

Civilian Expeditionary Workforce (CEW) Frequently Asked Questions (FAQs)

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If you have any additional questions, comments, or concerns, please contact us at usarmy.belvoir.ag1cp.mbx.army-cew@mail.mil

General CEW FAQs:

1. *What is the difference between Department of Defense (DoD) Civilian Expeditionary Workforce (CEW) missions and Department of the Army (DA) deployments?*

DoD CEW missions are Joint Task Force positions identified specifically by DoD and staffed by DoD in support of a contingency operation overseas. Department of the Army (DA) deployment positions are positions identified as requirements for the Army to fill, also in support of contingency operations. DA has adopted the CEW acronym for its contingency operations missions to be filled by DA Civilians. There is no difference between a DoD and DA CEW mission from the standpoint of benefits, pay, and other rights and privileges afforded the deploying civilian, with the exception of incentive bonuses which some Army organizations afford to deploying Civilians for hard to fill positions. When referencing CEW in the context of DA Civilians, DA is referencing all deployed DA Civilians and issues/policies related to these civilians. **All DA Civilians who deploy are considered part of the CEW and are governed by DoD Directive 1404.10.**

2. *How do I apply for a position?*

You can find job listings for Department of Army positions at [USA Jobs](#). Department of Defense Civilian Expeditionary Workforce job opportunities are listed at the DOD CEW website:

<http://www.cpms.osd.mil/expeditionary/>. Directions for applying can be found with each job announcement.

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3. *What types of positions are available?*

There are a wide variety of deployment opportunities ranging from administrative assistants to electrical engineers. The precise job opportunities vary depending on mission requirements so please see either [USA Jobs](#) or [DoD CEW](#) for more information.

4. *If I accept a CEW position (any position where I have to deploy, not just DoD Joint Task Force CEW missions), do I have return rights back to my original organization?*

Yes, per Department of Defense Directive 1404.10. "Those who are reassigned from their normal position to serve expeditionary requirements will be granted the right to return to the positions 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. There shall be no retaliation because of an employee's expression of interest in serving an expeditionary requirement or because of such service. This includes threats or denial of rights to return to pre-deployment positions, promotions, training opportunities, or other career enhancing opportunities."

5. *I am a Reservist and would like to deploy, what must I do?*

Active Reservists are not eligible to deploy as a civilian until they have contacted their unit and are approved and placed in an inactive status, and have no mobilization status.

6. *What is CIVTRACKS? How do I get an ID and password?*

CIVTRACKS is a system for tracking Department of Army (DA) Civilian movements while deployed. All deployed DA Civilians must update CIVTRACKS throughout their deployment. To enter data, access CIVTRACKS through the website. If you are a CAC holder, you will be prompted to enter your CAC PIN; otherwise a password and user ID is required and will be provided to you by CIVTRACKS personnel after you submit your request. The CIVTRACKS website is linked here: [CIVTRACKS](#).

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Medical FAQs:

1. *What type of medical evaluations must I have before deploying?*

You will need to have a complete medical evaluation prior to deploying. Typically, you will be expected to have a military health care professional conduct this complete medical evaluation and then these records will be reviewed by a certified physician designated to validate deployment readiness. Once you have accepted a deployment position you should contact your agency to determine the precise requirements and procedures that will be expected of you regarding medical evaluations.

2. *What is the Deployment Health Assessment Program?*

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The Deployment Health Assessment Program (DHA) is a method of determining your overall health, to include physical, psychological, and sociological components of your health. There are three phases to the DHA: Pre-Deployment Health Assessment (conducted no sooner than 60 days prior to your deployment date); Post-Deployment Health Assessment (PDHA) (conducted within 30 days before or after your redeployment date); and the Post-Deployment Health Reassessment (PDHRA) (conducted within 90-180 days after returning from your deployment).

For each phase there is a form which must be completed by you followed by a face-to-face screening with a Health Care Professional.

The DHA Program is particularly important to help you ensure that you are healthy physically, mentally, and socially. The Pre-Deployment Health Assessment (along with your other pre-deployment medical screenings) serves as a baseline of your overall level of health. The PDHA and PDHRA then serve to alert you to any problems that may have been caused by your deployment. This is beneficial both for your overall health and also if you need to file a Workers Compensation claim as such claims require detailed documentation linking your health-related problems to on-the-job factors.

3. What if I require any kind of medical care while in theater?

Civilians requiring treatment while deployed are eligible for medical evacuation and healthcare treatment and services in Military Treatment Facilities (MTF). Such treatment will be at the same level and scope as provided to military members and will be at no cost to the employee

Civilians may be entitled to medical and disability benefits under the Federal Employees' Compensation Act (FECA). If not covered by the FECA, civilian medical coverage is subject to provisions of the health insurance provider.

Illnesses/diseases (heart attack, stroke, cancer, skin disease, psychiatric illness, etc.) require persuasive medical rationale that the claimed medical condition was caused by employment factors. Simply being at work or in a theater of operations when a medical condition arises does not constitute a factor of employment (e.g. having a heart attack while sitting at a computer in an air conditioned office building would not be covered by the FECA – unless some factor of employment that precipitated the heart attack occurred).

Upon return from theater, DoD civilian employees who were treated in theater continue to be eligible for treatment in an MTF until their condition is stabilized or they choose to be treated at a civilian medical facility, if they have filed a claim for FECA benefits and it has been accepted by the Office of Workers' Compensation Program (OWCP).

DoD civilian employees are also eligible for treatment in an MTF or a civilian medical facility if a medical condition (caused by employment factors while deployed) surfaces after they return from deployment. Medical costs are paid by OWCP if the claim for FECA benefits is approved by OWCP.

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4. *Do I have to complete the screening for my Post-Deployment Health Reassessment (PDHRA) at an Army Military Treatment Facility (MTF)?*

No, the face-to-face screening portion of the PDRHA may be completed at any MTF regardless of service affiliation, per Department of Defense Directive 1404.10 and Department of Defense Instruction 6490.03 guidance (see the CEW main page for links to these documents).

5. *Do I need to have a will or power of attorney?*

It is not mandatory for you to have a will or power of attorney. However, you will likely be deploying to a combat environment, so it is recommended that you have an updated copy of each document prior to deploying.

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Pay and Benefits FAQs:

1. *What kinds of premium pay will I earn?*

Premium pay includes overtime, post or night differential, Sunday and holiday premium pay governed by 5 CFR 550. Your job and mission requirements, as identified by your theater supervisor, will dictate whether or not you will be expected to work overtime, Sunday, or holiday hours and therefore will dictate whether or not you will earn premium pay.

2. *What other types of pay benefits will I receive?*

Danger Pay: Determined by the State Department; begins on the day of arrival in country; currently 35% for Afghanistan and none for Kuwait; rates may vary depending upon duty location.

Post differential: Determined by the State Department; TDY retroactive to the first day after serving 42 consecutive days OCONUS (Kuwait, Iraq and Afghanistan; for other locations see the State Department website); TCS begins on date of arrival in country; currently 35% for Afghanistan.

Hazardous Duty Pay: Hazardous Duty is applicable only when an employee is working on a site which has been identified by the Command's safety office as meeting the regulatory standards.

You may also be eligible for a recruitment or relocation incentive. This will be dictated by your hiring agency and you should contact your servicing Human Resources Specialist for more details.

3. *What is the Annual Pay Limitation?*

Annual Pay Limitation is the limit on pay a federal employee can earn in a given calendar year. The annual limitation for 2011 was \$230,700.00. This limitation ONLY applies to the amount of base pay, plus locality pay and premium pay. Premium pay includes: the dollar value of compensatory time,

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overtime, Sunday and holiday pay. The calendar amount cannot be waived; it is a statutory limitation. If your payments in a calendar year exceed this amount, you are indebted to the federal government and will receive a debt letter, as you would with any other overpayment.

4. *Is my pay excluded from being taxed?*

All salary earned by Department of the Army (DA) Civilians during a deployment is subject to income tax (unlike military personnel). There have been several attempts to have legislation passed on this matter, but none have been successful.

5. *How do I calculate overtime when traveling into theater?*

Overtime is not accrued when traveling into theater. Travel compensation time is earned when traveling into theater for deployment and returning on reintegration. For additional information see the Office of Personnel Management's Compensatory Time Off for Travel guidance at [OPM Time Off for Travel](#).

6. *How long is travel compensation time earned during deployment travel and reintegration travel valid (last on the book)?*

After earning compensatory time off, the employee must use their accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was credited or the employee must forfeit the compensation time except under certain circumstances.

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Leave and R&R FAQs:

1. *How many R&R trips will I be authorized?*

Employees in Afghanistan who serve 6 or more months but fewer than 12 months are eligible for 1 R&R trip. Employees who sign up for 12 consecutive months are eligible for 3 R&R trips within the 12 month service period. Employees must serve a minimum of 60 days in country to be eligible. Employees outside of Afghanistan must be on orders for 12 months to be eligible for 1 R&R within the 12-month service period. See the ARCENT R&R policy found on the CEW main page for more detailed information.

2. *What is Home Leave?*

Home Leave is leave earned independently of your annual leave. Home Leave is earned at the rate of 15 days per year. If you are on a TCS assignment, you will automatically earn Home Leave. If you are on a TDY assignment, you must be on a 1 year tour at an approved overseas location to earn Home Leave. You must have served 24 consecutive months in a foreign location or served 12 consecutive months in Afghanistan since 15 June 2006 to be eligible to use Home Leave. Home leave must be used on US soil and you must be returning to an overseas location.

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3. *How is leave accrued while deployed?*

Annual leave is accrued at the normal rate with a ceiling for TDY and TCS assignments to an overseas location of 360 hours for the calendar year.

4. *I am returning from deployment, what is the Army's policy for Administrative (Excused) Leave for redeploying DA Civilians?*

Army does not have a formal Administrative Leave policy for redeploying Department of the Army (DA) Civilians; however, it is important to ensure DA Civilians are properly reintegrated into the workplace upon returning from deployment. Administrative Leave is discretionary and an organizations Commander may authorize up to three (3) days administrative (excused) leave (paid leave) for this purpose. Paid leave greater than three days is authorized under other provisions, e.g., Time-off award. See 5 CFR μμ 610.301 - 610.306 ([5 CFR 610.301-610.306](#)) for more details.

Pre-Deployment Training

1. *What is TSIRT?*

CENTCOM Theater Specific Individual Requirement Training (TSIRT) covers topics and issues associated with deployments to specific areas of operation (AO). Some of the training is standard regardless of the deployment location while other requirements differ depending on the destination area of operation. TSIRT only applies to personnel deploying to the CENTCOM AO (e.g., Afghanistan).

2. *What are the TSIRT requirements?*

TSIRT requirements include a combination of online training and classroom training. To avoid delaying deployment, it is advised that the online requirements be completed prior to reporting to the deployment processing center. The requirements can be found in the Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (linked here: [PPG](#)); specifically on the TSIRT Requirements Sheet (linked here: [TSIRT Requirements](#)).

3. *How long is TSIRT valid?*

TSIRT is valid for twelve (12) months and must be completed prior to deployment.

4. *What about deployments to other areas of operation?*

Deployments to other overseas locations do require specific training requirements. Some of the training requirements are the same as those for deployments to the CENTCOM AO. Information regarding the specific requirements for all overseas locations that require this training can be found at the Army Training Network (ATN) website (linked here: [ATN](#); or here: <https://atiam.train.army.mil/soldierPortal>). This is a CAC-enabled website and will require navigation of the various menu options to locate the specific information needed.

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Other Deployment-Specific FAQs:

1. *How long are deployments?*

This depends on mission requirements and the hiring organization. Typically, no deployment is scheduled to be fewer than 30 days or exceed 13 months. The job announcement should provide more detailed information regarding the length of your deployment.

2. *How many consecutive years can a Department of the Army Civilian deploy?*

A DA Civilian can deploy for a maximum of 2 consecutive years before being required to have 90 days of reintegration and/or reconstitution, per DoDD 1404.10 guidance. If an employee deploys for less than 2 consecutive years, this requirement does not apply.

For example, if an employee deploys for 2 consecutive years and wants to deploy again, he/she must wait 90 days before deploying for another tour (to the same position or a different position). If an employee has completed an 18 month deployment and has been hired to deploy against a different position, he/she does not have to wait 90 days in between deployments.

This guidance applies to all deploying Civilians, regardless of their circumstances (e.g., Schedule A appointment, DA Civilian, other government employee, etc.).

3. *What hours will I be expected to work?*

This varies depending on your specific mission. The workweek and hours of duty are set by the theater Commander or theater supervisor. Often, overtime hours and weekend hours are expected and you will be compensated for these hours accordingly. To learn more about your specific hours while deployed you should contact your servicing Human Resources Specialist.

4. *Where will I deploy from?*

This depends on the organization that hired you. Currently, the United States Army Corps of Engineers (USACE) deploys out of the USACE Deployment Center (UDC); Department of Defense (DoD) CEW employees currently deploy out of Camp Atterbury; and most Department of Army (DA) Civilians deploy out of the CONUS Replacement Center (CRC) located at Ft. Benning, Georgia.

5. *How do I obtain my deployment orders?*

This would depend on your deploying organization. Orders will be prepared by the parent organization if the Department of the Army (DA) Civilian is deploying to support a DoD CEW requirement unless the employee is a new employee (Schedule A appointee), in which case, the orders will be prepared by the hiring organization.

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6. *What can I bring with me on deployment?*

This varies depending on the specific location to which you will be deploying and your specific mission requirements and expectations. You will likely be allowed to bring some personal items, but you should contact your servicing Human Resources Specialist, hiring official, or supervisor for more details.

7. *Will I be able to call or email home while deployed?*

The availability of these types of amenities will be dictated by your location and mission requirements. Many forward deployed locations have these amenities available through the Morale, Welfare, and Recreation (MWR) services, but you should contact your servicing Human Resources Specialist, hiring official, or theater sponsor/supervisor for more specific information.

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TDY vs. TCS FAQs:

1. *What is the difference between TCS and TDY assignments?*

A Temporary Change of Station (TCS) means the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.

A Temporary Duty (TDY) location is a place, away from an employee's official station, where the employee is authorized to travel.

2. *What is the difference in pay and entitlements for TCS and TDY assignments?*

If you are on a TCS assignment, you are authorized Non-Temporary Storage (NTS) of household goods and may be authorized Separate Maintenance Allowance (SMA). You are also authorized all other pay benefits as if you were on a TDY assignment except you are not authorized locality pay. This will impact the amount you can earn with special pay benefits such as Danger pay, Hazardous Duty pay, Post Differential pay, and Relocation/Recruitment incentives: these pay benefits will be computed using ONLY your base pay.

If you are on a TDY assignment, you are NOT authorized SMA or NTS of household goods. You are authorized all other pay benefits. If you are on a TDY assignment, you are authorized locality pay. This will impact the amount you can earn with special pay benefits such as Danger Pay, Hazardous Duty Pay, Post Differential pay and Relocation/Recruitment incentives: these pay benefits will be computed using your base pay AND locality pay.

3. *Will I be able to have my household goods stored at government expense while deployed?*

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If you are on a TCS assignment, you will be authorized Non-Temporary Storage (NTS) of household goods while deployed. This benefit will stop at the beginning of the second month upon your return from your deployment. If you are on a TDY assignment, you are not authorized NTS of household goods.

4. *Will I be authorized Separate Maintenance Allowance (SMA)?*

You will be eligible for SMA ONLY if you are on a TCS assignment and meet the established criteria for SMA. If you are on a TDY assignment, you will not be eligible for SMA. For details on SMA, see the corresponding State Department website linked here: [State Department SMA](#).

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Issued Equipment FAQs:

1. *Will I be issued a weapon?*

Most Department of Army (DA) Civilians are not issued a weapon. Combatant Commanders or Task Force Commanders will determine if circumstances warrant the issuance of weapons to civilians. For further information, contact your servicing Human Resources Specialist or hiring official.

2. *What kind of equipment will I be issued?*

You will be issued whatever equipment is essential for the performance of your job and the safe completion of your mission. Department of Army (DA) Civilians are authorized to be issued military uniforms and protective equipment. Some Commands may have their own uniforms or different requirements so it is best to inquire with your servicing Human Resources Specialist or supervisor regarding uniform and equipment details. All DA Civilians are also provided with individual body armor (IBA) and corresponding helmets for protection purposes.

If you have any additional questions, comments, or concerns, please contact us at usarmy.belvoir.ag1cp.mbx.army-cew@mail.mil

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