



HUMAN RESOURCES DEPLOYMENT INFORMATION – FAMILY EMERGENCIES WHILE IN THEATER

Emergencies

All permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employee's Health Benefits (FEHB) Program. These employees are also automatically covered by the FECA. The FEHB helps protect employees and family members from the expenses of illness and accident that are not work-related. Employees must register for FEHB during regularly designated "open seasons" and cannot initiate coverage because of being detailed to another areas. Employees will be 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 electing a fee-for-service plan if their families will be moving outside the HMO serviced area during the period of the deployment. In either case, employees are encouraged to continue medical coverage for their families.

Next of Kin Notification

Next of kin notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the Casualty Area Command. After official notification by the Casualty Area Command, local commanders may contact the next of kin for expressions of condolence and offers of assistance. Survivor assistance officers will be appointed as necessary. The civilian personnel officer will appoint a personnel specialist to assist the next of kin in obtaining benefits and entitlements. The local Army Community Service center is also available to provide assistance to the next of kin and eligible family members. Deployed civilian employees must complete the DD Form 93, Record of Emergency Data, to include a strip map to the next of kin's address. Copies will be provided to (1) the down range immediate supervisor, (2) the down range employee's temporary OPF, (3) the home station immediate supervisor, (4) the supporting Civilian Personnel Advisory Center, and (5) the regional Civilian Personnel Operations Center for filing in the employee's OPF.