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Deployable Civilians

Identification and Designation of
Emergency Essential (E-E) Positions
for Mobilization



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Identification / Designation of E-E Positions

- ✓ Policy
- ✓ Planning
- ✓ Implementation
- ✓ Sustainment



Identification / Designation of E-E Positions

DoD and Army Policy

- ✓ Civilians will be used to support military contingency operations and all other levels of mobilization.
- ✓ Management has the authority to direct and assign U.S. civilian employees either voluntarily, involuntarily or on an unexpected basis to accomplish the DOD mission.
- ✓ E-E positions limited to those specifically required to ensure the success of combat operations or the availability of combat-essential systems.



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Identification / Designation of E-E Positions

Definitions

Emergency Essential (E-E) Employee

U.S. incumbent of a position needed to ensure success of combat operations or support to essential combat systems after a mobilization, evacuation order, or other military crisis. (APF and NAF)

Contingency Essential LN Employee

A volunteer local national employee with an essential skill when consistent with host nation law and status of forces agreements (SOFA).



Identification / Designation of E-E Positions

Planning

- ✓ Determine requirements.
- ✓ Identify E-E positions on TDA.
- ✓ Identify E-E requirement in job descriptions.
- ✓ Integrate and document use of the civilian workforce in operations and contingency plans.



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Identification / Designation of E-E Positions

Planning

- ✓ Positions in nondeployable units normally will not be designated E-E – with exceptions; e.g.,
 - Recreation Specialists designated to support deployable units
 - Civilian HR specialists to support deployed civilians
 - Equipment specialists in support of specific equipment
 - Deployment and logistics support planners
 - Public affairs specialists for news media support



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Identification / Designation of E-E Positions

Planning

U.S. Positions occupied at time of designation

- ✓ Request employees voluntarily sign DD Form 2365, DoD Civilian Employee Overseas Emergency Essential Position Agreement.
- ✓ Identify employees who may be recalled to active duty.
 - Request exemption from military recall obligation through change in reserve status or other appropriate action.
- ✓ If employee refuses to accept E-E responsibility or declines military recall exemption, reassign to vacant non-E-E position with no loss of pay or grade as soon as practicable.
- ✓ Overseas tour of employee refusing E-E responsibilities will not be extended in E-E position.



Identification / Designation of E-E Positions

Planning

U.S. Position vacant at time of designation

- ✓ Define E-E condition of employment in recruitment announcement.
 - Include requirement for pre-employment medical examination and potential future requirement for immunizations, to include anthrax.
- ✓ Make tentative selection with appointment contingent on
 - Obtaining release from military recall obligation.
 - Completing requirements for grant of security clearance.
 - Execution of DD Form 2365, DoD Civilian Employee Overseas Emergency Essential Position Agreement.



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Identification / Designation of E-E Positions

Deployment of Volunteer LN

- ✓ Professional expertise and skills of the LN employee are absolutely essential to support the U.S. Forces in the deployment country/region.
- ✓ Needed services cannot be provided by U.S. military members or U.S. civilian employees.
- ✓ Deployment meets the conditions and limitations established by the governing Host Nation legislation.
- ✓ May not perform duties directly related to combat actions.
- ✓ Consideration must be given to the health of employees to be deployed.
- ✓ Employee will be in TDY status.
- ✓ Be cognizant of security clearance requirements



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Identification / Designation of E-E Positions

Sustainment (US E-E)

- ✓ Supervisor/Employee responsible for maintaining readiness
 - Train with unit
 - Maintain physical and medical standards
 - Current security clearance
 - Family care plan, Financial plan, Will
 - Geneva convention CAC card, Dog Tags
 - DNA samples or PANOREX dental x-rays
 - Uniforms
 - Annual SRP



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Identification / Designation of E-E Positions

Training

- ✓ Participate in essential military exercises
- ✓ Basic first aid
- ✓ Basic soldier field survival skills
- ✓ Laws of War/Geneva Conventions
- ✓ Prisoner of War coping skills
- ✓ Standards of Conduct
- ✓ Proper wear, use and care of issued clothing and equipment
- ✓ Uniform Code of Military Justice
- ✓ Customs and courtesies of host country
- ✓ Sidearms training, when appropriate



Identification / Designation of E-E Positions

Medical

- ✓ Baseline medical examination on entry into E-E position
 - LN evaluation done at time of deployment
 - Over 50 get evaluation when on orders to deploy
- ✓ Immunizations up-to-date
- ✓ Annual EKG if over age 40
- ✓ Emergency Essential/deployment related medical, dental, psychological examinations, and required immunizations at no expense to the employee.
 - Dental work at employee's expense
 - Army civilian employees are not subject to mandatory HIV screening unless required by the host nation. HIV positive civilians can be deployed unless host nation requires negative HIV test result.



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Identification / Designation of E-E Positions

Financial

- ✓ Government Credit Card
- ✓ Phone calling card
- ✓ Arrangements for continued payment of bills
- ✓ Powers of attorney
- ✓ Will
- ✓ Electronic access to financial institutions
- ✓ Knowledge of time and attendance reporting procedure
- ✓ Arrangements for securing personal property/POV



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Identification / Designation of E-E Positions

Clothing and Equipment

- ✓ Standard issue of BDUs and associated clothing/ equipment; additional clothing/equipment required by theater commander.
- ✓ Authorized insignia - olive drab insignia with letters "US" above left breast pocket.
- ✓ Name tape above right breast pocket.
- ✓ Unit patches as authorized by the MACOM or theater commander.
- ✓ Issue same defensive personal protective gear as military.
- ✓ Issue black baseball cap to be worn in lieu of BDU cap; may be worn at all times except when commander directs wear of Kevlar helmet.
- ✓ Civilians authorized to wear this clothing/ equipment are expected to adhere to use and wear instructions contained in AR 670-1. No other dress/grooming standards exist for civilians other than for health and safety concerns.



Identification / Designation of E-E Positions

Weapons

- ✓ Privately owned weapons/ammunition are not authorized under any circumstances.
- ✓ Government Issued weapon and ammunition (sidearm only) for personal protection.
 - When approved by theater commander.
 - Acceptance is voluntary for all civilian personnel.
 - Must be trained in proper use and care prior to issue.
- ✓ Weapons may not be issued to LNs under any circumstances.



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Identification / Designation of E-E Positions

Discipline

- ✓ Civilians subject to UCMJ only if Congress declared war.
- ✓ Subject to normal administrative disciplinary actions.
- ✓ E-E employee, refusing to deploy, is subject to disciplinary action up to and including removal from federal service under 5 CFR 752.



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Identification / Designation of E-E Positions

References

- ✓ DoD Directive 1400.31, *DoD Civilian Work Force Contingency and Emergency Planning and Execution*
- ✓ DoD Instruction 1400.32, *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*
- ✓ DoD Directive 1404.10, *Emergency-Essential DoD U.S. Citizen Civilian Employees*
- ✓ DoD Directive 1200.7, *Screening the Ready Reserve*
- ✓ DoD Directive 1352.1, *Management and Mobilization of Regular and Reserve Retired Military Members*
- ✓ DoDI 1000.1, *Issuance of Identity Card Required by the Geneva Convention relative to the treatment of Prisoners of War*
- ✓ AR 690-11, *Use and Management of Civilian Personnel in Support of Military Contingency Operations*
- ✓ Army in Europe Regulation 600-700, *Identification Cards*



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Identification / Designation of E-E Positions

Resources

- ✓ <http://www.per.hqusareur.army.mil/cpd/>
- ✓ http://www.per.hqusareur.army.mil/usareur_blue_box/resources.htm
- ✓ <http://cpol.army.mil/library/permis/114d.html>

Mobilization and Deployment of Civilians

- ✓ Army in Europe Pamphlet 690-47-1, Civilian Deployment Handbook
- ✓ DA Pamphlet 690-47, DA Civilian Employee Deployment Guide – Use and Administration of Local Civilians in Foreign Areas during Hostilities
- ✓ DoD 1100.18-H, Mobilization Handbook for Installation Manpower Planners
- ✓ DoD 1100.19-H, Wartime Manpower Program Guidance



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Identification / Designation of E-E Positions

Sample Position Description Statement

This position is emergency-essential (E-E). It is considered essential to support Army's mobilization and wartime mission. In the event of a crisis situation, the incumbent, must continue to perform the E-E duties until relieved by proper authority. The incumbent may be required to take part in readiness exercises and to accompany deployed forces. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the position is designated "key", which requires the incumbent to be exempt from military recall status. Failure to remain in this position or to deploy as directed can result in separation for the efficiency of the Federal Service (5 USC 752). Incumbent must meet and maintain requirements specified on SF78, Certificate of Medical Examination, for position at overseas/deployed location and receive immunizations appropriate to those locations, and must execute DD Form 2365, DoD Civilian Employee Overseas Emergency Essential Position Agreement.



Identification / Designation of E-E Positions

Sample Memo for Military Recall Exemption

(letterhead)

(office symbol)

(date)

MEMORANDUM FOR (because subject to change, obtain address from reservist/retired member)

SUBJECT: Request for Employee To Be Removed from the Ready Reserve

1. This is to certify that the employee identified below is vital to the Nation's defense efforts in [his/her] civilian job and cannot be mobilized with the military services in an emergency for the following reasons:

The employee is (name, social security number, military grade, reserve component, military unit to which assigned, title, series, grade and date of assignment to civilian position.).

2. Request that [he/she] be exempted from recall to active duty and that you advise the undersigned accordingly when this action has been completed.

(signature)

(title of agency official)

CF:

Commander, (RC unit of the soldier) or

Reserve Component Personnel Center address (if civilian employee is IRR, IMA, or retiree)

DoDD 1200.7



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Identification / Designation of E-E Positions

DODD 1400.31

Management has the authority to direct and assign civilian employees either voluntarily, involuntarily or on an unexpected basis to accomplish the DOD mission under provision of DoD Directive 1404.10.

Local nationals are deployed in accordance with their DoD Component's established procedures.

Ensure the Ready Reserve under DoDD 1200.7 and military retirees under DoDD 1352.1 are screened periodically so that their recall to military duty shall not impair essential DoD functions and ensure that emergency-essential employees are exempted from recall to military duty.



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Identification / Designation of E-E Positions

DoDD 1404.10

Limit the number of E-E civilian positions to those positions specifically required to ensure the success of combat operations or the availability of combat-essential systems.

Ensure that civilian positions are designated E-E only when civilians are required for direct support of combat operations, or to combat systems support functions that must be continued and that could not otherwise be immediately met by using deployed military.

Incumbents of positions that become E-E who do not sign the DD Form 2365 E-E agreement should be reassigned to non-E-E position as soon as reasonably practicable. If reassignment is not possible, no further tour extension should be approved.

Annotate E-E duties in the position description



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Identification / Designation of E-E Positions

DoDI 1400.32

[Component Head] Responsibility:

- Designate employees as emergency-essential under DoDD 1404.10 and take all authorized actions to ensure their retention in, or deployment to, theaters of operations to provide critical support during contingencies and emergencies.
- Insure that DoD civilian employees who are Ready Reservists or military retirees are screened annually in accordance with DoDDs 1200.7 and 1352.1.
- Civilian employees shall be issued Component ID cards and, if not covered on the ID card, a Geneva Conventions ID card.
- Trained on standards of conduct and coping skills if they become POW
- Issued and trained in use of uniforms and equipment
- Receive the same immunizations as given to military personnel
- Provided cultural awareness training
- Issued passports, visas, country clearances
- Issue required security clearances
- Maintain DD Form 93, Record of Emergency Data
- Be part of casualty notification and assistance system
- Be provided medical care in the theater of operations
- Receive medical and dental exams and, if warranted, psychological evaluations to ensure fitness for duty
- Have family care plans, wills and powers of attorney
- Civilians KIA shall be processed by with procedures parallel to those of military.

Requirements Planning

Plans and procedures for the civilian work force during contingencies and emergencies shall be based on sound assessments of the number of employees, skills, experience and geographical dispersion required to perform essential operational missions.



Identification / Designation of E-E Positions

AR 690-11

Establish requirements for E-E positions
Integrate E-E into total force planning
Document E-E on TDA

Pre-identified positions. Employees assigned to pre-identified positions must sign a DD Form 2365 (DOD Civilian Employees Overseas Emergency-Essential Position Agreement) as a condition of employment. If a person with military recall status, that is, Ready Reserve, Standby Reserve, or other military recall status is selected for an E-E position, his or her nonavailability for military mobilization will be reported promptly to the appropriate military personnel center so that he or she may be removed from military recall status. Any employee selected for an E-E position who cannot be exempted from recall to active duty will not be appointed to an E-E position.

Positions not pre-identified. Because of unforeseen circumstances, it may become necessary to identify positions as E-E that have not previously been so identified. Employees in positions located identified as E-E after the outbreak of a military crisis will be asked to execute an E-E agreement. If the employee declines, the employee will continue to perform the functions of the position if no other qualified employee or military member is reasonably available. The employee will be reassigned out of the position and assigned to a non-E-E position as soon as reasonably practicable.