DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

DAPE-CPP-EW

5 August 2016

MEMORANDUM FOR SEE DISTRUBITION

SUBJECT: Automated Nature of Action to be Used for Accountability of all Deployed Army Civilian Employees

1. References:

    a. Department of Defense Instruction (DODI) 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, 24 April 1995.

    b. Department of Defense Directive (DODD) 1404.10, DoD Civilian Expeditionary Workforce, 23 January 2009.

    c. Memorandum, DAPE-CPP-EW, 21 April 2016, subject: Civilian Tracking System (CIVTRACKS) to be used for all Deployed Department of the Army Civilian Employees, is rescinded.

1. This memorandum rescinds Reference 1c. The Civilian Tracking System (CIVTRACKS) data system will be terminated on 30 September 2016. This memorandum applies to Department of the Army Civilians on non-classified deployment assignments in support of combat operations by the military, contingencies, emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and stability operations. The newly developed Deployment Tracker tool in Automated Nature of Action (AutoNOA) that tracks and reports deployed Civilian employees is now operational. Therefore, Army organizations will start using the tool to track deployed Civilian employees immediately.

3. There is a high-level of importance placed on tracking deployed Civilians for contingency planning purposes, and the collection and analysis of deployment data. Consequently, each Command should identify a primary and alternate point of contact who will be granted access to their Command's deployed Civilian employees in the Deployment Tracker tool, and provide their names to my point of contact within the Civilian Expeditionary Workforce Branch. Enclosed are the instructions for using the Deployment Tracker tool.

4. The information that was entered into CIVTRACKS will be provided and verified in AutoNOA. The tool imports personnel actions for deployment from the Defense Civilian Personnel Data System (DCPDS). Each Request for Personnel Action 921, Reassignment Not to Exceed; 922 Deployment Termination; and 923, Extension of
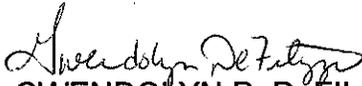
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Reassignment, coded actions generated in DCPDS will be available in the tool when accessing a Civilian employee's record to track his or her deployment. As a reminder, 921, 922, and 923 NOA codes should only be used for tracking deployed Civilians. The use of these codes for local temporary reassignments, details, or any other personnel action is inappropriate. However, these deployment actions will be done in conjunction with temporary promotions and reassignments to another organization for deployment, or any other personnel action required as part of the deployment action.

5. Deployed Civilians are placed in either a Temporary Duty or Temporary Change of Station travel status to a theater of operations. The use of the Deployment Tracker tool will be beneficial in tracking movement to and from training centers, arrival and departure in and out of theater, medical evacuations, as well as periods of rest and recuperation. Enclosed are the instructions for using the Deployment Tracker tool.

6. The points of contact are Ms. Denetris Winston, (703) 806-3885, DSN 656-3885, denetris.a.winston.civ@mail.mil, and Ms. Baraka Byrd, (703) 806-3967, DSN 656-3967, baraka.n.byrd.civ@mail.mil.

Encl

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Command Deployment Tracker
User Guide

This tool allows a user to record the movement of a deployed civilian participating in a contingency operation or mobilization exercise. Employees will appear once the 921-Temporary Reassignment NTE RPA has been processed in DCPDS.

Access is based upon a special access control list.

AutoNOA
Command Deployment Manager
MAIN MENU   COMMAND UPDATE   VIEW REPORTS
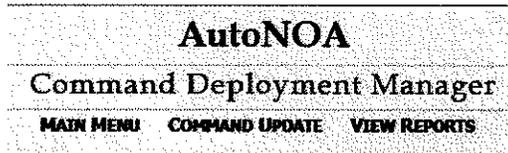
Main Menu

This will take you back to AutoNOA's home page.

Command Update

This will show you all of your serviced employees who are deployed. It also shows a current status of where a deployed employee is located at any given time during deployment.

Click here to Search: Lastname, Firstname

Name	Location	Operation	Command	Callsign	Status
Smith, Freddie X	Afghanistan	OPERATION FREEDOM SENTINEL	XD	W6QKSA	Arriving at CRC
Tester, Sam O	Afghanistan	OPERATION FREEDOM SENTINEL	CE	W31RA1	Arriving at CRC
Xample, Pete T	Afghanistan	OPERATION FREEDOM SENTINEL	CE	W31R10	Arriving at CRC
Zee, Shari A	Kuwait	NOT SPECIFIED	CB	W2MBAA	Arriving at CRC

Status Key / Description:

STATUS	STATUS DESCRIPTION
Inbound to CRC	Employee is inbound to the CRC
CRC	Employee is at the CRC
Inbound to Interim Location	Employee is inbound to the interim location
Deployed	Employee is at deployed location
Outbound	Employee is outbound from the deployed location
R&R	Employee is on R&R
Medically Evacuated	Date employee medically evacuated

To insert a record, click on an employee name located in the list.

A **pop-up window** will display deployment information for the selected employee to include NTE dates and some position information.

Deployment Information for Tester, Sam O

Employee Name:	Tester, Sam O	**R&R Start:**	R&R Start Date
PP-Series-Grd:	GS-1102-12	**R&R End:**	R&R End Date
Position Title:	CONTRACT SPECIALIST		
Temp Reassignment NTE: 9/28/2016		**Passport Exp:**	Date of Passport Exp
Depart Perm Duty Loc: 4/3/2016		**Med Evac:**	Med Evac Date

	Location	Arrived	Departed
CRC Location:	Select Location ⌄	Date Arrived	Date Departed
Inbound Interim Loc 1:	Type in Location	Date Arrived	Date Departed
Inbound Interim Loc 2:	Type in Location	Date Arrived	Date Departed
Deployed Duty Loc:	AFGHANISTAN	Date Arrived	Date Departed
Outbound Interim Loc 1:	Type in Location	Date Arrived	Date Departed
Outbound Interim Loc 2:	Type in Location	Date Arrived	Date Departed

Reset	Close	Save	Finalize

- With each new entry, if the data entered is correct, press **"Save"**.
  - If not, press **"Reset"** to reenter correct data.
- Press **"Close"** to leave the pop-up window.
- Press **"Finalize"** once all locations and dates have been entered and the employee's 922-Termination of Temporary Reassignment has been processed in DCPDS.

R&R Start/End: If the employee exercises R&R, input the R&R start date and end date.

Passport Exp: Input employee's current passport expiration date.

Med Evac: If the employee has been medically evacuated, input the date of evacuation.

CRC Location: Input location, arrived date and departed date as the employee arrives and departs the CRC.
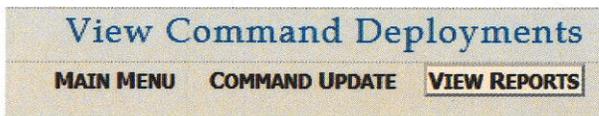
<u>Inbound Interim Location(s)</u>: Input location(s), arrived date(s) and departed date(s) as the employee arrives and departs the inbound interim location(s).

<u>Deployed Duty Location</u>: Input arrived date and departed date as the employee arrives and departs the deployed duty location.

<u>Outbound interim location(s)</u>: Input location(s), arrived date(s) and departed date(s) as the employee arrives and departs the outbound interim location(s).
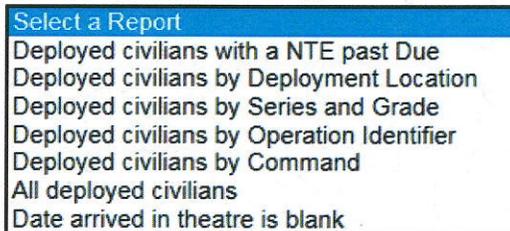
Once the employee returns from their final outbound destination **AND** the 922 termination of temporary reassignment has been processed in DCPDS, click the "***Finalize***" button. This will remove the employee from the list of deployees.

View Reports

View Command Deployments		
MAIN MENU	**COMMAND UPDATE**	**VIEW REPORTS**

Use drop down menu under Report Type to select desired report.

Report Type

```
Select a Report
Deployed civilians with a NTE past Due
Deployed civilians by Deployment Location
Deployed civilians by Series and Grade
Deployed civilians by Operation Identifier
Deployed civilians by Command
All deployed civilians
Date arrived in theatre is blank
```

Each report can be exported to an excel spreadsheet.