

Army Regulation 690–11

Civilian Personnel

**Department of
the Army
Expeditionary
Civilian
Workforce
and Civilian
Deployments,
in Support of
Military
Contingency
and
Emergency
Operations**

**Headquarters
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Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 690–11

Department of the Army Expeditionary Civilian Workforce and Civilian Deployments, in Support of Military Contingency and Emergency Operations

This major revision, dated 8 November 2019—

- o Changes the regulation’s title to Department of the Army Expeditionary Civilian Workforce and Civilian Deployments, in Support of Military Contingency and Emergency Operations (cover).
- o Changes the name of the program from Department of the Army Civilian Expeditionary Workforce to Department of the Army Expeditionary Civilian Workforce (throughout).
- o Defines the mission of the expeditionary civilian workforce (chap 1).
- o Adds forms-management requirements (para 1–5).
- o Adds leadership roles, and updates roles and responsibilities of leaders (chap 2).
- o Adds a requirement for annual review of identified deployment positions (para 2–4*m*).
- o Adds expeditionary civilian workforce planning, and establishes criteria and procedures for data collection and reporting Department of the Army Civilians’ deployment readiness requirements (chap 3).
- o Defines Department of the Army deployment positions (para 3–1 and glossary).
- o Outlines requirements for training, deployment health assessments, and certain reporting requirements (paras 3–4 and 3–5).
- o Adds requirements to plan, program, and budget expeditionary civilian workforce requirements (para 3–6).
- o Adds policies on assignments, tour lengths, entitlements, benefits, Family support, and casualty notification and assistance (paras 4–2, 4–4, 4–5, 4–8, 4–9, and 4–10).
- o Defines employment rights and administrative time off (paras 4–3 and 4–6).
- o Revises policies for medical services and accountability tracking (paras 4–6 and 4–7).
- o Adds an internal-control evaluation checklist (app B).
- o Incorporates Directive-Type Memorandum 17–004 (throughout).


Civilian Personnel

Department of the Army Expeditionary Civilian Workforce and Civilian Deployments,
in Support of Military Contingency and Emergency Operations

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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Administrative Assistant
to the Secretary of the Army

History. This publication is a major revision.

Summary. This regulation establishes the roles and responsibilities on the mobilization, deployment planning, and management of Department of the Army Civilians in support of the Army's mission in all crisis situations; and implements Department of Defense Directive 1400.31, Department of Defense Instruction 1400.32, and Directive-Type Memorandum 17–004.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians and all other organizational entities within the Department of the Army. This regulation specifically

applies to all Department of the Army expeditionary and deploying Civilians of appropriated, and non-appropriated, fund positions. During mobilization, the proponent may change policies and procedures in this regulation. This regulation applies to peacetime planning for all military contingency operations, including peacekeeping and humanitarian operations from pre-emergency through partial, full, and total mobilization execution. It applies to all levels of Army commands with mobilization missions that include planning for the deployment and management of Department of the Army Civilian personnel paid from appropriated and non-appropriated funds. Commanders may follow this regulation as a guideline when appropriate to maintain non-appropriated fund support during mobilization. Foreign national support is subject to governing treaties and local agreements. This regulation excludes dual status Army National Guard and Reserve Technicians, Ready Reservists, military retirees subject to recall under DODI 1352.01, and contractors, except as allowed under an exception to policy.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting

unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–CPZ), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1 (DAPE–CPZ), 300 Army Pentagon, Washington, DC 20310–0300.

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

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Chapter 1

Introduction

1–1. Purpose

This regulation establishes policy and procedures, and assigns responsibilities for implementing Directive-Type Memorandum (DTM)-17–004, regarding the Department of Defense (DOD) Expeditionary Civilian Workforce (ECW), under the authority for emergency planning and preparedness, management function, and operation of the Department of Army (DA) Civilian workforce.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

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

1–6. Objectives

Primary objectives of this regulation include the following:

a. Establish policy to organize, train, recruit, clear, and equip pre-identified Department of the Army (DA) Civilians in a manner that facilitates the use of their capabilities for operational requirements. These requirements are typically away from the normal work locations of DA Civilians, or in situations where Civilians may be relocated to assist military forces where the use of Civilians is appropriate. The DA Expeditionary Civilian Workforce (ECW) Program was established to deploy civilians in support of military combat operations; contingencies; emergency operations; humanitarian missions; disaster relief; restoration of order; drug interdiction; and stability operations of DOD, herein collectively referred to as “expeditionary requirements,” and is in accordance with DTM 17–004.

b. Establish policy and responsibilities for the designation of DA ECW Civilians using the existing category of emergency-essential (E–E) positions, and the new categories of non-combat essential (NCE) positions and capability-based volunteers (CBV). It also establishes the mission critical/urgent deployment (MCUD) designation, a subset of the E–E (E–E/MCUD) and NCE (NCE/MCUD) workforce consisting of those positions critical to the mission for whom time-sensitive deployment in support of a contingency operation is an essential function. These categories make up the DA ECW.

c. The positions identified as E–E, NCE, key, and CBV are coded through the DA Civilian human resources data system of record, require employees’ acknowledgment of their conditions of employment and require appropriate forms on file.

d. While E–E and NCE positions are considered key personnel, key personnel are not all E–E, or NCE positions per DOD 1200.7, which outlines the requirements for key positions.

e. Capability based volunteers (CBVs) are Army civilians who have applied to be considered for deployment assignments. These individuals sign DD Form 2365–1 (DOD Expeditionary Civilian Agreement: Capability-Based Volunteer) at the time they are approved as CBVs. They become E–Es and sign a DD Form 2365 (DOD Civilian Employee Overseas Emergency-Essential Position Agreement) when and if they are selected and approved for deployment.

Chapter 2 Responsibilities

2-1. Scope

Detailed responsibilities are listed and described in separate chapters under specific programs and command functions. This paragraph outlines general or overarching responsibilities.

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) is the principal advisor to the Secretary of the Army for manpower, human capital management, training, leader development, readiness, and Reserve affairs. The ASA(M&RA) has the principal responsibility for setting the strategic direction and providing the overall supervision for manpower and personnel affairs across all the Army components, including providing civilian human resources policy, programming, and oversight.

b. The Deputy Chief of Staff, G-1 (DCS, G-1), as the responsible official to the ASA(M&RA), provides advice and assistance to the ASA(M&RA) on manpower, human capital management, human resources and personnel readiness. In addition, among the responsibilities as a member of the Army Staff, the DCS, G-1 is responsible for developing policy that provides guidance for human resources support of the Army, developing detailed human resources programs, budgets, and activities.

c. The Assistant G-1 (Civilian Personnel) (AG-1 (CP)) reports to the DCS, G-1 and is responsible for the direction and development of civilian personnel policy, procedures, and programs. The AG-1(CP) is responsible for the evaluation and administration of civilian personnel programs Armywide.

d. The Director of the Civilian Human Resources Agency (CHRA), a direct reporting unit (DRU) of the DCS, G-1, exercises control over the Army's servicing personnel organizations consisting of the Civilian Personnel Advisory Centers (CPACs) and the Civilian Personnel Records Center. Confirms there are adequate resources in the servicing CPACs to ensure that the best services are provided to all activities.

e. Servicing CPACs are responsible for providing civilian personnel support to the commanders, managers, supervisors, and DA Civilians in all phases of human resources life cycle.

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

The DCS, G-3/5/7 will—

a. Integrate Army ECW personnel (DA Civilians) deployment considerations into total force planning.

b. Review situation reports based on events in theater.

c. Support sourcing of emerging DA Civilian requirements in coordination with the DCS, G-1 (DAPE-CPZ) by tracking Secretary of Defense Operations Book ordered requirements in the Worldwide Individual Augmentation System (WIAS). DCS, G-1 (DAPE-CPZ) will lead the effort to source DA Civilian specific requirements through advertising, recruiting, and in certain circumstances through Army organizations, task eligible DA Civilians to deploy.

d. Use WIAS to task ACOMs, Army Service component commands (ASCCs), and direct reporting units (DRUs) to provide the personnel to fill Joint Staff approved Joint manning document (JMD) individual augmentation (IA) positions or request for forces (RFF) positions. Individual augmentees (IAs) are temporary duty positions (military or civilian) identified by a supported combatant command (COCOM) to augment operations during emergencies or contingencies. This includes positions required to satisfy a heightened mission need in direct support of expeditionary requirements. IAs may be assigned to perform a specific mission, even though their assignment exceeds unit-authorized strength (see DA Pam 500-5-1).

2-3. Army theater commanders

These commanders will—

a. Ensure that E-E Civilian positions are limited to only those positions specifically required to ensure the success of combat operations or the availability of combat-essential systems.

b. Establish procedures and coordinate with DCS, G-3/5/7 to establish sourcing for DA Civilian IAs.

c. Issue theater clearance for, receive, and in-process E-E Civilians during military operations.

d. Account for and include summaries of Civilian workforce status and staffing concerns in their respective situation reports.

e. Maintain expert Civilian human resources advisors and manpower integrators on their staffs for the purpose of supporting the development of Civilian requirements within their theater operation plans and manning documents.

f. Provide travel and leave policies and procedure guidance to DA Civilians within the theater of operation.

g. Establish and announce the administrative workweek to ensure that E-E Civilians receive proper entitlement and payment for all hours worked.

h. Determine theater specific and deployment operation requirements such as medical and physical requirements, clothing and equipment issuing, personnel tracking and reporting procedures, and theater unique cultural and environmental training.

i. Approve, under certain conditions, issuance of a Government-owned personal military weapon for self-defense to DA Civilians. Prior to issuing a weapon for self-defense to Civilians, the DA Civilian must receive weapons familiarization training in the proper use and safe handling of firearms. Acceptance of a position that requires arming with a personal military weapon for self-defense is voluntary. Civilians may not be assigned to guard duty or perimeter defense or engage in combat operations. Only Government issued weapons and ammunitions may be authorized.

2–4. Commanders of Army commands, Army service component commands, and direct reporting units

These commanders will—

a. Include DA Civilians in the planning process to develop and implement mobilization, deployment, plans, and procedures needed to ensure the implementation of DOD, DA, and COCOM policies affecting Civilians.

b. Develop and maintain plans required to support military expeditionary requirements at all levels of mobilization, to include plans to recruit, train, assign, and deploy DA Civilians in correct numbers with the necessary skills to ensure the effective support of the military or emergency operation mission.

c. In coordination with CHRA, maintain the DA ECW designations in the Defense Civilian Personnel Data System (DCPDS) and maintain a database of current DA Civilians who volunteer to deploy. Ensure the data integrity and reliability of these databases so that they may be used to identify expeditionary sourcing capabilities and functional community deployment strength.

d. Identify and designate positions as E–E, NCE, or key in DCPDS as appropriate based on mission requirements. A plan for employees who refuse to sign the DD Form 2365 as a condition of their employment, or cannot meet the conditions of employment (for example, physical requirement) should be made regarding whether these employees will be placed in or continue in an E–E, NCE, or key position. Labor obligations need to be fulfilled prior to changing current incumbents. Volunteers may be identified as alternates to perform duties of vacant E–E and NCE positions, however, this volunteer must still meet all requirements outlined for the positions.

e. If a position designation of E–E, NCE, or key is changed after it is incumbered, and the incumbent is unable or unwilling to accept the designation requirements of the position, every effort will be undertaken to reassign the Civilian to a different position (including a vacant position) if reasonably practicable, consistent with the needs of the DA mission and approval of management. As a general rule, DA Civilians will be asked to serve expeditionary requirements voluntarily.

f. Release and allow DA Civilians to deploy in support of expeditionary requirements unless there is significant negative impact on the internal mission requirements.

g. Fully support deployed DA Civilians and their Families prior to deployment, during deployment, and following deployment assignments.

h. Ensure all DA Civilians process for deployment through a designated deployment readiness site. Upon completion of the deployment assignment or other authorized release from the contingency or emergency operation, all Civilians will return (for out-processing) to the location from which they deployed.

i. Ensure that field and command post exercises are conducted as Joint military and Civilian exercises. These exercises will test the capability of Civilian integrated emergency plans to provide essential Civilian support to ensure success of the military mission.

j. Periodically evaluate the effectiveness of installation mobilization planning.

k. Ensure Optional Form (OF) 8 (Position Description) of positions designated as E–E are updated with deployment as condition of employment, and that a signature on the DD Form 2365 (DOD Civilian Expeditionary Overseas Emergency-Essential Position Agreement) is a condition of employment.

l. Monitor and report Civilian deployment readiness annually in accordance with DA reporting requirements.

m. Review all positions identified as E–E, NCE, and key annually to determine the need or continued need to designate them as such. Commands will report these designated positions through the AG–1 CP for the Under Secretary of Defense Civilian Policy and Programs annually. This will include reviewing OF 8s and manpower documents during the annual review.

n. Commanders are responsible for establishing the appropriate level of expeditionary capabilities are maintained for each functional community to ensure an adequate number of DA ECW personnel are available to meet planned and projected deployment requirements.

2–5. Department of the Army Expeditionary Civilian Workforce and deploying Civilians

DA ECW and deploying DA Civilians—

- a.* Sign the DD Form 2365 as a condition of employment.
- b.* Complete all deployment health assessments in accordance with DODI 1100.22 and DODI 6490.03.
- c.* In-process and out-process through a deployment readiness site.
- d.* Adhere to all deployment cycle support requirements.
- e.* Develop and maintain a current Family Care Plan, in accordance with DODI 1342.19 criteria. The plan is developed to assign responsibilities and prescribe procedures for the care of dependent Family members of deployed DA Civilians.
- f.* Perform duties while in theater in accordance with COCOM policies, procedures, and other guidance.
- g.* As an exception to policy, report Ready Reserve, Standby Reserve non-availability for military mobilization to the appropriate military personnel center for removal from military mobilization and deployment status to make application for deployment as a member of the DA ECW.
- h.* Any employee who is a member of the Ready Reserves selected for an E–E position who cannot be exempted from mobilization or other full-time military duty, will not be assigned to an E–E position.

Chapter 3

Expeditionary Civilian Workforce Planning

This chapter provides Civilian personnel guidance for developing plans for identifying, training, deploying, and sustaining DA Civilians hired to perform E–E, NCE, functions in support of the military contingency mission.

3–1. Identification of positions

- a.* Pre-identified positions will be designated as the DA ECW. Limit, to the degree practicable, situations where Civilians must be directed to perform in E–E and NCE positions on an involuntary or unexpected basis. Civilians assigned to pre-identified DA ECW positions must sign a DD Form 2365 as a condition of employment during the hiring process.
- b.* The DD Form 2365 specifies that the employee must continue to perform the duties and requirements of the E–E position in the event of a crisis situation or wartime.
- c.* For an E–E employee who occupies an overseas E–E position, the DD Form 2365 takes precedence over any existing transportation agreement.
- d.* If a person with an Army Reserve obligation, that is, Ready Reserve, Standby Reserve, or other military recall, mobilization, or deployment status, is selected for an E–E position, his or her non-availability for military mobilization and deployment will be reported promptly to the appropriate military personnel center so that he or she may be removed from military recall, mobilization, or deployment status.
- e.* Any employee selected for an E–E position that cannot be exempted from mobilization and deployment, will not be appointed to an E–E position.
 - (1) E–E positions are designated to support combat operations or combat-essential systems in a combat zone. The ability to meet all requirements to deploy is a condition of employment. All E–E and NCE positions are key positions and will be designated as key in accordance with DODD 1200.7.
 - (2) NCE positions are designated to support non-combat missions. Deployability is required as condition of employment. Designate as key employee.
 - (3) Key positions are DA Civilian occupied positions that cannot be vacated during national emergency or mobilization without seriously impairing the capability of their organization. To ensure continuity in mission, commanders may designate such positions as key. Civilians in key positions must not be subject to being recalled to active duty, mobilization, or deployment because of Reserve or retired military obligation.
- f.* Because of unforeseen circumstances, it may become necessary to identify positions as E–E that have not previously been so identified. These positions may be located overseas or may be positions in the United States from which an employee would be sent to the location of the military contingency or other crisis overseas.
 - (1) An employee who occupies a position that is identified as E–E after a crisis develops or contingency mission begins will be required to execute a DD Form 2365 and participate in expeditionary requirements during the crisis.
 - (2) The employing agency will seek another employee to volunteer to fill the position, if the incumbent declines to sign the DD Form 2365 or perform in the newly designated E–E position.
 - (3) If a volunteer employee is available, the incumbent that declined the E–E position will be detailed or transferred to a non-E–E position, if one is available, as reasonably practicable under the circumstances.
 - (4) If a volunteer employee is not found, and the incumbent in the E–E position declines to sign the DD Form 2365 but, possesses the skills and expertise, which in management’s view renders it necessary that he or she perform in the E–E

position without a DD Form 2365, the incumbent may be involuntarily assigned the E–E duties at the location where needed, and directed to perform the duties at that location on a temporary basis.

g. Due to unforeseen circumstances or the exigencies of a particular crisis, it may become necessary to identify positions as E–E that had not been previously identified as such. For further guidance, see DOD policy on Expeditionary Civilian Workforce.

h. Civilians in key (designated E–E and/or NCE) positions and alternates are not eligible to remain in the position unless they are exempted from mobilization and deployments in their military Reserve obligation. If an employee is in a position that subsequently is designated E–E, that civilian must obtain an exemption from such military service in accordance with DODD 1200.7 and AR 601–25.

3–2. Replacements overseas

a. Replacement of E–E, NCE, employees will be at the discretion of the combatant commander. E–E Civilians will be released from their DD Form 2365 and permitted to leave the crisis area after the initial evacuation of noncombatants only when appropriate management authority determines that they are no longer required or able to perform their assigned duties. In making that determination, the appropriate authority will take into consideration any rotation policy and procedures established for the force during the contingency or emergency operations.

b. Processing of personnel for overseas replacement will meet the requirements of this regulation, the Army Mobilization Operations Planning and Executive System, the operational specific criteria established by the gaining command, and AR 600–8–101.

3–3. Training

All personnel will execute the Theater Specific Individual Requirement Training prior to travel to or deployment to COCOM location to ensure that all personnel are trained, cleared, and ready.

a. Train, develop, and prepare DA ECW to meet contingency and/or expeditionary requirements and foreseeable risks they are likely to face in the theater of operations. The training must be commensurate with the anticipated threat and theater policy.

b. Training requirements are the responsibility of the employee’s home installation and will be conducted in accordance with Army Mobilization Operations Planning and Executive System and ACOM guidance. Headquarters, DA mandated training includes the following:

- (1) First aid and other Soldier field survival tasks.
- (2) Hands–on mission oriented protective posture (all levels).
- (3) Geneva Convention (relative to the treatment of Prisoners of War, 12 August 1949) review and update.
- (4) Explanation of entitlements and the circumstances under which the entitlements are authorized.

c. DA ECW are to be provided mandated Army and COCOM training requirements based on the deployment location and/or expected duties in theater as part of their pre-deployment processing.

d. All personnel traveling outside the continental United States (OCONUS) on leave, temporary duty, or a deployment must complete a pre-OCONUS travel file program survey, which creates a digital Isolated Personnel Report File in the Personnel Recovery Mission Software database. DA Civilians will review their Isolated Personnel Report File within 90 days of traveling OCONUS.

e. Weapons training for self-defense, under certain conditions, may be approved by the combatant commanders. Only Government-issued weapons or ammunitions may be authorized.

f. Civilians will receive training on the use of any required specialized equipment for specific DA ECW missions.

g. Training must include information on Civilian legal status under the Uniform Code of Military Justice and other laws, regulations, and guidance when performing duties during contingency or emergency operations.

h. Theater entry requirements vary. Use the COCOM Pre-deployment Guidance and Country Clearance Guidance to determine theater entry, training, and country entry requirements. This document can be found in the Pentagon Foreign Clearance Guidance.

i. Complete post-deployment reintegration training, as appropriate and practicable.

j. Complete DOD-sponsored training for Civilians, supervisors, managers, and medical professionals on deployment awareness to understand issues associated with Civilian deployments and deployment-related Civilian personnel management and health service concerns.

3–4. Force health protection and medical and psychological fitness

a. Personnel selected for or occupying E–E, NCE, positions will meet the medical fitness and physical requirements of the job as determined by the combatant or ACOM commander.

- b.* Any special medical fitness requirements must be job related and/or theater specific.
- c.* All ECW E–E Civilians will undergo an annual health assessment at a DOD designated health care facility at no cost to the employee, to determine whether they can meet a specific expeditionary requirement and whether they are available for worldwide deployment. While deployed, an E–E employee will obtain their health assessment at the supporting medical treatment facility.
- d.* All DA ECW Civilians will undergo a pre-deployment medical assessment and be administered required immunizations based on location of deployment. Force health protection pre- and post-health assessments will be conducted for all DA Civilians deployed to a combat or emergency operation, in accordance with DODI 6490.03. This includes DD Form 2795 (Pre-Deployment Health Assessment), DD Form 2796 (Post Deployment Health Assessment (PDHA)), and DD Form 2900 (Post Deployment Health Re-Assessment (PDHRA)). The deployment health assessment will be completed at no cost to the employee. Deployment health assessment information will be submitted to the Defense Medical Surveillance system for Army Medical Protection System.
- e.* For DA Civilians covered by Sections 791 through 794d, Title 29, United States Code (The Rehabilitation Act of 1973, as amended), an individualized assessment must be conducted. This will determine if the individual can perform essential functions of a DA ECW position, with or without reasonable accommodations. For E–E, NCE positions, the ability to be deployed worldwide, including to austere locations, is an essential condition of those positions. The theater Special Operations Command surgeon will have deciding authority to determine whether the person can perform the essential functions of the position to which he or she will be deployed in the relevant deployed environment, with or without reasonable accommodation.

3–5. Maintain and monitor deployment readiness level

The AG–1(CP) will:

- a.* Monitor requirements and vacancies in order to take steps to ensure that all ECW positions are filled.
- b.* Ensure Civilian deployment index and readiness index data is included in the Army’s Unit Deployment Readiness Report per the Secretary of the Army’s requirement, in accordance with AR 220–1 and DTM 17–004.

3–6. Managing financial resources for Department of the Army Civilian deployments

The ACOM and/or ASCC supporting commands will plan and program funds to pay the salary and incremental benefits of their DA Civilians selected for deployment. In some cases, a DA Civilian may be reassigned to the COCOM for management and funding of that civilian position. DA financial guidance must be followed to ensure proper funding is expended in support of COCOM operational missions. Special pay and allowances may be authorized to deploying DA Civilians at the discretion of the commander and as designated by Congress, the Department of State, DOD, and DA authority.

Chapter 4 Expeditionary Civilian Workforce Implementation

4–1. Administrative preparedness

DA ECW Civilians will be provided with the following: passport and identification card; required security clearance when appropriate; and any other required administrative documents.

4–2. Assignments and tour lengths

- a.* To support workforce stability and deployment predictability, the timeframes during which the DA ECW is subject to expeditionary assignments will be designated in 6- or 12-month rotational periods.
- b.* Deployment tours will be determined through collaboration with the combatant commanders, functional community managers, owning supervisors, and the Civilian, as applicable.
- c.* Travel to a contingency operation for an on-site visit, inspection, conference, or other official short-term travel period of less than 30 days is not considered a deployment, unless otherwise stated in the operational or exercise order. This will vary by COCOMs and foreign theater locations. The traveler will be required to complete theater clearance requirements that may include completion of theater-specific individual requirement training, immunizations, completing a medical examination, and other requirements necessary to enter the foreign area of operation. For specific requirements by country, review the Pentagon Foreign Clearance Guidance for entry requirements and exceptions authorized.
- d.* DA ECW deployment tours will not exceed 2 years. Consecutive deployments should not be approved without at least a 6–month period of reintegration between deployments and assurance that medical clearance requirements are met and not more than 12 months have lapsed since the last physical examination. Exceptions must be endorsed by the ACOM,

ASCC, or DRU commander or designee, must detail the mission impact and succession plans to meet operational mission, and be submitted through the AG-1 CP for the Deputy Undersecretary of Defense (Civilian Personnel Policy) for approval. Additionally, employees on temporary orders will not be in the overseas deployed location greater than 30 months. If permitted prior to 30 months the temporary status will be changed to permanent duty station (PDS) on a permanent assignment. If that is not possible and the location does not permit permanent duty assignment, for example a combat or war zone location such as Afghanistan, the employee will be returned to the PDS location prior to reaching 30 months at the temporary assignment location.

e. Replacement of DA ECW will be at the discretion of the combatant commander. The E-E and NCE Civilian will be released from their DD Form 2365 and permitted to leave the expeditionary area only when appropriate management authority determines that they are no longer required or able to perform their assigned duties. In making that determination, the appropriate authority will take into consideration any rotation policy and procedures established for military members during the expeditionary contingency or emergency operation.

4-3. Employment rights

a. DA ECWs who are reassigned from their normal position to serve expeditionary requirements will be granted the right to return to the position they held prior to their deployment or to a position of similar grade, level, and responsibility within the same local organization, regardless of the length of deployment. Highest previous rate provisions are permitted when determining the salary for returning Civilians who received temporary promotions for 1 year or longer in association with their deployment, consistent with governing pay setting policies and practices.

b. There will be no retaliation because an employee expresses an interest in serving an expeditionary requirement or because of such service. This includes threats or denial of rights to return to pre-deployment positions, promotion, training opportunities, or other career enhancing opportunities. Any employee who feels retaliation has occurred can report such issues through appropriate equal employment opportunity channels in accordance with AR 690-600.

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

d. Deployment will neither exempt the employee from competing with others in the competitive area for continued employment, nor deny him or her any rights or entitlements. The action will not be delayed due to the employee's deployment except as authorized by reduction in force regulations. Continuation of the deployment will be negotiated with the employee's new supervisor and the theater supervisor if appropriate.

4-4. Entitlements and benefits

DA Civilians, including E-E Civilians, who remain in or are deployed to areas of contingencies or emergencies during a declared emergency or outbreak of war, are normally entitled to—

a. Payments and allowances (for example, danger pay, imminent danger pay, post differential, separate maintenance allowance if Family members are evacuated due to dangerous living conditions, continued pay and allowances if captured or missing; overtime or other premium pay), as authorized by DOD, Department of State, DA, or legislative provisions.

b. Annual leave in excess of the maximum permissible carry over is forfeited; however, E-E employees, while deployed to a combat zone, are authorized to request restoration of the annual leave lost without having to preschedule and obtain supervisor's approval.

c. Standard benefits and entitlements for federally employed Civilians will continue throughout the deployment, including any Federal Employees Group Life Insurance coverage.

d. Deployed DA Civilian Federal employees may be eligible for certain benefits under the Federal Employees' Compensation Act (FECA) if they sustain an injury or illness related to the performance of their duties during deployment. FECA is administered by the Office of Workers' Compensation Programs (OWCP). OWCP, not the Department of Army (DA), decides whether the employee qualifies for compensatory medical treatment and compensation under the FECA. It is important that the employee file a FECA claim as soon as possible should an incident or illness occur.

4-5. Administrative time off

DA Civilians will be afforded administrative time to prepare for and reintegrate into the organization following a deployment, in accordance with 5 USC 6329a.

4-6. Medical services

a. DA ECW Civilians who become ill, contract diseases, or who are injured or wounded while deployed in support of U.S. military forces engaged in hostilities are eligible for medical evacuation and health care treatment and services in

military treatment facilities at no cost to the employee and at the same level and scope provided to military personnel. The same system used to track active duty patients through the Military Health System will be used to track DA Civilians injured in theater while forward deployed. After they return from deployment, DA Civilians will not be charged personal leave while undergoing therapy and/or rehabilitation due to a combat, combat support, duty related, or non-duty related injury or illness incurred during deployment after they return from deployment.

b. Upon their return to parent organization, deployed DA ECW who were treated in theater continue to be eligible for treatment in a military treatment facility for illnesses, diseases, wounds, or injuries that were accepted as compensable under the Department of Labor Office of Workers' Compensation Program, at no cost to the Civilians. If Civilians choose, they may elect to receive this treatment at Civilian medical facilities or physicians of their choosing.

c. DA ECW who experience prolonged illness or treatments must file a Department of Labor Office of Workers' Compensation Program claim for entitlements and medical coverage as warranted for such illness or injuries.

4-7. Accountability and tracking

Deployed DA ECW must be tracked and accounted for, including their daily locations, in accordance with AR 638-8 and DODI 1400.32. All DA Civilians must be registered in the Civilian Tracking System that is inputted by the owning organization prior to deployment. The tracking system is maintained by DCS, G-1. Standard Form (SF) 52 (Request for Personnel Action) is required to document all unclassified DA Civilian deployments in DCPDS.

4-8. Family support

Services available to DA ECW and Family members include:

a. Families of deployed DA ECW members will be supported and provided with general information on benefits and entitlements, and issues likely to be faced by the ECW member during and upon return from a deployment.

b. Personal and Family services (for example, legal assistance in accordance with AR 27-3, Family support programs, post exchange, and commissary privileges if Family members were authorized such services to accompany the DA ECW member to their assignment location, and use of morale, welfare, and recreation facilities and activities).

c. In accordance with Department of State Standardized Regulations 130, living quarters allowance for eligible DA Civilians overseas will continue for the DA ECW Family members if the DA ECW member is deployed to a remote assignment and the Family members reside at the assigned location or relocate to another overseas site.

d. Evacuation of Family members will be at the same priority for services or assistance as Family members of military personnel, in accordance with DODD 3025.14 and AR 600-8-6, as applicable and authorized.

4-9. Casualty services

a. Casualties include individuals who die, are injured, or are missing. Casualty services for DA ECW who are deployed overseas or otherwise in a temporary duty assignment away from the home duty station, are tracked under the military casualty system. Next of kin notifications are conducted by Civilian Human Resource Agency representatives in coordination with the Casualty Area Command. Military escort of remains and a U.S. flag and casket are provided at Government expense.

b. Procedures for casualty notification and assistance with regard to Army Civilian casualties during wartime, hostilities, and OCONUS expeditionary requirements will parallel those for military personnel, as legally permissible. The DA Casualty and Mortuary Affairs Operations Division Civilian Human Resource Agency representative, and the Office of the Assistant G-1, Civilian Expeditionary Branch (DAPE-CPP) will work together to ensure proper notifications are made and information is available to assist next of kin in obtaining benefits.

c. All organizations must ensure that civilians who are deployed and those assigned to E-E and NCE positions complete DD Form 93 (Record of Emergency Data) and turn it in to their home station Civilian personnel office to maintain in their electronic official personnel file (eOPF). DD Forms 93 must be updated as civilians move, go on temporary duty, retire, or personal circumstances change. Additionally, all appropriated fund and non-appropriated fund Civilians are urged to enter their emergency contact information into the U.S. Army designated emergency accountability system.

4-10. Awards and recognition

a. DA ECW Civilians who meet the requirements are eligible for Joint, DOD, and DA awards and recognition.

b. Army and other DA Civilian medals and awards for recognition may be authorized, in accordance with AR 600-8-22 and AR 672-20.

c. DA ECW members will be treated with high regard as an indication of the department's respect for those who serve expeditionary requirements. Their services and experience will be valued, respected, and recognized as career enhancing.

d. Any employee who feels discriminated against due to not deploying can report such issues through appropriate equal employment opportunity channels, in accordance with AR 690–600.

Appendix A

References

Section I

Required Publications

AR 27–3

The Army Legal Assistance Program (Cited in 4–8*b*.)

AR 220–1

Army Unit Status Reporting and Force Registration – Consolidated Policies (Cited in para 3–5*b*.)

AR 600–8–6

Personnel Accounting and Strength Reporting (Cited in para 4–8*d*.)

AR 600–8–22

Military Awards (Cited in para 4–10*b*.)

AR 600–8–101

Personnel Readiness Processing (Cited in para 3–2*b*.)

AR 638–8

Army Casualty Program (Cited in para 4 –7.)

AR 672–20

Incentive Awards (Cited in para 4–10*b*.)

DA Pam 25–403

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

DA Pam 500–5–1

Individual Augmentation Management (Cited in para 2–2*d*.)

Department of State Standardized Regulations 130

Living Quarters Allowance (Cited in para 4–8*c*.) (Available at <http://www.state.gov/>.)

DODD 1200.7

Screening the Ready Reserve (Cited in para 3–1*e*(1).)

DODD 3025.14

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad (Cited in para 4–8*d*.)

DODI 1100.22

Policy and Procedures for Determining Workforce Mix (Cited in para 2–5*b*.)

DODI 1342.19

Family Care Plans (Cited in para 2–5*e*.)

DODI 1352.01

Management of Regular and Reserve Retired Military Members (Cited in the title page.)

DODI 1400.32

DOD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures (Cited in the title page.)

DODI 6490.03

Deployment Health (Cited in para 2–5*b*.)

DTM–17–004

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

Pentagon Foreign Clearance Guidance, Sec. III

Personnel entry requirements for official travel (Cited in para 3–3*h*.) (Available at <https://www.fcg.pentagon.mil/docs/ku.cfm#personnel>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. Unless otherwise indicated, Army publications are available on the Army Publishing Directorate (APD) website, at <https://armypubs.army.mil/>. DOD publications are available at <https://esd.whs.mil/>. The U.S. Code is available at <https://www.govinfo.gov/>.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 71–32

Force Development and Documentation Consolidated Policies

AR 135–133

Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

AR 500–5

Army Mobilization

AR 570–4

Manpower Management

AR 600–8–14

Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

AR 600–20

Army Command Policy

AR 601–10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

AR 601–25

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

AR 670–10

Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees

AR 690–400

Total Army Performance Evaluation System

AR 690–600

Equal Employment Opportunity Discrimination Complaints

ATP 3–35

Army Deployment and Redeployment (Replaced FM 3–35)

DODD 1400.31

DOD Civilian Workforce Contingency and Emergency Planning and Execution

DODD 5124.02

Under Secretary of Defense for Personnel and Readiness (USD(P&R))

DODI 1000.01

Identification (ID) Cards Required by the Geneva Convention

DODI 3000.05

Stability Operations

DODI 3001.02

Personnel Accountability in Conjunction with Natural or Manmade Disasters

DODI 5525.11

Criminal Jurisdiction Over Civilians Employed by or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members

FM 1-0

Human Resources Support

Joint Publication 1-02

DOD Dictionary of Military and Associated Terms (Available at http://www.dtic.mil/doctrine/new_pubs/jointpub.htm.)

5 CFR 230

Organization of the Government for Personnel Management (Available at <https://www.ecfr.gov/>.)

5 USC 2105

Employee

10 USC 101(a)

In General

10 USC 101(d)(1)

Duty status

10 USC 129

Prohibition of Certain Civilian Personnel Management Constraints

10 USC 688

Retired Members: Authority to Order to Active Duty; Duties

10 USC 1580

Emergency Essential Employees: Designation

10 USC 10142

Ready Reserve

10 USC 12301

Reserve Components Generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency

10 USC 12306

Standby Reserve

10 USC 12406

National Guard in Federal service: Call

10 USC Chapter 15

Insurrection

29 USC 791

Employment of Individuals with Disabilities

29 USC 792

Architectural and Transportation Barriers Compliance Board

29 USC 793

Employment Under Federal Contracts

29 USC 794d

Electronic and Information Technology

Section III

Prescribed Forms

Unless otherwise indicated, DD Forms are available on the Secretary of Defense website (<https://www.esd.whs.mil/>).

DD Form 2365

DOD Civilian Employee Overseas Emergency-Essential Position Agreement (Prescribed in para 1–6e.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil/>); DD forms are available on the Secretary of Defense website (<https://esd.whs.mil/>). Standard forms (SF) and optional forms (OF) are available on the U.S. General Services Administration website (<https://www.gsa.gov/portal/forms/type/sf>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 7631

Deployment Cycle Support (DCS) Checklist

DD Form 93

Record of Emergency Data

DD Form 2365–1

DOD Expeditionary Civilian Agreement: Capability-Based Volunteer

DD Form 2795

Pre-Deployment Health Assessment

DD Form 2796

Post Deployment Health Assessment (PDHA)

DD Form 2900

Post Deployment Health Re-Assessment (PDHRA)

OF 8

Position Description

SF 52

Request for Personnel Action

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is administration of the Managers' Internal Control Program.

B–2. Purpose

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

B–3. Instructions

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

B–4. Test questions

- a.* Has the command developed controls to ensure DA Civilians and OF 8s properly identify DA Civilians' deployable cadre, pre-deployment readiness processing checks, deployment and post-deployment processing?
- b.* Do DA Civilians process through all of the stations they are required to complete for clearance before and following deployments?
- c.* Does the agency have signed DD 2365 for all key position employees?
- d.* Does the agency track all annual medical reviews in compliancy with DTM–17–004?
- e.* Is there a final check to ensure that DA Civilians were completely and properly processed and cleared for deployment and redeployment?
- f.* After deployment are DA Civilians checked for deployment readiness as part of the reassignment process, to include completion of all required post-deployment medical assessments?

B–5. Supersession

This is the first evaluation of expeditionary civilian workforce and civilian deployments, in support of military contingency and emergency operations.

B–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–1 (DAPE–CPZ), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

ACOM

Army command

AG-1 (CP)

Assistant Deputy Chief of Staff, G-1 (Civilian Personnel)

APD

Army Publishing Directorate

AR

Army regulation

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

CBV

capability-based volunteer

CHRA

Civilian Human Resources Agency

COCOM

combatant command

CONUS

continental United States

CPAC

Civilian Personnel Advisory Center

DA

Department of the Army

DA ECW

Department of the Army Expeditionary Civilian Workforce

DCPDS

Defense Civilian Personnel Data System

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-3/5/7

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

DOD

Department of Defense

DODD

Department of Defense Directive

DODI

Department of Defense Instruction

DRU

direct reporting unit

DTM

directive-type memo

ECW

Expeditionary Civilian Workforce

E–E

emergency-essential

FECA

Federal Employees' Compensation Act

FM

field manual

FM

force pool

GWOT

Global War on Terror

IA

individual augmentee

JMD

Joint manning document

M–Day

mobilization day

NCE

non-combat essential

OCONUS

outside the continental United States

OF

optional form

OWCP

Office of Workers' Compensation Programs

PDHA

Post Deployment Health Assessment

PDHRA

Post Deployment Health Re-Assessment

PDS

permanent duty station

RFF

request for forces

SF

standard form

USC

United States Code

WIAS

Worldwide Individual Augmentation System

Section II**Terms****Active duty**

Full-time duty in the active military service of the United States as defined in 10 USC 101(d)(1).

Capability-based volunteer

An employee who may be asked to volunteer for deployment. (Or has volunteered. Volunteers must be approved by their chain of command and Army G-1 program manager, for deployment to an expeditionary assignment.)

Civilian employee

A direct-hire U.S. employee who is appointed either temporarily or permanently to a position with DA or other DOD component.

Continental United States

Continental United States (CONUS) territory, including the adjacent territorial waters, located with the North American continent between Canada and Mexico. For the purpose of this regulation, CONUS includes Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands (Joint Publication 1-02).

Continental United States replacement center

CONUS center to receive and process individual, non-unit related personnel, DA Civilians, and contractors for deployment to and re-deployment from the theaters of operations.

Contingency operation

A military operation that, under 10 USC 101(a)(13)—

- a. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
- b. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under section 688, 12301(a), 12302, 12304, 12406, chapter 15 of this title, section 712 of chapter 14, or any other provision of law during a war or during a national emergency declared by the President or Congress.

Continuity of operations

The degree or state of being continuous in the conduct of functions, tasks, or duties necessary to accomplish a military action or mission in carrying out the national military strategy. It includes the functions and duties of the commander, as well as the supporting functions and duties performed by the staff and others acting under the authority of the commander.

D-day

The day on which an operation begins or is due to begin. This may be the commencement of hostilities or any other operation.

Department of Defense Expeditionary Civilian Workforce

A subset of the DOD Civilian workforce that is organized, trained, cleared, and ready in a manner that facilitates the use of their capabilities either in a temporary reassignment and/or duty status or to stay in place overseas to support the DOD mission.

Department of Defense Expeditionary Civilian Workforce missions

DOD ECW missions are Joint Task Force positions identified specifically by DOD in coordination with the COCOM and staffed by DOD in support of a contingency operation overseas. When referencing ECW in the context of DA Civilians, DA is referencing all deployed DA Civilians and issues and/or policies related to these Civilians.

Department of the Army Civilian

An individual meeting the definition of “employee” under 5 USC 2105 (Reference (d)) as well as Civilians of DOD non-appropriated fund instrumentalities paid for from Army non-appropriated funds. This includes Army Civilians filling full-time, part-time, intermittent, or on-call positions. This excludes dual status National Guard and Reserve technicians and contractor civilians.

Department of the Army Civilian Retired Corps

A group of retired DA Civilians with eligibility to be appointed as reemployed annuitants, who have expressed an interest in being considered for reemployment on a temporary basis to respond to an expeditionary requirement or a backfill job requirement.

Department of the Army deployment positions

Positions identified as requirements for the Army to fill, also in support of expeditionary requirements. When referencing ECW in the context of DA Civilians, DA is referencing all deployed DA Civilians and issues and/or policies related to these Civilians.

Deployment

Either temporary reassignment or the requirement to stay in place to support contingency operations.

Deployment assignment

Either temporary reassignment or the requirement to stay in place to support expeditionary requirements.

Deployment index

The percentage of available DOD ECW positions and DOD Civilian employee CBVs within designated career groups as determined by validated requirements from combatant commands and/or other authorities directing DOD missions and informed by the functional community managers.

Direct support

Services provided to participating military activities or armed forces in a military operation (for example, the Global War On Terror Expeditionary Medal) or in other similar operations for which a military campaign medal is awarded to military personnel if the employee actually enters the designated area of eligibility.

Emergency–essential

A position-based designation to support the success of combat operations or the availability of combat-essential systems in accordance with Section 1580 of Title 10, United States Code (Reference (e)).

Expeditionary

DOD Civilians required either to remain at their assigned station after other Civilians have evacuated or to deploy away from their assigned station to fulfill the requirements resulting from their E–E, NCE, or CBV (Volunteer) mission requirements.

Full mobilization

Expansion of the active armed forces resulting from action by Congress and the President to mobilize all Reserve Component units in the existing approved force structure, as well as all individual Reservists, retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to national security. Reserve personnel can be placed on active duty for the duration of the emergency plus 6 months (10 USC 12301(a)).

Global War on Terror

The type of operational activity that the President or the Secretary of Defense can approve to prevent or respond to life-threatening acts that are a violation of the criminal laws of the United States or of any State, and appear to be intended to intimidate or coerce a civilian population; to influence the policy of a government by intimidation or coercion; or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Global War on Terror Medal

Medal awarded to DOD Civilian employees who, on or after 11 September 2001 to a date to be determined by an authorized official, participate abroad in a GWOT operation in a location approved for award of the military GWOT Expeditionary Medal or similar operation for which a separate military GWOT campaign medal was awarded. DOD Civilian employee must be engaged in direct support for 30 consecutive days in an area of eligibility in a military operation (or the full period when the operation is of greater than 30-days duration), for 60 nonconsecutive days in an area of eligibility provided this support involves the employee entering the area of eligibility or, regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support to the operation. Eligibility criteria for the GWOT medal are aligned as closely as practicable with the GWOT Expeditionary Medal criteria awarded to active duty military personnel or other similar military medals awarded for GWOT-specific campaigns. Under no circumstances are personnel in the United States eligible for the medal.

Key employee

As defined in DOD Directive (DODD) 1200.7 a key position is a Federal position that shall not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively. Positions and employees designated as E–E and NCE are also considered "key," as they are subject to the provisions of DODD 1200.7.

Key position

Key positions are Federal positions that will not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively.

Mission essential

Mission essential positions are those that are needed to ensure the continued operation of mission essential functions of an activity, as defined in DODI 3020.42. Mission Essential designations are not prescribed by DTM 17–004, but are mentioned in this document to clarify the distinction between E–E, NCE, and mission essential.

Mobilization

The process by which the military services or part of them are brought to a heightened state of readiness for war or other national emergency. This includes activating all or part of the Reserve Component, as well as assembling and organizing personnel, supplies, and materiel.

Mobilization day

The day on which full mobilization begins or is to begin.

Non-combat essential

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

Operations plan

Classified plans containing details of a military operation. A separate operations plan exists for each theater of operations.

Outside the continental United States

All geographical locations outside the continental United States. For the purpose of this regulation, OCONUS excludes Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands (Joint Publication 1-02).

Partial mobilization

Mobilization by the President of not more than 1 million Ready Reservist for no longer than two years, pursuant to section 12302 of Reference (b), and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security or of a domestic emergency.

Post-mobilization

After the day full mobilization begins or is projected to begin.

Pre-emergency

Peacetime preceding a national emergency.

Pre-mobilization

The day before full mobilization begins or is projected to begin.

Presidential Reserve Call-up Authority

Provision of 10 USC 12304 that provides the President a means to activate, without declaration of national emergency, more than 200,000 members of the Selective Reserve and the Individual Ready Reserve, for not more than 270 days to meet the support requirement of any operational mission.

Readiness index

The percentage of the DOD ECW who have met the applicable medical, dental, and physical; performance and conduct; initial, annual, and pre-deployment training; clearance; administrative; and competency requirements.

Ready Reserve

Consists of the Selected Reserve, Individual Ready Reserve, and the Inactive National Guard. Members of the Ready Reserve are liable for active duty as prescribed by law (10 USC 10142, 10 USC 12301, and 10 USC 12302).

Secretary of Defense Operations Book

Book prepared by the Joint Staff that briefs the Secretary of Defense on the established process to obtain approval on proposed orders authorizing the execution of military operations, directing the attachment of forces, authorizing supplemental rules of engagement that require Secretary of Defense approval, or modifying decisions in previously approved operation orders.

Stability operations

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

Standby Reserve

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

Total force

The organizations, units, and individuals that comprise the DOD resources for implementing the National Security Strategy. It includes DOD Regular and Reserve Component military personnel, military retired members, and DOD Civilian personnel (including non-appropriated fund employees).

Total mobilization

Expansion of the active armed forces resulting from action by Congress and the President to organize and/or generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security.

Trained, cleared, and ready

The status of a Civilian who has met all prescribed readiness requirements. These include, but are not limited to, training, administrative, medical, financial, and security clearance requirements.

U.S. Armed Forces

Defined as the military forces of the United States; consists of the Army, Navy, Marine Corps, and Air Force except that it excludes the Coast Guard for the purpose of this regulation (unless it is operating as a Service in the Navy).

Section III**Special Abbreviations and Terms**

There are no entries in this section.

UNCLASSIFIED

PIN 056954-000