

## **CIVILIAN REDEPLOYMENT PROCEDURES**

**1. Deployment Cycle Support** - Deployed civilians are to be reintroduced to their home stations and pre-conflict environments through reunion and reintegration operations. Supervisors should ensure that returning individuals are reintegrated into the work environment, and provided a means for personal reconstitution and family reunion during the initial 7-day re-integration training and monitoring period. This period includes completion of the administrative actions described below. Civilians should also be formally recognized by the command for their achievement, in accordance with the following guidance.

**a. Redeployment Processing** - Upon completion of the deployment or other authorized release, civilian employees should return to the location from which they deployed. The return processing will include a thorough medical screening, a debriefing, return of clothing, equipment, and weapons (if issued), CIVTRACKS update for accountability purposes, and return to duty counseling. Redeployment processing requirements will be completed on duty time.

**b. Medical Screening** - Upon redeployment, civilians are required to complete a physical examination, either prior to theater departure, or upon return to home station. The purpose of the physical exam is to identify and document medical problems that might be connected with the deployment. Redeployment physical exams are at no cost to the civilian employee when conducted at the European Regional Medical Command (ERMC) or in the theater of operations. In accordance with ERMC Regulation 40-29, all redeployed civilians requesting physical examinations need a signed memorandum from their supervisor or from the servicing CPAC stating that the examination/immunization is necessary (sample available at [http://www.chrma.hqusareur.army.mil/contingency\\_info/redeployment.htm](http://www.chrma.hqusareur.army.mil/contingency_info/redeployment.htm)).

Employees will take the signed memorandum to the Treasury Office at the Military Treatment Facility (MTF) prior to appointment. This will allow the Treasury Office personnel to make the appropriate annotation in the Composite Health Care System that it is a non-chargeable visit. In addition, DD Form 2796, April 2003, Post-Deployment Health Assessment is required to receive a redeployment medical screening. The employee must return a completed form signed by the medical provider, to the servicing CPAC for verification that the medical screening has been completed and for accountability purposes.

**c. Debriefing** - Supervisors are responsible for ensuring redeployed civilians are properly debriefed, in accordance with the employee's mission and area of responsibility during deployment, and with internal security requirements and

## **CIVILIAN REDEPLOYMENT PROCEDURES (Cont'd)**

procedures. The director of the returning employee's organization is responsible for determining the level and type of debriefing required.

**d. Return of Clothing, Equipment and Weapons** - All items issued through the unit or CIF must be returned through the same. This includes protective masks and optical inserts, chemical protective garments, individual equipment (poncho, canteens, sleeping bag, etc.), and weapons, if applicable. Emergency Essential (EE) employees are exempt from the requirement of returning clothing and protective equipment upon redeployment.

**e. Geneva Convention Identification Cards** - All Geneva Convention Identification Cards must be turned in to the issuing office, regardless of the expiration date. EE employees are exempt from this requirement.

**f. Accountability in CIVTRACKS** - All returning civilians who were deployed to unclassified contingency operations or mobilized for emergency situations must update in the automated civilian tracking system (CIVTRACKS), to ensure continual accountability. For information on how to access CIVTRACKS, see Section. 8.

**g. Return to Duty Counseling** - All returning civilians are to report to their local CPAC for counseling on return to duty requirements and entitlements. Topics covered in the counseling include:

(1) Review of Overseas Tour Dates - to determine if a tour extension decision is required or if an adjustment to their rotation date is warranted.

(2) Health Insurance.

(3) Pay issues, such as Foreign Post Differential, Danger Pay, and Imminent Danger Pay, when applicable.

(4) LQA, if applicable.

(5) Office of Worker's Compensation Program Counseling, if applicable.

**h. Post Deployment Stress Counseling** - Employee Assistance Programs (EAP) can be very helpful to employees and their families in coping with post-deployment stress and reintegration. EAPs provide short-term counseling and referral services to help with financial, emotional and dependent care problems. These services are available to employees who have been

called to active military duty (or who volunteer for such duty) and to employees who are family members of those who are performing active military duty. In

**CIVILIAN REDEPLOYMENT PROCEDURES (Cont'd)**

addition, many EAPs offer services to family members of redeployed civilian employees. Supervisors should provide contact information for local EAPs to returning civilians.

**i. Legal Services** - Civilians should update wills and powers of attorney through Legal Services upon return to home station, if needed.

**j. Welcome Home Ceremonies and Recognition** - Civilians will be included in all Welcome Home or other special recognition ceremonies at all levels. Supervisors of civilian employees are encouraged to recognize their civilian employees' accomplishments while deployed IAW the USAREUR Incentive Awards Program and AR 672-20, Civilian Incentive Awards.

**2. Leave Policy** - Civilians are required to return to work on full day schedules (the military "half-day" schedules do not apply to civilians). Civilians who wish to take personal time must request and receive approval for accrued leave. Supervisors should consider a liberal leave policy for their returning civilians who wish to take personal time. Annual leave accrued and lost while deployed can be restored upon return to the home station without it having been scheduled. Restored annual leave must be scheduled and used by the end of the leave year ending two years after the employee is returned from the deployment.