

SUPPLEMENTAL IN-PROCESSING ORIENTATION CHECKLIST EMERGENCY ESSENTIAL U.S. CITIZEN EMPLOYEE		DATE
(EUSA REG 690-5)		CPAC
EMPLOYEE NAME	ORGANIZATION	JOB TITLE
STEP I - GENERAL ORIENTATION - CONDUCTED BY CIVILIAN PERSONNEL ADVISORY CENTER		
1. Complete DD Form 93 (Record of Emergency Data)	3. Sign DD Form 2365 (DoD Civilian Employee Overseas Emergency Essential Position Agreement) and Local Anthrax Supplement	
2. Obtain Mobilization DoD ID Card (DD Form 2764) and Geneva Conventions Card		
SIGNATURE OF CPAC REPRESENTATIVE CONDUCTING ORIENTATION		DATE
STEP II - JOB SITE ORIENTATION CONDUCTED BY EMPLOYEE'S SUPERVISOR OR APPROPRIATE OFFICIAL		
1. OUTLINE COMMAND MISSION AND ORGANIZATION FUNCTIONS	7. Estate Planning In Case Of Death (Legal assistance Office)	
	8. Deployment/Post Deployment Responsibilities	
	9. Attending all Required MOB Training (e.g., First Aid, Soldier Field Survivor Skills, Laws of War/Geneva Conventions, Prisoner of War Coping Skills, Standards of Conduct, Proper Wear, Use and Care of all Issued Clothing and Protective Equipment, Uniform Code of Military Justice, Customs and Courtesies of host country, and Side Arms Training When Appropriate)	
2. REVIEW WITH EMPLOYEE	10. Obtaining Defense Personal Protective Gear	
1. Mobilization Position Description	11. Obtaining all Required Immunizations and Vaccinations	
2. Review Mandatory MOB/EE Program Requirements	12. Obtaining an Adequate Supply of any Medications	
3. Deployment Packet to Include Personal Items Required for Deployment (Clothing, Hygiene Items, and Medications) (DA Pam 690-47)	13. Completing necessary Medical/Dental/Psychological Exams and Screenings (Testing May Include EKG, HIV, DNA or Panarex); and Maintaining Medical History Records (DA Form 8007)	
4. Family Care Plan	14. Obtaining Government Charge Card	
5. Continued Payment of Bills/Allotments	15. Obtaining Standard Issue of BDUs, Associated Clothing/Equipment and Gear Required by Theater Commander; and Wear In Accordance With AR 670-1	
3. EXPLAIN POLICY AND PROCEDURES ON:	16. Obtaining Exemption from Military Mobilization or Recall Obligations by Being Placed in the Standby Reserve or Other Appropriate Action	
1. Mobilization and EEC Requirements	17. Obtaining Necessary Legal Documents to Include Wills	
2. Voluntary Use of Weapons for Personal Protection		
3. Removal Under 5 CFR 752 for Failing to Deploy or Remain After Non-Combatant Evacuation Order or Refusing EE Responsibilities	5. SCHEDULE:	
4. Emergency Essential DoD US Citizen Employees Overseas Guidelines for Mobilization and Deployment (DoDD 1404.10; DoDD 1400.31; DoDI 1400.32; 5 USC 7106; AR 690-11; and DA Pam 690-47)	1. Mandatory MOB/EE Training	
4. BRIEF EMPLOYEE ON:	2. Mandatory Immunizations and Vaccinations	
1. The Time and Conditions Under Which the Employee Will be Expected to Remain in Their EE Position, and an Understanding That There is a Possibility of Harm From Emergency Action	3. Prerequisite Medical/Dental/Psychological	
2. Obtaining, Wearing and Use of Protective Gear	4. Issuing of Standard Issue of BDUs, Associated Clothing/Equipment and Protective Gear Required by Theater Commander	
3. Status Of Forces Agreement (SOFA) Rights and	5. Appointment with NEO Warren to obtain Packet for Family Members	
4. Use of Army Community Service (ACS) Activities and other Family Support and Assistance Programs (AR 608-1 and DA Pam 690-39)		
5. Prerequisite Medical/Dental/Psychological Exams and		
6. Receiving Free Medical Care During Contingency Operations		
SIGNATURE OF ORIENTATION SUPERVISOR OR APPROPRIATE OFFICIAL	SIGNATURE OF EMPLOYEE	DATE
RETURN THIS FORM TO THE CIVILIAN PERSONNEL ADVISORY CENTER		