical-treatment requirements or other special needs (such as special diets or assistance) when making determinations about the deployment of civilians.

Emphasis will be placed on diagnosing auditory, cardiovascular, dermatological, endocrine, neurological, orthopedic, psychological, pulmonary, and visual conditions that may prevent the employee from performing related functional requirements. Predeployment and postdeployment physical examinations will be at no cost to the employee when they are conducted at a United States Army Medical Command facility. These examinations are administered for the safety of the deploying individual and to protect him or her in case of a deployment-related injury or illness.

In addition to the physical examination requirement above—

- All deploying individuals will be required to take immunizations or medications that are required for deployment to the theater of operation. Women will be given a pregnancy test and must have negative results before other immunizations are given. (For example, anthrax and smallpox vaccinations may be required depending on the deployment location and duration.)
- All deploying individuals must have a dental panograph and deoxyribonucleic acid (DNA) sampling on file for identification purposes.
- Employees must ensure that all immunizations, tests, and other medical requirements are properly documented and forms signed by a physician. These documents will be included in the deployment packet.
- Army policy requires that an human immunodeficiency virus (HIV) test be administered involuntarily only if the country to which the civilian is deploying requires such testing.
- Individuals who need corrective lenses (glasses or contact lenses) must have an eye examination and will be issued optical inserts for the protective mask.
- Individuals should deploy with at least a 90-day supply of required medications in case there is a shortage of the medication in the theater of operation. Some medications may not be available in theater. Therefore, the individual may need to take a complete supply of the medications he or she needs. Part of the screening process will be to determine both the amount of medication being taken and its suitability in the theater environment.
- Deployed Army civilians are entitled to in-theater medical care (including pharmacy support) at no cost. The medical care provided to civilian employees must be equal to that given to military personnel. On redeployment, employees will be required to undergo a physical examination and to comply with all postdeployment screening, chemoprophylaxis medications, and tuberculosis (TB)-testing requirements.

Chemical Defensive Equipment Issue and Training

The theater commander will determine if civilians should be trained on and equipped with chemical defensive equipment. Training and equipment will be theater-specific and depend on the threat and the nature of the duties. When practical, the employee's home station will provide familiarization training on the use of the equipment.

Weapons and Training

Because DOD civilians accompanying the armed forces are at risk of enemy attack on a military objective, they may be issued Government-owned firearms for their personal protection. It is not a violation of the laws of war for EE employees to wear a uniform or carry a weapon for self-defense while accompanying a military force.

The theater commander (or designated representative) will determine if civilian employees should be issued firearms for the specific geographic location. Acceptance of weapons is voluntary for civilian personnel. Weapons will not be issued until appropriate training has been completed.

If issued, the weapon may be used only for the individual's personal protection. The issue of a weapon does not constitute authorization for a civilian employee to be assigned to guard duty or perimeter defense, or to engage in offensive combat operations.

NOTE: Under no circumstances may a civilian possess a personal firearm or ammunition in a deployed location.

Clothing and Equipment

Employees will be issued battle dress uniforms (BDUs) or desert camouflage uniforms (DCUs) as directed by the theater commander. Appendix B lists organizational clothing and individual equipment that may be available for issue. The determination of items to be issued and their amounts will be based on the specific circumstances of the deployment and will be determined by the theater commander. Personal clothing and personal-care items are the responsibility of the individual and will not be issued. Army civilians should bring work clothing if something other than BDUs or DCUs is required by their particular job.

Customs Processing Entrance and Exit Procedures

Civilian employees entering and exiting a country are subject to the customs-processing procedures established for that country. Entrance and exit requirements are country-specific and must be covered during deployment processing. Civilians are also subject to the reentry customs requirements of the United States or other country to which they are returning (for example, Germany).

Living Under Deployment Conditions

During major deployments, most individuals will live in field conditions, which are very different than normal civilian life. Field conditions are the same for Army civilians as for military personnel, commensurate with grade equivalency, as identified in the Geneva Convention. A general lack of privacy and little opportunity for recreation after duty hours should be expected.

Housing will often consist of tents or hastily constructed buildings. Food may be prepackaged rations or served in a military dining facility, which means that special diets may not be accommodated in some circumstances. Showers, if available, may be communal; otherwise, a bucket or helmet filled with water may be used for bathing.

Opportunities to call home or use Internet connections may be limited and mail deliveries may be delayed. Laundry service may be severely limited. The organized practice of religion may be restricted to services and assistance provided by the military chaplain. The onsite commander may impose special rules, policy, directives, and orders based on mission necessity, safety, and unit cohesion.

Depending on the theater and the threat or perceived threat, the onsite commander may impose a “lockdown” situation where employees may be restricted to an area designated by the commander. To be enforceable, these restrictions must be considered reasonable under the circumstances of the deployment.

The host nation may also impose special laws and rules that must be followed. Specific customs, traditions, and restrictions of the host nation will be addressed in the predeployment briefing.

Status of Forces Agreement (SOFA)

A SOFA is a negotiated relationship between two or more countries wherein the host nation accords certain rights and responsibilities to members of the U.S. Forces and accompanying civilians.

Many violations of host-nation laws are also violations of U.S. laws. A SOFA provides the structure that will be used to determine which sovereign State may take punitive or other actions under the applicable law, rule, or regulation. This structure may provide for immunity from host-nation law or provide a description of which offenses will remain subject to prosecution by the host nation. There are many forms that this jurisdictional arrangement may take, but all provide jurisdictional protections and procedural safeguards for U.S. personnel.

The host nation will frequently retain the right to prosecute U.S. personnel for offenses that are exclusive violations of host-nation law.

Discipline

The Uniform Code of Military Justice (UCMJ) defines military criminal law. Military criminal law is similar to civilian criminal law in the United States. For example, most offenses that are crimes under civilian law are also crimes under military law. However, some offenses are particular to military law (for example, absence without leave or violation of a lawful order). There are also some similarities in the procedural rights of the accused under both military and civilian law.

Individuals who fall under the jurisdiction of the UCMJ are limited by their status at the time they commit a military crime. Active Army Soldiers and retired members of a regular component of the Armed Forces who are entitled to pay are subject to the UCMJ at all times. Reserve component Soldiers are subject to military law when in Federal service. Generally, civilian employees will not be subject to military law while deployed.

Army civilians are subject to normal administrative disciplinary procedures. Civilians are subject to the chain-of-command and disciplinary procedures are the responsibility of the onsite supervisor in coordination with the home-station supervisor. In cases requiring suspension or removal, the discipline may be administered at the employee’s home station.

Geneva Convention Prisoner-of-War Status

The 1907 Hague Convention and the 1949 Geneva Convention are rules that were developed by the international community to better define the laws of warfare. These agreements codified customary rules and established new requirements. These documents provide principles that are firmly grounded in international law. Under the Geneva Convention Relative to the Treatment of Prisoners of Wars, civilians captured by hostile forces while accompanying military forces in the field, regardless of whether carrying a weapon for self-defense or wearing a uniform, are entitled to be protected as prisoners of war (POWs). These protections are accorded to persons accompanying the Armed Forces without actually being members thereof if they have received authorization from the Armed Forces they accompany and have been provided an ID card, most notably a CAC with Geneva Convention annotation. Since the issue of an ID card is significant, all civilians accompanying the Armed Forces must be issued a Geneva Convention CAC.

Once provided the status of being a POW, the full protections, privileges, and responsibilities of this convention will apply.

Pay and Benefits

Sure Pay

To ensure the continuation of pay while detailed to support military operations in the field, DA policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home installation before deployment. Once under the 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. The employee's servicing Defense Finance and Accounting Service (DFAS) center will reimburse the employee for any errors caused by the Government that result in charges to the employee by a financial institution. Letters of explanation will be sent to the recipients of any dishonored checks explaining that the dishonored check was the result of Government error, not an error on the part of the individual.

Salaries

Salaries for civilians are not tax-free while the employee is deployed. Likewise, salary deductions (such as for Federal and State income taxes or social security taxes) do not change while deployed. If a civilian is in a "missing" status, his or her pay and allowances will continue. Missing is defined as *missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against one's will*. Civilians are entitled to receive the same pay and allowances to which they are entitled at the time they were declared missing and to which they would become entitled thereafter.

Maximum Salary Limitations (Pay Cap)

Employees may receive premium pay only to the extent that the payment does not cause their total basic pay and premium pay to exceed the greater of the maximum rate of basic pay for the GS-15, step 10, grade level (or applicable National Security Personnel System (NSPS) pay band), including any locality adjustment or applicable special salary rate, or pay rate for level V of the Executive Schedule. The authority to waive the biweekly pay limit in emergency or mission critical situations has been delegated to the CG, USAREUR/7A. If the biweekly cap is waived, the employee will be subject to the annual maximum rate of a GS-15, step 10 (or applicable NSPS pay grade), or level V of the Executive Schedule. Danger pay is not subject to the premium pay cap. The pay cap does not apply to wage grade employees.

Aggregate Limitation on Pay

Aggregate-pay limits restrict an employee's total compensation to the rate payable for level I of the Executive Schedule at the end of the calendar year. Specifically, no Executive Branch employee may receive discretionary pay (allowance, bonus, differential, award, or other similar payment) in combination with basic pay that would cause the aggregate compensation to exceed the above limit. The following are considered discretionary pay:

- Allowances based on environmental conditions.
- Danger pay.
- Incentive and performance-based awards.
- Post differential.
- Recruitment and relocation bonuses.
- Retention allowance.
- Supervisory differentials.

Discretionary payments (except for retention allowances) may be deferred if any part of the payment would cause the employee to exceed the rate payable for level I of the Executive Schedule during the calendar year. These payments must be paid to the employee in a lump sum at the beginning of the following calendar year. If they cannot be deferred, any amount greater than level I of the Executive Schedule may not be paid.

Hostile-Fire Pay

The Principle Deputy Under Secretary of Defense (Personnel and Readiness) has the authority to designate areas where DOD civilians are subject to hostile fire. In these areas, local commanders may certify that an employee meets one of the following criteria and is thereby authorized hostile fire pay:

- The employee was subject to hostile fire or the explosion of hostile mines.
- The employee was on duty in an area in which he or she was in imminent danger of being exposed to hostile fire or the explosion of hostile mines and in which, during the period of duty in that area, other employees were subject to hostile fire or the explosion of hostile mines.
- The employee was killed, injured, or wounded by hostile fire, the explosion of a hostile mine, or any other hostile action.
- An employee who is injured or wounded by hostile fire and is hospitalized for the treatment of the injury or wound may continue to be paid hostile fire pay for up to 1 year after the date on which the employee is first hospitalized.
- An employee who is receiving a post differential under Section 5925, of Title 5, USC, for exposure to political violence or is receiving a danger pay allowance under Section 5928, Title 5, USC is not eligible for hostile fire pay.

NOTE: The procedures for claiming hostile-fire pay are explained at the end of the paragraph on danger pay.

Premium Pay

Overtime

During deployment, employees may be required to work longer hours than their normal work schedule (8-hour day or 40-hour week). The deployed commander will establish the official workweek and determine any overtime requirements (in coordination with the home station when appropriate). Overtime hours will be requested and approved in advance except in emergencies.

Under NSPS the payable overtime rate is calculated from an employee's adjusted salary (base salary plus local market supplement). Currently, most employees in the overseas area do not receive a local market supplement so the overtime rate would be based on the employee's base salary. Based on the pay band level to which an employee is assigned, the overtime hourly rate is either the employee's hourly rate of pay or the hourly rate of pay multiplied by 1.5. Overtime under field conditions is considered occasional or irregular for payroll purposes.

Employees who are exempt from the Fair Labor Standards Act (FLSA) (designated by an "E" in the FLSA code block of their leave and earnings statement) may be granted compensatory time in lieu of overtime. Wage grade employees cannot be granted compensatory time.

NOTE: Total overtime plus base pay may not exceed the pay cap discussed above. Employees are not entitled to overtime pay when in a "lockdown" situation after duty hours unless work is actually performed. Also, employees in an on-call status do not earn overtime unless they are called to duty.

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.

Holiday Pay

Holiday pay is paid for work performed on holidays that corresponds with the employee's normal tour of duty. Holiday pay is equal to twice the normal rate of pay.

Foreign Post Differential

Employees assigned to work in foreign areas where the environmental conditions either differ substantially from U.S. conditions or warrant added compensation as a recruiting and retention incentive may be eligible for foreign post differential (FPD). A post differential is established for any place when, and only when, the place involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination. The payment of FPD for employees who are on TDY orders normally begins on the 43d day and is usually not retroactive. For employees serving on TCS orders, FPD begins on the day of arrival. Occasionally, the State Department will authorize a different payment schedule. The FPD is exempt from the biweekly pay cap, but is included in the annual aggregate limitation. It is paid as a percentage of the basic pay rate, not to exceed 35 percent of the basic pay. The Secretary of State determines areas entitled to receive FPD and the FPD rate for that area. The Secretary of State also determines how long the rate will be in effect. Different areas in the same country can have different rates.

NOTE: The procedures for claiming FPD are the same as for claiming danger pay as discussed below.

Danger Pay

Civilians serving in or assigned to foreign areas designated for danger pay by the Secretary of State will receive danger pay. Danger pay is designated when civil insurrection, civil war, terrorism, or wartime conditions threaten physical harm or imminent danger to the health or well-being of most of the employees stationed in or detailed to that area. The allowance will be a percentage of the employee's basic compensation at the rate of 15, 20, 25, or 35 percent as determined by the Secretary of State. This allowance is in addition to any FPD prescribed for the area, but in place of any special-incentive differential authorized for the post before its designation as a danger-pay area.

Danger pay allowance commences on the date of designation by the Secretary of State for employees present at the post on assignment or detail, and on the date of arrival at post for subsequently assigned or detailed employees or for employees returning to post after temporary absence. Danger pay will terminate at the close of business on the day the Secretary of State removes the danger-pay designation for the area or on the day the employee leaves the post for any reason for an area not designated for danger pay. Danger pay is not subject to pay caps.

NOTE: Under circumstances defined by the Secretary of State, danger pay may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense as eligible for imminent danger pay. The Secretary of State will define the area of application for civilian employees. The amount of danger pay will be the same flat-rate amount paid to uniformed military personnel as imminent danger pay.

Claiming Hostile Fire Pay, FPD, and Danger Pay

The confirmation letter sent by the CPAC to the employee when the employee is selected for deployment will indicate all entitlements for which the employee is eligible. During the predeployment briefing at the servicing CPAC, the HR specialist will answer questions about entitlements and explain how and when to file for allowances. The CPAC will give SF 1190 and foreign location record (FLR) documents to the employee and ensure that the employee understands how to complete them. To initiate the payment of allowances, the employee must submit SF 1190, with signatures of both the employee and the supervisor, and the FLR to the servicing CPAC within 1 week after arrival at the deployed location. The employee is required to submit a new SF 1190 and FLR each time he or she leaves the deployed location or is relocated to another deployed location where entitlements may differ. The employee must also make a final submission within 4 weeks after permanently leaving the deployed location. Specific questions about procedures for claiming entitlements or completing required forms should be addressed to the deployed HR representative or the servicing CPAC.

Restoration of Annual Leave

Service by a DOD EE employee in a combat zone has been classified as an "exigency of the public business" for the purpose of restoring forfeited annual leave. Annual leave forfeited by an employee because of service in a combat zone, whether or not it was scheduled in advance, will be automatically restored. This relieves employees and supervisors from the administrative burden of scheduling, canceling, and restoring excess annual leave in these situations.

To restore annual leave forfeited at the end of the leave year, the employee's supervisor must submit a memorandum requesting restoration to the servicing CPAC. The memorandum must include the number of hours forfeited and the reason for restoration (in this case, "service in a combat zone") and should be submitted within 30 days after the leave is lost. The servicing CPAC will forward the memorandum to the DFAS to restore the leave. Restored annual leave must be scheduled and used by the end of the leave year ending 2 years after the termination of the exigency.

Rest-and-Recuperation (R&R) Leave Travel

The policy for designating locations eligible for funded R&R leave transportation for civilian employees is the same as that for military R&R leave. Civilians must be serving on an assignment of at least 180 days and must have served at least 60 days in the location before taking R&R leave. For civilians, R&R is chargeable to annual leave, compensatory time, or leave without pay (LWOP).

Medical Care and Federal Employees' Compensation Act Benefits

All permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employees Health Benefits (FEHB) Program. The FEHB helps protect employees and Family members from the expenses associated with illnesses and accidents. Employees must register for the FEHB during regularly designated "open seasons." This means that employees cannot initiate coverage because of deployment.

Employees are, however, permitted to select another health plan if they are currently insured under a health maintenance organization (HMO) arrangement and one or all of their Family members are moving out of the HMO-serviced area. Employees under HMOs should consider choosing a fee-for-service plan if their Families will be moving outside the HMO-serviced area during their deployment. In either case, employees are encouraged to continue medical coverage for their Families.

The Federal Employees' Compensation Act (FECA) (Workman's Compensation) also automatically covers civilian employees. Employees who suffer injury or death while deployed may receive benefits provided by the FECA. Civilian employees who sustain a traumatic injury during the performance of duty must notify the onsite supervisor as soon as possible and complete Form CA-1. The form should be completed as soon as possible but no more than 30 days after the injury occurs. If the employee is incapacitated, someone acting on his or her behalf may submit Form CA-1. If the injury requires medical treatment, the employee may obtain Form CA-16 from the supervisor. The employee should seek required medical treatment as soon as possible.

Army civilians who require treatment for disease or injury sustained during deployment will be provided care at no cost. The care will be equivalent to that received by Active duty military personnel.

Employees who have an occupational disease or illness that is believed to be job-related or related to a specific deployment must complete Form CA-2. Form CA-2 should be completed within 2 days after becoming aware that the condition is job-related.

Supervisors who receive Form CA-1 or Form CA-2 from their employees must complete the supervisory portion of the form and send it to the appropriate injury compensation program administrator.

Information on the FECA may be obtained from servicing CPACs and online at <http://cpol.army.mil/library/permis/2541e.html>.

Federal Employees Group Life Insurance (FEGLI)

Federal civilian employees are eligible for coverage under the FEGLI Program. Death benefits (under basic and all forms of optional coverage) are payable regardless of the cause of death. The Office of Personnel Management (OPM) has provided clarification on FEGLI payment for death or dismemberment that results from an individual's presence in a combat zone. The OPM has confirmed that civilian employees who are sent to a war or combat zone in a support capacity keep their FEGLI coverage, including accidental death and dismemberment (AD&D) coverage. AD&D benefits are payable unless the individual is involved "in actual combat." Army civilians carrying a sidearm for personal protection are not considered to be in actual combat. Each situation will be reviewed individually and the specific details of the death or dismemberment will be the determining factors for the payment of claims.

Information on the FEGLI is available at <http://www.opm.gov/insure/life/>. FEGLI booklets are available for downloading from this website. Employees who want to obtain or increase FEGLI optional insurance should consult their servicing CPAC about eligibility and evidence of insurability.

Reminder. Employees should review their personal life insurance policy for coverage during deployments or contingencies.

Designation of Beneficiaries. Employees should review the following forms at their servicing CPAC before deployment:

- SF 1152, Designation of Beneficiary (Unpaid Compensation of Deceased Employee)
- SF 2808, Designation of Beneficiary (Civil Service Retirement System)
- SF 2823, Designation of Beneficiary (Federal Employee's Group Life Insurance Program)
- SF 3102, Designation of Beneficiary (Federal Employees Retirement System)
- Thrift Savings Plan (TSP), Form 3, Plan Designation of Beneficiary

NOTE: SF 2808 and SF 3102 are required for the payment of lump-sum benefits or unpaid annuity.

Tour of Duty/Hours of Work

In this pamphlet, “tour of duty” and “hours of work” are used interchangeably for the hours of a day (a daily tour) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled workweek. The authority for establishing and changing tours of duty for civilian employees is delegated to the theater commander or his or her representative. The duration of the duty will depend on the particular operation and will be established by the theater commander.

On-Call Duty

During crises, the nature of the work may require employees to be “on call” because of emergencies or administrative requirements that may occur outside established workhours. Onsite commanders may designate employees to be available for such a call while off duty. The designation of employees for this purpose will follow the following guidelines:

- A definite possibility that the services of the designated employee may be required should exist.
- On-call duties required of employees will be brought to the attention of all employees concerned.
- If more than one employee may be used for on-call service, the designation will be made on a rotating basis.
- On-call duty should not unduly restrict movement.

The designation of employees to be “on call” or in an “alert” status will not in itself serve as a basis for additional compensation (for example, overtime, compensatory time). If an employee is called in, the employee must be compensated for at least 2 hours.

Job Security

After satisfactorily completing the initial TDY or TCS tour and any approved extensions, permanent employees will be returned to their former positions or other positions in the European theater. The organization is responsible for placing returning employees. If the employee's position has been abolished, the employee will be returned to a position of like seniority, status, and pay, but will not be exempt from formal reduction-in-force (RIF) procedures.

If a RIF occurs immediately before or during the deployment, individuals who deployed to support the operation must compete with individuals in their competitive area for retention. If deployed individuals are identified for separation through RIF procedures, the separation will be delayed until an appropriate notice period after the employee returns from the deployment.

Army civilians whose overseas tour expires while they are deployed to support official missions will have their overseas tour administratively extended for up to 1 year after the date they return from deployment. This one-time adjustment is to allow for their registration in the DOD Priority Placement Program and, if applicable, have tour-extension decisions made by their commander.

Casualty Status

A casualty is *any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing in action, beleaguered or besieged, or detained*. An organization surrounded by a hostile force preventing its members from escaping is *beleaguered*. An organizational element that has been surrounded by a hostile force compelling it to surrender is *besieged*.

Army civilians killed in the line of duty are entitled to many of the same benefits as military personnel. Mortuary benefits for eligible employees include the following:

- Search, recovery, and identification of remains.
- Disposition of remains.
- Removal and preparation of remains.
- A casket.
- Clothing.
- Cremation (if requested).
- A flag.
- An escort.
- Transportation of remains to the permanent duty station or other designated location.

Next-of-Kin Notification

Next-of-kin notification will be made if an employee dies, is missing, or is unable to express his or her desires after becoming ill. The casualty-assistance center will handle the notification promptly in an appropriate, dignified, and understanding manner. After official notification by the casualty-assistance center, local commanders may contact the next of kin to express condolence and offer assistance. CAOs will be appointed when necessary. The CPAC chief will appoint a death-benefit counselor to help the CAO obtain benefits and entitlements for the next of kin. The local ACS is also available to provide assistance to the next of kin and eligible Family members.

Record of Emergency Data

As part of predeployment processing at the home station, employees must complete DD Form 93. If an employee becomes a casualty, the information on DD Form 93 will be used to properly notify the next of kin. Contact information must be kept updated in the ECD at <https://www.cpol.army.mil>.

Redeployment Procedures

After completing deployment or receiving any other type of authorized release, employees will be returned to the location from which they deployed. AE Regulation 600-8-109 requires all returning civilians to complete certain post-deployment tasks. The time spent participating in scheduled reintegration activities is considered duty time. When employees are not participating in reintegration activities, they must return to work or be in an approved leave status. These employees should be allowed liberal use of annual leave, compensatory time, or LWOP during the 7-day reintegration period when reintegration activities are not scheduled.

Reintegration activities include the following administrative actions:

- Medical screening. Civilians will be required to complete a physical examination on redeployment.
- Debriefing.
- Return of clothing, equipment, and Geneva Convention CACs.
- Accountability in the DCPDS.
- Return-to-duty counseling at the servicing CPAC. Topics covered in the counseling will include the following:
 - √ Review of overseas tour dates to determine if a tour extension decision is required or if an adjustment to the rotation date is warranted.
 - √ Health insurance.
 - √ Pay issues, such as FPD, danger pay, and imminent-danger pay, when applicable.
 - √ LQA, if applicable.
 - √ Office of Workers' Compensation Program counseling, if applicable.
- Postdeployment stress counseling.
- Welcome-home ceremonies and recognition. Commands are responsible for conducting appropriate ceremonies to formally recognize civilians for their achievements.

Leave Policy

Civilians must return to work on full-day schedules when not participating in reintegration activities. Military half-day schedules do not apply to civilians. Civilians who wish to take personal time off must request and receive approval of leave. Although military block leave is not appropriate for civilian employees, supervisors should use a liberal-leave policy for returning civilian employees who wish to take personal time off when consistent with mission needs. Annual leave accrued and lost while deployed may be restored on the employee's return to the home station, even if the leave was not formally scheduled and disapproved. Restored annual leave must be scheduled and used by the end of the leave year ending 2 years after the employee returns from deployment.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Title 5, USC, Government Organization and Employees

Title 10, USC, Armed Forces

Uniform Code of Military Justice
<http://www.au.af.mil/au/awc/awcgate/ucmj.htm>

Joint Travel Regulation
<http://www.defensetravel.dod.mil/perdiem/>

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

AR 672-20 and AE Supplement 1, Incentives Awards

AE Regulation, 600-8-109, Reintegration Operations

AE Regulation, 690-47, Deployment and Redeployment

SECTION II FORMS

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

Form CA-2, Notice of Occupational Disease and Claim for Compensation

Form CA-16, Authorization for Examination and for Treatment
(NOTE: CA forms are available at *<http://www.dol.gov>*)

SF 78, United States Civil Service Commission Certificate of Medical Examination

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

SF 1152, Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee

SF 1190, Foreign Allowance Application, Grant, and Report

SF 2808, Designation of Beneficiary - Civil Service Retirement System

SF 2823, Designation of Beneficiary, Federal Employee's Group Life Insurance (FEGLI) Program

SF 3102, Designation of Beneficiary (Federal Employees Retirement System)

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 1610, Request and Authorization for TDY Travel of DOD Personnel

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

DD Form 2765, Department of Defense Uniformed Services Identification and Privilege Card

DD Form 2807-1, Report of Medical History

DD Form 2808, Report of Medical Examination

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 7425, Readiness and Deployment Checklist

TSP Form 3, Thrift Savings Plan - Designation of Beneficiary

APPENDIX B PREPARING FOR DEPLOYMENT

Items issued as required:

- Battle dress uniform or desert camouflage uniform (two sets):
 - √ Coat
 - √ Hat
 - √ Trousers
- Boots (two pairs)

Mission-oriented protective posture clothing and equipment:

- Gloves with inserts
- Hood, protective mask
- Overgarments, chemical (proper size required)
- Overshoes
- Protective mask and optical inserts

Individual equipment:

- Blankets (two)
- Canteens (two)
- Duffelbag
- First-aid case
- Individual belt
- Poncho
- Sleeping bag
- Waterproof bags (two)

Other required items and tasks (meet with the servicing Civilian Personnel Advisory Center):

- Attend entitlements briefing.
- Get common access card with updated Geneva Convention status.
- Get DOD civilian employee ID card (DD Form 2765).
- Pick up deployment packet to hand-carry to the deployed area.
- Provide travel orders.
- Register in the Army Civilian Tracking System and Emergency Contact Database.
- Review beneficiary forms.
- Sign emergency-essential mobility agreement.

Additional requirements:

- 90-day supply of prescription medications
- Dental panograph and deoxyribonucleic acid (DNA) sampling
- Dog tags (two)
- Family care plan
- Human immunodeficiency virus testing, if applicable
- NATO travel orders (if required)
- Passports
- Physical examination
- Shots and medical records
- Visas (if required)
- Weapons or sidearms familiarization training, if the theater commander authorizes and the employee accepts the weapon

Recommended personal items:

- Alarm clock (battery-powered)
- Blank checks (Banking facilities may not be available. Credit services will be available on a limited basis.)
- Disposable razors and shaving kit
- Extra batteries for radios and hearing aids
- Extra civilian clothing (about five sets: two casual, three for work (if required))
- Extra pair of glasses and sunglasses
- Games
- Government-issued credit card
- Insect repellent
- Nonprescription medication
- Personal-hygiene items (for example, deodorant, toothpaste)
- Radio (battery-powered)
- Sewing kit
- Shower shoes
- Socks (to be worn with boots)
- Soft shoes (if required for the job)
- Stationary and stamps
- Telephone calling card
- Towels and washcloths
- Underwear (enough for 2 weeks)
- Will and power of attorney
- Plastic bags in various sizes

NOTE: The lists in this appendix are not all-inclusive. They include only the most significant items or actions that should be taken before deployment.

**APPENDIX C
CIVILIAN PREDEPLOYMENT CHECKLIST**

ITEM	YES	NO
Protective clothing and uniforms received		
Chemical defense equipment ● Issued, including optical inserts ● Training		
Passports ● Official (Red) ● Tourist (Blue)		
Visas (if required)		
Register in the Army Civilian Tracking System		
Register in the Emergency Contact Database and complete DD Form 93		
Physical examination		
Vaccinations and medical records		
Deoxyribonucleic acid (DNA) sample		
Human immunodeficiency virus (HIV) test (if required)		
Dental panograph		
Dog tags (two)		
Geneva Convention common access card		
DOD Uniformed Services Identification and Privileges Card		
Weapons authorization (if authorized) ● Issued ● Training		
Family care plan		
Complete DD Form 2365		
Will		
Power of attorney (if required)		
Telephone calling card		
Government-issued credit card		
Personal medication (90-day supply)		
Extra pairs of glasses or contact lenses		
Review or update of life insurance		
Review and update beneficiary information		
Complete DA Form 7425		

NOTE: This appendix is not all-inclusive. It lists the most significant actions that should be taken before deployment.

APPENDIX D
EMERGENCY POINTS OF CONTACT

Use this page to list telephone numbers of people and offices to contact in an emergency.

Office Supervisor
Telephone number _____

Civilian Personnel Office
Telephone number _____

Emergency Operations Center
Telephone number _____

Spouse's Home
Telephone number _____

Spouse's Work
Telephone number _____

Family Friend
Telephone number _____

Others:

GLOSSARY

ACS	Army Community Service
AD&D	accidental death and dismemberment
BDU	battle dress uniform
CAC	common access card
CAO	casualty assistance officer
CG, USAREUR	Commanding General, United States Army Europe
CPAC	civilian personnel advisory center
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DCU	desert camouflage uniform
DD-EFT	direct deposit/electronic funds transfer
DFAS	Defense Finance and Accounting Service
DNA	deoxyribonucleic acid
DOD	Department of Defense
ECD	Emergency Contact Database
EE	emergency essential
FECA	Federal Employees' Compensation Act
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits Program
FLR	foreign location record
FLSA	Fair Labor Standards Act
FPD	foreign post differential
HIV	human immunodeficiency virus
HMO	health maintenance organization
HR	human resources
ID	identification
JTR	Joint Travel Regulation
LQA	living quarters allowance
LWOP	leave without pay
MOS	Military One Source
NATO	North Atlantic Treaty Organization
NSPS	National Security Personnel System
OPM	Office of Personnel Management
POW	prisoner of war
R&R	rest and recuperation
RIF	reduction in force
SF	standard form
SOFA	status of forces agreement
TB	tuberculosis
TCS	temporary change of station
TDY	temporary duty
TSP	Thrift Savings Plan
UCMJ	Uniform Code of Military Justice
USAREUR	United States Army Europe
USC	United States Code
USCENTCOM	United States Central Command
USEUCOM	United States European Command