

US CENTRAL COMMAND Civilian Expeditionary Workforce

Pre-DEPLOYMENT GUIDE

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Table of Contents

I.	INTRODUCTION	5
	The Civilian Deployment Experience	5
	Contact Listing	6
	Your Local Resource Team.....	6
	US CENTCOM CEW Program Office Contacts	6
	Timeline & Checklist Items for Pre-Deployment	6
II.	CEW & JKO Access Registration.....	8
	Technical tips	8
III.	CREDENTIALS	9
	“No-Fee” Passport.....	9
	Visit your installation or local passport office	9
	In Possession of a “No-fee” Official Passport	9
	Tourist Passport.....	9
	OCONUS CAC Card.....	9
	Resources	10
IV.	MEDICAL AND DENTAL CLEARANCE	11
	MEDICAL --ENGAGE EARLY	11
	WAIVERS	12
	Medical Resources.....	12
V.	ONLINE TRAINING.....	13
	Training Certificates.....	13
	AKO Website - Access	13
VI.	ISOPREP – PERSONNEL RECOVER-ISOLATED PERSONNEL REPORT	14
	TWO STEP PROCESS.....	14
	Actions for Step One.....	14
	Actions for Step Two.....	14
	General tips for ISOPREP	14
	Photograph Requirements	14
	Technical tips	15
	Example of Step One ISOPREP Certificate	15
VII.	DEPLOYMENT ORDERS	16
	Important Things to Know.....	16

Customer Identification Codes (CIC Code)	18
Recommend for Defense Travel System Users	18
VIII. TRAVEL & HOTEL INFORMATION.....	22
General Travel Routine	22
Stateside Travel Responsibility	22
Guidance.....	22
Other Info	23
Return from Theater/Redeployment	23
Resources:	23
IX. RESIDENTIAL TRAINING	24
Phase One – Camp Atterbury	24
Camp Atterbury Training Environment	24
Phase Two – Muscatatuck	24
Muscatatuck Training Environment	24
FACTS MUTC Facilities	25
Packing for Training And Deployment.....	25
UNIFORMS.....	26
EQUIPMENT	26
ARMING	26
X. PERSONNEL ACTIONS, PAY ENTITLEMENTS & WORK SCHEDULE OVERVIEW	27
Stakeholders of Your Deployment.....	27
Once Deployed Work Schedule & Time and Attendance.....	27
Pre-During-Post RPA & Pay Entitlements Actions	27
Premium Pay for Training Activities	28
Entitlement Timelines.....	28
End of your deployment.....	29
XI. GENERAL OCO FUNDING INFORMATION	30
APPENDIX A: RECOMMENDED CLOTHING PACKING LIST (CAMP ATTERBURY)	31
APPENDIX B: TEMPLATE FOR UNIFORM WAIVER TEMPLATE OR ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) WAIVER.....	32
APPENDIX C: TEMPLATE FOR REQUEST TO WAIVE THE BI-WEEKLY PAY AND ANNUAL SALARY CAP	33
Appendix D: Comprehensive Pre-Deployment Checklist	34

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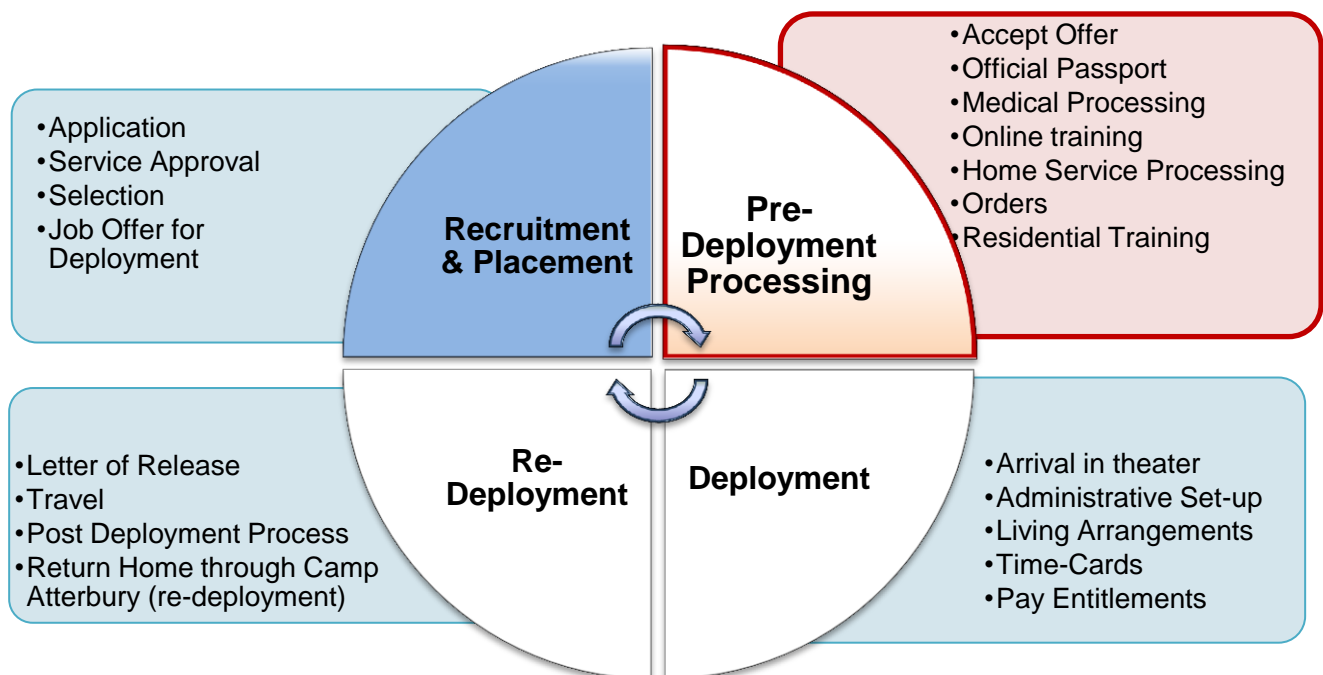
**US Air Force civilians, who are attending the Fieldcraft Training for the Hostile Environment (FC-H) formerly CAST at JB McGuire-Dix-Lakehurst, may use this guide as a general reference ONLY. Follow AF-specific guidance provided by the AF CEW Program Office email address: afpc.expeditionarycivilian@us.af.mil.*

I. INTRODUCTION

Congratulations and welcome to the Civilian Expeditionary Workforce (CEW)! You have reach the second part of your deployment. Keeping track of each part of the whole process and managing actions for each will lead to a successful deployment. You will spend the next few months getting ready to deploy. There are number tasks to complete before you arrive in theater. This guide should provide you with a comprehensive description of the required activities, forms, and training that must be completed in order to deploy.

Throughout the process, you can contact the Civilian Expeditionary Workforce (CEW) processor with questions or concerns in order to transition as smoothly as possible.

Reporting delays in excess of 45 days to the assigned Report No Later Than (RNLTL) date may result in cancellation of deployment. Please contact US CENTCOM CEW as soon as possible if ANY concerns arise for meeting the assigned RNLTL date.



This guide can be printed and use of tabs will provide convenience and ease of use.

The Civilian Deployment Experience

The following link for Department of Defense's International/Expeditionary Policy Office. This is a great resource for Deployers and their leadership.

<http://www.cpms.osd.mil/expeditionary/home.html>

Contact Listing

There are plenty of pre-deployment actions and getting them done in a timely manner is key to your success. Leverage your resources to help understand and assistance in your pre-deployment activities. Each DoD service, component, agency or field activity will have their own subject matter experts. We recommend you become acquainted with contacts in the following sections. We have provided entry space for each below:

Your Local Resource Team

Record your team information

- Organization Administration Office
Name: _____ Phone/Email: _____
- Human Resources Office
Name: _____ Phone/Email: _____
- Civilian Payroll Office
Name: _____ Phone/Email: _____
- Travel Office
Name: _____ Phone/Email: _____
- Agency CEW Office (if applicable)
Name: _____ Phone/Email: _____
- Personnel Readiness Office
Name: _____ Phone/Email: _____

US CENTCOM CEW Program Office Contacts

- Ms. Terri Grocott - Program Manager
- Mr. Jeff Hahn - Global Force Management Specialist
- Ms. Dorothy Gregoire - Resource Management Specialist / CEW Processor
- Mr. Frank Hoeflinger - Communications Officer
- HR Specialist / CEW Processor

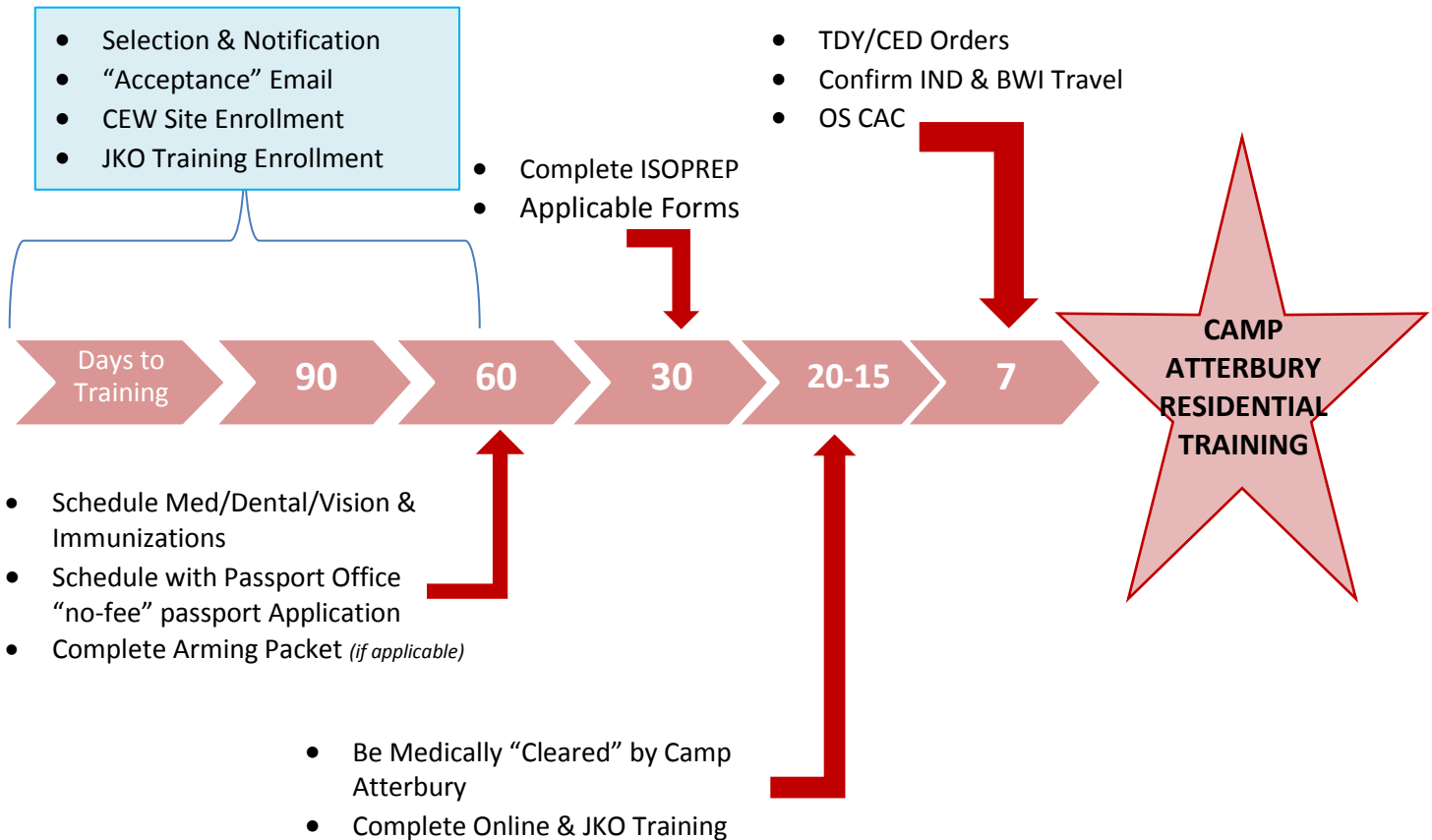
Email: centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil

Timeline & Checklist Items for Pre-Deployment

All deploying civilians participating in the CEW Program will:

- Obtain Access to CEW and JKO training sites
- Complete medical, dental, vision and immunizations screening
- Obtain a “no-fee” official passport when required
- Complete numerous forms and documents
- Complete hours of online training (approximately 40+)
- Attend residential training, Camp Atterbury (CA) or as designated
- Coordinate travel/hotel arrangements
- Coordinate deployment orders in DTS
- Coordinate personnel actions with servicing Human Resources Office

Appendix E [The CEW pre-deployment Checklist](#) is comprehensive checklist to accomplish pre-deployment activities. **NOTE:** You may receive additional checklists from your current organization. ENSURE you follow their instructions as well. *In most instances there will be some duplication in pre-deployment actions. The overall goal is to ensure CEW requirements AND your organization requirements are met.* Problems or questions call or email [US CENTCOM CEW](#).



II. CEW & JKO Access Registration

1. **CENTCOM CEW Website:** <https://cew.centcom.mil/Account/Register.aspx>
 - a) Complete the “Registration Form” and then Select “REGISTER” to request access.
 - b) After page refreshes, you will see a green checkmark indicating your request was successfully submitted.
 - c) Training and information for CENTCOM deployment.
 - d) CEW web site assistance: centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil

2. **Joint Knowledge Online (JKO):** <http://jko.jfcom.mil/>
 - a) On the main page, Select “Enter JKO.”
 - b) After page refreshes, Select “CAC Login – Login in using my CAC”
 - c) Be sure to use your email CAC certificate when prompted.
 - d) Training for deployment.
 - e) JKO Helpdesk: JKO Help Desk: Monday - Friday 24 hours a day support.
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654

Technical tips

- Close all Internet Explorer browsers; Open only one browser from a .mil domain to complete.
- Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History)
- Internet Options select the Content tab and then Clear SSL State.
- Ensure your computer system has the latest security certificates

III. CREDENTIALS

“No-Fee” Passport

Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM may require specific credentials depending on country and activities in theater. Such as a “no-fee” Official Passport as a Deployer of the U. S. government travelling abroad for official duties.

Visit your installation or local passport office

In person with a copy your offer. Although a location is designated in the offer, the passport requirement is for travel throughout CENTCOM Area of Responsibility (AOR). The passport office may resist noting the country location in the Foreign Clearance Guide (FCG). Your deployment is based upon mission capabilities and not location. Be persistent! The state department has not denied an application to date.

We have a very limited number of Deployers who require a VISA, confirm with the passport office all appropriate credentials.



In Possession of a “No-fee” Official Passport

It must;

- Expire 180 days after the end of your project deployment date; and
- Your name on the passport **MUST** match your Common Access Card (CAC).

Tourist Passport

Recommend that you also obtain and carry a “Tourist” Passport (blue cover). The cost of this passport will be at your own expense.

OCONUS CAC Card

Once in receipt of TDY/CED orders (*orders are usually one of the last items completed*) you have a window of opportunity to obtain and overseas CAC card. The CAC card will be issued during your training at Camp Atterbury if unable to obtain before leaving home station. All Deployed civilians will receive an Overseas CAC for the deployment plus 30 days (for travel).

Schedule and work with your local DEERS/RAPIDS processing site. Confirm with that office what information or documentation must be brought to the appointment, such as;

- Copy of your Orders
- DD Form 2365 (*see note below*)
- Two forms of ID such as
 - Current CAC Card
 - Driver’s License
 - Passport
- Government NIPR (unclassified) email address

At the appointment please ensure The RAPIDS operator:

- ADDs a “condition” of OCONUS-Emergency Essential Only (This will enact the Geneva conventions required for travel).
- There needs to be 30 calendar days added to timeframe listed on the orders for the card. (A 395 day travel order will have a CAC card cut for 425 days).

Note on DD2365

Since your permanent position of record becomes an "Emergency Essential" position until you return from deployment, complete Form DD 2365, Emergency Essential Position Agreement, based on your permanent position and parent command.

Section B

- (1) Parent Command Organization
- (2) Your position description number shown in block 15 of your most recent Notification of Personnel Action, SF-50.
- (3) Permanent position of record job title shown in block 15 of your most recent SF-50.
- (4) Shown in block 16 of your most recent SF-50.
- (5) Shown in block 17 of your most recent SF-50.
- (6) Shown in block 18 of your most recent SF-50.

Section C

- (1) Service (ie Navy)
- (2) Select "b".
- (3) Line through "designated alternate.
- (4) Line through "designated alternate.
- (5) Completed by your current supervisor of record

Resources:

[DoD Electronic Foreign Clearance Guide](#) Left Navigation bar, select Africa and Southwest Asia for country.

[U.S. Dept. of State, Special Issuance Agency](#) US Passport & International Travel

[DoD Passport Matters](#) Passport and Visa documents resource site.

[Where To Apply](#) Find a passport office nearby

[DS-11](#) Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)

[DS-82](#) U.S. Passport Renewal Application for Eligible Individuals

[Military Installations](#) As a DoD Civilian, it is possible to request the Military Passport Office for assistance in obtaining a "No-Fee" Official Passport.

Camp Atterbury Passport Agent can forward to you if you are already in training.
MAIL TO: (Your Name) C/O CEW
647 Gatling St, Edinburgh, IN 46124.

IV. MEDICAL AND DENTAL CLEARANCE

All Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM will be medically cleared for the deployment. These examinations will determine your medical, psychological, and physical fitness for deployment in accordance with the USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 12; commonly referred to as "[MOD 12](#)" and "[MOD 12-Tab A](#)."

The USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 12; commonly referred to as "[MOD 12](#)" and "[MOD 12-Tab A](#)" are very detailed regarding medical requirements. While some health conditions may be waived, some cannot. The medical clearance process evaluates your health status to ensure you are medically fit to do your job in a contingency environment. Be open and honest about health your history/medical issues. Don't run the risk of being sent home or medically evacuated from theater. Here is a general list of medical tests for deployment and medical conditions that will likely preclude deployment; in other words Top Reasons for Non-Deploy-ability or Delay in Deployment:

All medical, dental, vision, and hearing examinations, lab tests/results and immunizations must occur and be completed within **90 calendar days of the deployment report date**. Imperative to take action to schedule appointments if you are within the 90 day window. This is the most time intensive requirement of pre-deployment. *Without being medically cleared you cannot deploy.*

MEDICAL --ENGAGE EARLY

Please engage with the medical processing as early as possible. The Camp Atterbury Joint Maneuver Medical Team ([CAJMTC](#)) is the only office that can medically clear you, if you go through Camp Atterbury for training. All medical documents must be sent to as soon as possible. Do not wait to the due date to submit documentation. CAJMTC may require additional labs, tests or identify waivers needed. It is your responsibility to confirm receipt with Camp Atterbury Medical Team.

By Email: ng.in.inarng.list.cajmtc-dpca-crc-medical-records@mail.mil In the SUBJECT Line of the email: Write your name, position number and training dates at Camp Atterbury, the word Medical and CEW in the subject line. (Example: WRIGHT/123456/7-20 JUN 2016 CEW MEDICAL)

Secondary option FAX: 812-526-1178 Combine all applicable medical documents into a single set and cover with the Privacy Act Cover Sheet included at the end of this Guide. On the COVER PAGE, include your name, report date to Camp Atterbury, the words Medical and CEW, and your return telephone number. (Example: John Smith, 4-14-2013, Medical, CEW // FROM John Smith at tel. 222-222-2222).

Confirm Receipt: Follow up of your email or fax.

Points of Contact:

Leigh Zollinger, SRP Nurse Practitioner

Tel: 812-526-1499 ext. 62439

Carla Sharp, Administrative Medical Specialist

Tel: 812-526-1499 ext. 61997

Brenda Chipman, Supervisory Management

Tel: 812-526-1135

As a DoD civilian Deployer projected for deployment, you have options for completing your pre-deployment physical: See Appendix E – Comprehensive Checklist of this pre-deployment guide will provide a listing of medical, dental and applicable health forms needed.

V. ONLINE TRAINING

All Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM will complete approximately 40 hours of online computer based training (CBTs). You have previously registered with the sites you will use. CENTCOM CEW web site and the Joint Knowledge Online (JKO) web site. [See Section II for access.](#)

Training Certificates

Some online courses automatically fill-in the name and dated completed on a certificate at the end of the module for printing, some allow a fillable certificate to be printed at the end and some do not have a certificate at all. For those courses without a certificate, print the last page of the course, write the title of the course, your name, signature and date completed or reviewed. Keep this pseudo-certificate with the other training certificates. You will hand-carry two copies of each training certificate to Camp Atterbury.

Some online training modules are packaged instruction, some are power-point slides, and some are policy memorandums. Some online materials may need to be “saved” to your desk top and then opened to view. The entire online **training requirements are listed in Appendix E** comprehensive pre-deployment checklist of this guide.

All online training must be completed prior to arrival at Camp Atterbury (CA). Training should be completed within 60 days of arrival. Hand carry two copies of each training certificate. Training that do not have certificates at the end, please digitally sign and print last page/slide of training in lieu of certificate. Training requirements are listed on the comprehensive pre-deployment checklist.

- Use your email CAC certificate;
- Ensure your computer system has the latest security certificates
- Delete browsing history
- Clear cache (under Internet Options)
- Close all extra browsers.

AKO Website - Access

Unless you have an ARMY AKO sponsor you will not gain access to this website via CAC card. CENTCOM CEW cannot provide sponsorship on this site. All training materials can be access as a “guest” account. Once in as a guest complete a “search” for the training material.

VI. ISOPREP – PERSONNEL RECOVER-ISOLATED PERSONNEL REPORT

All Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM will complete or update a Personnel Recovery-Isolated Personnel Report (ISOPREP) in the Personnel Recovery Mission Software (PRMS) database. All personnel travelling OCONUS must complete the Pre-CONUS Travel File Program Survey (PRO-File) also known as a DD Form 1833 ISOPREP – you are completing the electronic version. Your record will include photographs.

TWO STEP PROCESS

Actions for Step One

1. You must enter the date you completed the SERE 100.1 Code of Conduct Training Course.
2. Connect to [ISOPREP https://prmsglobal.prms.af.mil/](https://prmsglobal.prms.af.mil/)
3. On a NIPR network, complete the Pre-CONUS Travel File Program Survey (PRO-File) including two photos; answer items marked with the **red * asterisk**. First step is complete when you receive a “Certificate of Completion.”
4. Follow the web link on CEW Training page for ISOPREP Survey and upload photos (NIPR network) and complete the low-side questionnaire. The pictures should be a front view and a profile/side view on a neutral background; no jewelry; no head gear; no eyewear.
5. When finished you should obtain a copy of a PRO-Forms Certificate of Completion., then this FIRST step for ISOPREP is not done.

Actions for Step Two

1. Wait 48 hours after completing Step one actions above.
2. Contact your Service Component’s PRMS Manager or Security Manager.
3. This office needs to validate your information to include the picture are correct.
 - a) This is done on the SIPR network.
 - b) Specifically Section 8, block 48 on your ISOPREP record needs to be updated with a date reviewed.
4. Receive formal confirmation for your Service Component’s PRMS Manager or Security Manager that step two is complete. This completes the ISOPREP process.

General tips for ISOPREP

If you have travelled OCONUS as a DoD Deployer (MIL or CIV or CTR), you may already have created an ISOPREP record in PRMS. Consult your organization’s PRMS Manager or Deployment Manager for assistance for updating and/or reviewing your previous ISOPREP record.

If you need help or do not know who your PRMS Manager is, contact the PRMS OTS Management Office, PRMSMail@jricp.osis.gov, commercial 586-239-3701, DSN 312-273-3701, for assistance. You will need your current organization and chain of command information so they can help identify a PRMS contact for you.

Photograph Requirements

- Two photos – one front view, one profile view *Full front Profile – no angles
- Photos must be at least 200x200 pixels; file size less than 200k
- In front of neutral background

- Color photos, not black and white
- NO jewelry
- NO headgear, hats or visors
- NO eyeglasses on face OR resting on head

Technical tips

1. Close all Internet Explorer browsers; Open only one browser from a .mil domain to complete.
2. Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History) and from the same Internet Options select the Content tab and then Clear SSL State.
3. Re-enter the URL (manually) <https://prmsglobal.prms.af.mil/>
4. When logging on with the CAC select the NON-Email CAC choice.
5. BEGIN THE PROCESS BY UPLOADING PHOTOS FIRST. Skip your name and all the fields above "Photos," as well as the dates the photos were taken.
6. After uploading the photos, then enter the dates your photos were taken, and proceed to the rest of the required items marked with a **red * asterisk**.
7. Do not include any special characters in any fields (i.e. NA rather than N/A)
8. ONLY answer FOUR of the six statements and for all sections follow the format of the answer as/if provided.
9. When you click Submit you get the Blue Recommended items. Ignore them and Continue.
10. If you get the Certificate GREAT! Print and keep with the CEW online training certificates. If not, click the back browser button twice. You'll get back to the form now partially filled in. Finish it again and then resubmit as you did before (steps 3-5 only) and when you submit this time it should work.

Example of Step One ISOPREP Certificate

Your Unit/Organizational Manager **must** verify your information in PRMS **prior** to your deployment.
 Until they have done this, your SURVEY completion requirement has **not** been satisfied.
 Your information will be available in PRMS on the next weekday after your certificate date.



CERTIFICATE OF COMPLETION

This certifies that

SAMPLE Mr. Kevin I Wright, Civ

successfully completed

The Pre-OCONUS Travel File (PRO-File)

on

2015-07-16 6:21:51

Certificate # { iff1559-a031-404c-a5ec-21a4aa8f95f6 }

VII. DEPLOYMENT ORDERS

Orders will need to be issued for Deployers participating in the Civilian Expeditionary Workforce (CEW) under USCENTCOM. Either DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel or CED orders.

Deployment orders are usually generated no earlier than 30 days from departure. Depending on your Service Component processing, you may either:

- create a travel authorization in the Defense Travel System (DTS), or
- administrative staff will create the travel authorization for you in DTS, or
- you will create a manual version of the DD 1610 outside of DTS, or
- Contingency, Exercise & Deployment (CED) orders will be issued to you by your Deployment Manager.

**Consult your service component CEW representative
for assistance with deployment orders.**

Important Things to Know

1. Complete Minimal DTS training. See DTS training below.
2. **Follow** your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.
3. LOCAL FUND CITE must be used – there is NO CENTRAL FUNDING. The local Finance or Resource Budget Office will provide the necessary information to capture the OCO (formerly GWOT) costs. Note: Since you are deploying as a DoD civilian Deployer, your home station/command is responsible for 100% of your salary and incremental expenses during your deployment.
4. Travel orders for TDY assignments in support of a contingency operation are the exception to the rule and can be processed for a period of more than 180 days.
5. Either the Deployer or the designated person at the parent command will prepare the TDY orders following the guidance in the pre-deployment package.
6. Depending upon how DTS was loaded at your organization, some Deployers encounter problems when utilizing DTS for their long term travel/beyond 180 days.
7. Manual orders will need to be prepared if unable to process one set of orders in DTS for any reason, i.e., long term, crossing fiscal years.
8. Travel orders should cover the ENTIRE period of the deployment, and:
 - a. Begin with the date Deployer travels to Camp Atterbury in Edinburg, Indiana.
 - b. Cover a 390 day period (for a 12 month deployment) or a 300 day period (for a 9 month deployment), or 210 day period (for a 6 month deployment).
 - c. Block 11, Itinerary, reflect, "From: (specify Residence), To: Camp Atterbury, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), and Redeploy to BWI, Camp Atterbury IN, then Home Station." Insert into Remarks block to show full route.
9. When returning from deployment, Deployers **will return through** Camp Atterbury IN for post-deployment processing. redeployment@mckellarcorporation.com
10. Lodging and meals provided at Camp Atterbury and in theater.
11. All orders, DD 1610 or CED, MUST state Variations Authorized.
12. A copy of the CED or DD 1610 orders MUST be provided to the servicing Human Resources/Civilian Personnel Office as soon as they are completed.
13. Both CED orders and DD 1610 orders can be amended if/when corrections are necessary.
14. If the deployment crosses over one Fiscal Year to another Fiscal Year, a statement MUST be listed in the remarks: "Deployment will cross over FY## to FY##; amendment

to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days.”

Roadmap of DD Form 1610 is self-explanatory, unless otherwise stated below:

BLOCK #	ENTER
5	Enter current permanent duty station, unit, agency, or command name, unit identification code and location
8	AA-ROUTINE TDY
9	DEPLOYMENT IN SPT OF CEW or SPECIAL MISSION CEW
10a	390 days(for a 12 month deployment) or 300 days (for a 9 month deployment), or 210 days (for a 6 month deployment).
10b	Date travel begins to Camp Atterbury
11	“X” Variation Authorized
11	"From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"
12	“X” As determined by appropriate Transportation Officer; minimum selections may include: commercial air; government air, government vehicle; advantageous to the government. (follow Service Component guidance)
16	<p>REMARKS: Block 16 contains a variety of instructions unique to your deployment situation. Numerous conditions associated with your deployment should be noted on your travel orders, in Block 16. Following is a list of most common conditions typically addressed. <i>The list is NOT all-inclusive – there may be unique situations that apply only to you – and some of these conditions may not apply to you.</i></p> <ul style="list-style-type: none"> a. Deployment Authorization Number (Position #) and Duty Location b. Security clearance level: Verified by: (Add Security Manager NAME, PHONE # Commercial AND DSN) c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor. d. All salary earned during deployment is subject to income tax. e. Cost of an official passport is reimbursable. f. POV and rental car are not authorized at the Camp Atterbury location. g. Taxi or shuttle to/from airport is authorized. h. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site. i. TDY is under “FIELD DUTY” conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided; per diem limited to incidentals rate (\$3.50) only. j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office. k. Exchange, commissary and MWR privileges are authorized. l. Use of government travel card is required. m. Claims may be submitted during the TDY period and must be submitted manually. n. Final Travel Voucher must be submitted within 5 days of return to home station. o. Excess baggage is authorized. p. Duties of the position require the Deployer to be armed. (if/when applicable) q. Deployment will cross over FY## to FY##; amendment to provide updated

	FY## fund information will be provided when available. Total duration of TDY approximately ### days.” r. Variations Authorized
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Follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.

Once the deployment orders are completed, provide copies to:

- ✓ Servicing HR/Civilian Personnel Office
- ✓ Supervisor
- ✓ US CENTCOM CEW
- ✓ Family Member or other trusted agent

Customer Identification Codes (CIC Code)

At a minimum, CENTCOM CEW has this guidance on the use of CIC numbers on deployment orders: The CIC code is included in the fund citation; there are 15 digits of the fund citation made up the CIC. The CIC # is not always required.

For future deployments, recommend the order issuing authority, regardless of service component, contact AMC/FMFAB at Scott AFB in order to correctly put the deploying person's CIC code on their orders prior to the deployment flight. The people in the AMC/FMFAB office work with ALL services on CIC codes.

If there are still concerns about the CIC, AMC POCs Cheredia Blacketer DSN 779-2329 - HQ/AMC Comptroller's Office and Stephanie Shelton DSN 779-2334 - HQ/AMC Billing Specialist can help determine whether it's needed for CENTCOM CEW orders. They are the final authority as they are the ones who bill for the MILAIR rotator, which is why the CIC was on the orders initially.

If the order issuing authority would prefer to figure out the CIC code without assistance from AMC/FMFAB, please have them use the applicable reference from the list below:
DFAS-Indianapolis Manual 37-100-04, Financial Management;
The Army Structure Fiscal Year 2004, Chapter 1, General Information, Section 16;
TAC Air Mobility Transportation Account Code and Customer Identification Code

Recommend for Defense Travel System Users

The Defense Travel resources online include the Travel Explorer (TraX) for accessing online DTS training: <http://www.defensetravel.dod.mil/site/trax.cfm>

Minimal DTS training, 3 modules: DTS Basic 1) About DTS, 2) DTS Travel Documents (DTS 101), and Programs & Policies, can be found on the TRAX Travel Explorer web site (CAC Access), under Training. Direct Link:
<https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=22776309&CFTOKEN=10919100#myViewStack=1>

It is highly recommended that you take the following training in TraX (if you haven't already) as you prepare for your class: "DoD Travel Policies," "About Defense Travel System (DTS)," and "DTS Travel Documents 101;" as well as "DoD Travel Card Program 101."

For technical assistance in utilizing the DTS system to create the travel authorization / DD1610, contact the DTS Travel Assistance Center, 24 hours a day, 7 days a week; 1-888-435-7146; web link: <http://www.defensetravel.dod.mil/site/tac.cfm>

~Sample DD Form Next 2 Pages~

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD)
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER XXX-XX-1111		4. POSITION TITLE AND GRADE/RATING		
5. LOCATION OF PERMANENT DUTY STATION (PDS) Your current permanent duty station, unit name, unit identification code (UIC) and location.				6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code)
8. TYPE OF AUTHORIZATION TDY		9. TDY PURPOSE (See JTR, Appendix H) DEPLOYMENT IN SPT OF CEW		10a. APPROX. NO. OF TDY DAYS (including travel time) 390		b. PROCEED DATE (YYYYMMDD) 20160108
11. ITINERARY		<input checked="" type="checkbox"/> VARIATION AUTHORIZED				
"From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"						
12. TRANSPORTATION MODE						
a. COMMERCIAL		b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
	X			X	X	
				CAR RENTAL	TAXI	OTHER
					X	X
				PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____		
				<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT		
				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						
CIC - Customer Identification Code - ONLY IF REQUIRED.						
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.		b. OTHER RATE OF PER DIEM (Specify)				
14. ESTIMATED COST						15. ADVANCE AUTHORIZED
a. PER DIEM \$	b. TRAVEL \$	c. OTHER \$	d. TOTAL \$ 0.00	\$		
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)						
LIST FULL TRAVEL IN REMARKS if FULL TRAVEL DOES NOT FIT in BLOCK 11: "From: (specify Residence), To: Indianapolis, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), & Redeploy to BWI, Camp Atterbury IN, then (specify Home Station)"						
a. Deployment Authorization Number (Position # _____) and Duty Location and Country						
b. Security clearance level: Verified by: (Add Security Manager NAME, PHONE # Commercial AND DSN)						
c. Overtime and compensatory time authorized at TDY site(s) as required by deployment supervisor.						
d. All salary earned during deployment is subject to income tax.						
e. Cost of an official passport is reimbursable.						
f. POV and rental car are not authorized at the Camp Atterbury location.						
g. Taxi or shuttle to/from airport is authorized.						
h. Medical care and dental care are authorized IAW service regulations; non-reimbursable care authorized at deployment site.						
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Home Station Requesting Official				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Home Station Finance/Resource Certification		
AUTHORIZATION						
19. ACCOUNTING CITATION Home Station Fund Citations						
Deployment will cross over FY## to FY##, amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."						
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) Home Station Finance/Resource Order-Issuing Official					21. DATE ISSUED (YYYYMMDD)	
					22. TRAVEL AUTHORIZATION NUMBER	

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

- i. TDY in ~~Afghanistan, Djibouti, and Iraq~~ is under "FIELD DUTY" conditions; Government Quarters and Mess are available and will be utilized. Lodging/meals are provided in ~~Afghanistan/Iraq~~; per diem limited to incidentals rate (\$3.50) only.
- j. Prior to leaving Permanent Duty Station, individual must receive country brief from the Force Protection Office.
- k. Exchange, commissary and MWR privileges are authorized.
- l. Use of government travel card is required.
- m. Claims may be submitted during the TDY period and must be submitted manually.
- n. Final Travel Voucher must be submitted within 5 days of return to home station.
- o. Excess baggage is authorized.
- p. Duties of the position require the employee to be armed. (if/when applicable)
- q. Deployment will cross over FY## to FY##; amendment to provide updated FY## fund information will be provided when available. Total duration of TDY approximately ### days."
- r. Variations Authorized
- s. The traveler is entitled to DoD provided health care in theater and medical evacuation from theater at the same level and scope provided to a military member. When traveler incurs a deployment-related medical emergency, the traveler is entitled to DoD provided emergency and continuing medical care at a DoD Military Treatment Facility at the same level and scope provided to a military member. (DoD Directive 1404.10, JAN 2009).
- t. Authorized to carry government-issue weapon and ammunition when directed and permitted by the in-theater command and when properly trained in weapon familiarization. (when applicable)

VIII. TRAVEL & HOTEL INFORMATION

Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under USCENTCOM usually includes traveling to Camp Atterbury, in Indiana, to complete residential training and finish administrative deployment processing. Once you complete the residential training, then you will travel to theater and finally to deployment location.

General Travel Routine

From your home station you will travel to Indianapolis Airport (IND), At IND you will connect with a Camp Atterbury facilitator along with the other CENTCOM CEW deployers for a bus to Camp Atterbury. After the two-week session at Camp Atterbury, you will be taken back to IND to then travel to Baltimore-Washington International (BWI) Airport. If un-armed you will travel on Saturday after training and you have an overnight to Sunday. If arriving armed at BWI you will travel on Sunday, you will not need a hotel overnight. At BWI you will connect with the MILAIR rotator that will take you into theater.

Stateside Travel Responsibility

Deployer you are responsible:

1. Flight from Home station IND (Camp Atterbury).
2. If arrival day Friday before training a hotel reservation will be required.
3. After training flight from IND to BWI.
4. Unarmed fly on Saturday with hotel reservation required. Armed fly on Sunday.

Camp Atterbury Facilitators will:

1. Arrange MILAIR transportation.
2. Provide MILAIR information to you during training.
3. Multiple connecting flights (i.e. two stops) in theater, Camp Atterbury will make those follow-on reservations as well.

Guidance

1. All travel, CONUS and OCONUS, must be included on your deployment orders, DD 1610 or CED orders.
2. Use your organization's contracted Commercial Travel Office to support travel and hotel arrangements.
3. Travel TO IND: Schedule your **travel to Indianapolis Airport (IND) for ARRIVAL NO LATER THAN 11 AM on the class start date**. If you are unable to arrive by 11 AM on Saturday, schedule your travel to arrive Friday evening and stay in a near-by hotel that has a free shuttle and government rate.
4. ALL residential training participants will meet the Camp Atterbury facilitator at IND Airport Baggage Claim 6 NO LATER THAN 11 AM on Saturday with baggage ready to travel to Camp Atterbury. A volunteer will reach out to you by an introductory email.
5. Lodging and meals are provided at Camp Atterbury for the entire two-weeks. No rental car or private vehicle is authorized. You can take your cell phone and a laptop computer with you (no WiFi, Cat 5 only). The two-week schedule is packed with training and administrative processing.
6. Travel FROM IND to BWI:
 - a. **UN-ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Saturday after training is complete**. Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane. Book a hotel overnight. Ensure the hotel near-by BWI has a free shuttle and government rate.

- b. **ARMED** – Schedule your travel to depart from IND Airport (going to BWI) **AFTER 11AM on Sunday after training is complete**. Camp Atterbury transportation will be available. Allow yourself the time to check-in and not rush to meet your plane.

Other Info

Daytime Lodging. Always consult your home station Finance/Resource office for assistance. Hotel check-out is usually before Noon. For choosing to book a "second night," per the [JTR, Chapter 2: Official Travel, Part M](#): Miscellaneous Expenses (page 2M-5), traveler's may stay a "second night" as airport daytime lodging;

- c. "Lodging Fees / Daytime Lodging Charges
- d. Reimbursable when authorized/approved by the AO.
- e. Includes:
 - i. Room occupancy lodging charges for late departure, early arrival, or
 - ii. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience."

Return from Theater/Redeployment

At the end of your deployment, you will travel from theater back to Camp Atterbury, before going to your home station, for the demobilization processing. Follow the instructions provided in theater for redeployment travel. It is critical that you **contact Camp Atterbury BEFORE** your return to CONUS at the end of your deployment. Failure to contact Camp Atterbury on your return may delay your return home.

Redeployment contact is Anthony Miller (812) 552-3274 / Jason Reed (812) 526-3175
redeployment@mckellarcorporation.com

Ensure you contact Jason or Anthony prior to leaving theater
To ensure/arrange pick-up at airport

When you arrive at Camp Atterbury you will be issued a room for the evening. All of your CIF gear will remain in your possession until the following morning when you begin the redeployment process. If you have a weapon it will be secured by the McKellar Staff and stored in the authorized weapons vault until the next morning.

Resources:

Your Service Component's Contract Travel Office

Defense Travel System - DTS: <http://www.defensetravel.osd.mil/>

Defense Travel Management Office – DTMO: <http://www.defensetravel.dod.mil/>

Indianapolis Airport Hotels: <http://www.airporthotelguide.com/indianapolis/map.html>
Be sure the hotel provides a shuttle service to the IND airport.

Baltimore-Washington International Airport Hotels: <http://www.bwi-hotels.com/map.html>
Be sure the hotel provides a shuttle service to the BWI airport.

IX. RESIDENTIAL TRAINING

Department of Defense Deployers participating in the Civilian Expeditionary Workforce (CEW) under USCENTOCM includes residential training and the final phase of pre-deployment administrative processing at Camp Atterbury in Indiana before going to theater. The standard program is a two-week curriculum consisting of classroom courses and field exercises. Phase one schedule is conducted at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburg, Indiana. Phase two training is conducted at the Muscatatuck Urban Training Complex (MUTC) in Butlerville, Indiana.

Phase One – Camp Atterbury

Material covered in the training conducted at Camp Atterbury includes final pre-deployment processing, final medical processing, validation of on-line training, weapons training, information on mobilization, and preparation for serving within the military. Phase one (approximately 4-5 days) training is essential for providing deployers with an enterprise-wide knowledge base and cannot be waived.



Camp Atterbury Training Environment

Students are assigned to a two-person dormitory-style room with a shared bathroom and common areas. The CA compound includes a laundry facility, dining hall, gym, Post Exchange, library, chapel, classrooms, and MWR (*retirees only*) activities.

Phase Two – Muscatatuck

Training is conducted at Forward Operating Base (FOB) Panther at MUTC ([Muscatatuck Urban Training Center](#)). Students will spend several days at the FOB, integrated with U.S. military personnel in the same manner experienced in theater. Conditions have been established to mimic the type of austere living conditions found in theater, including sleeping in open bay trailers, use of field showers and toilets, and subsistence at a military dining facility. Training consists of classroom instruction and practical application exercises, concluding with a two-day immersive field event. The two-day immersive exercise is physically demanding and requires participants to be equipped in military protective gear (Kevlar vest and helmet).

Throughout the phase students will be presented with a series of role-play exercises duplicating the various scenarios in which they may find themselves during their deployment, including negotiating sensitive situations and engaging host-country partners to build collaborative relationships. Students will also be involved in mock ambushes and IED strikes, which will be filmed for debriefing and review.

Muscatatuck Training Environment

The Forward Operating Base (FOB) Panther at MUTC ([Muscatatuck Urban Training Center](#)) does not contain the type of amenities found at CA (laundry facilities, Post Exchange, etc.) and deployers should prepare themselves for this environment and ensure that they bring appropriate

clothing and personal necessities. While students will be provided linens, pillows, and blankets for their beds, they are not provided towels at MUTC. Students should bring their own towels with them.

FACTS MUTC Facilities

- No ATM, PX or post office available
- Laundry facilities available (“HE” detergent only).
- Linens provided
- Towels, toiletries not provided
- Communal living (several students per trailer, outside showers/latrines)
- FOB Panther is built upon a gravel base, you will need sturdy shoes for support
- Bring eye protection (issued) and gloves
- Internet via Cat-5 Cable in the classroom only (available 24/7)



MUTC Quarters

Packing for Training And Deployment

You will be able to take only a limited amount of region / activity-specific clothing with you for the entire duration of deployment, whether it's 6 months, 9 months or 12 months in length. A ***practical checklist of appropriate clothing*** can be found in Appendix A, of this guide

At Camp Atterbury, you will be provided:

- “Up to” three (3) duffle bags to take to theater to transport all your clothing, equipment, and personal items that you will use while in theater.
- Multi-cam uniforms are issued by the Central Issue Facility (CIF) At Camp Atterbury, if required by your position; see Job Offer email / letter to verify.
- Standard equipment for deployment (helmet, IOTV (body armor), mask and inserts) is required for all CEW deployers. This equipment is ordered at the Camp Atterbury fitting session during the first phase; then the equipment ordered is received during the second phase. There is no waiver for this equipment. CAVEAT: Deployment positions in Kuwait and some in Iraq will not be issued this equipment.

The authorized uniforms and equipment must be taken with you to theater. Items weigh between 40-50 lbs. This is important because you will have weight requirements for your duffle bags when flying on MILAIR:

- 70 lb maximum weight for checked bags – authorized three each.
- 50 lb maximum weight for carry-on bag – authorized one each.

Please consider these restrictions when preparing for your flight and when packing your personal items. We recommend using soft-sided bags for your personal items so that you may more easily consolidate them with your CIF-issued items.

IMPORTANT: Tough Boxes are *NOT* authorized for baggage check (i.e., Pelican Case, Gorilla Box, Tuff Box, etc.)

NOTE: If you are shipping some of your material to theater, be sure to wait until you have successfully been processed through the medical portion of the mobilization process first. Shipping will be off-post, the Friday prior to leaving Camp Atterbury for theater.

UNIFORMS

Specific to your current CEW deployment, uniforms may or may not be required. Uniform requirement is indicated on the Job Offer email and Welcome Package email.

IF REQUIRED – if uniforms are required for your position, then four (4) full sets (pants, undershirt, over-shirt, hat, socks, belt and boots) are issued at Camp Atterbury. Requests to waive the use of uniforms must be approved by theater; see Uniform Waiver template letter on page 27, Appendix B. Letter would be submitted to CEW and theater by email. Theater would have final determination and either sign the uniform waiver or not.

IF “NOT” REQUIRED – One (1) Optional set can be issued at Camp Atterbury at deployer’s request. It is not a requirement but highly recommended.

EQUIPMENT

The mandatory gear cannot be declined.

For all CEW deployers, the minimum mandatory gear issued at Camp Atterbury is:

- ACH Helmet - Specific to your measurements; you will be shown how to customize it to your head.

- Body Armor IOTV-111 - Specific to your measurements; you will be shown how to customize it to your body.

- Eye Protection - Part of the medical documentation you provide to the Camp Atterbury Medical Team needs to include pupillary measurements, as well as eyewear prescription if needed. Camp Atterbury will order the inserts; specific to your measurements; you will be shown how to customize it to your gas mask.

- Protection Mask - Specific to your measurements; you will be shown how to customize it to your head.

CAVEAT: Deployment positions in Kuwait and Iraq will not be issued the standard equipment. If position requirements change, equipment can be issued in theater.

ARMING

Arming requirement is indicated on the Job Offer email and Welcome Package email. If the position is armed, an “Arming Packet” E-email will be sent with required documents to be completed and returned to CENTCOM CEW. The deployer will be issued weapon at Camp Atterbury. Whether the deployment position requires arming or not, all CENTCOM CEW deployers will receive weapons training while at Camp Atterbury.

X. PERSONNEL ACTIONS, PAY ENTITLEMENTS & WORK SCHEDULE OVERVIEW

Your successful pay during deployment can be thought of as "coin": ONE SIDE is your bi-weekly time cards (for regular hours worked, overtime and night differential) managed through the electronic time card system at your home station. The SECOND SIDE are the personnel actions in the Defense Civilian Personnel Data System (DCPDS) for formal personnel record, danger pay and post differential actions.

Stakeholders of Your Deployment

Stakeholders you will engage:

- Deployment Supervisor
- Home Station Supervisor and unit chain of command
- Home Station Civilian Personnel/Human Resources Office (CPO or HRO)
- Home Station Civilian Payroll/Finance Office

Remember Contact Listing Page? Now is the time to ensure you have a good contact name/email/telephone number for these stakeholders and that they are aware of your deployment and the appropriate actions.

Once Deployed Work Schedule & Time and Attendance

1. Home stations customer service representative (timekeeper) will need to change deployer's work schedule in the electronic time keeping system as determined by the deployment commander.
2. The time card template, or "shell," in the electronic time keeping system at home station needs to be updated to accommodate the deployment work schedule in order for the Deployer to be paid correctly for the regular salary, any overtime worked and any night differential worked.
3. The parent command (home station) should be prepared to receive time and attendance each pay period via email for input and approval at home station that contains time approximately 12 hours a day, 6 to 7 days a week.
 - a) The deployment supervisor will sign the bi-weekly time card and the Deployer will send it to his/her home station time card certifier (supervisor) who will;
 - b) complete entry of the deployers bi-weekly time card in the electronic time keeping system for each bi-weekly pay period during deployment.
4. Deployer should notify the activity customer service representative (timekeeper/payroll tech) of any work schedule changes occur, as authorized by deployed commander.
5. A change in a work schedule in the middle of a pay period is allowed if using Standard Labor Data Collection and Distribution Application (SLDCADA) by creating a special work schedule for the split pay period.
6. Theater HR/Customer service should have policy letters, sample timecards, and standard work schedules available.
7. The Overtime and any Night Differential would show separately on the LES. Please check your LES regularly. Contact the home station servicing Civ-Pay and home station supervisor immediately if time and attendance are not reflected in LES accurately.

Pre-During-Post RPA & Pay Entitlements Actions

1. Your home station servicing Civilian Personnel Office (CPO) or Human Resources Office (HRO) processes a Temporary Reassignment Not to Exceed Request for Personnel Action (RPA, NOA 921) for your deployment in DCPDS (IAW DCPDS Guide Module 8, Chapter 6).
 - a) A temporary position sequence number is copied from your current position sequence number for the temporary reassignment;

- b) there is no change in pay plan, occupational series or grade for this time-limited temporary reassignment.
 - c) Updates to the temporary position sequence number for the purpose of the CEW deployment include:
 - i) Fair Labor Standards Act (FLSA) status is Exempt
 - ii) Emergency Essential (E-E)
 - iii) AGLI (Aggregate Limit Indicator)
 - iv) PPLI (Premium Pay Limit Indicator).
2. This RPA generates an SF-50 for your official personnel file and is finalized within one pay period after your departure from CONUS; the effective date is the date you depart CONUS; block 5-C will list "7EW" and block 5-D will show "Civilian Expeditionary Workforce." The SF-50 is accessible to you through your e-OPF. Your home station servicing CPO or HRO can assist you to get a copy of the SF-50.
 3. Before you depart home station, you will submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature.
 - a) The signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS – Defense Civilian Personnel Data System.
 - i) The home station servicing CPO or HRO is responsible for updating the AGLI (Aggregate Limit Indicator) and PPLI (Premium Pay Limit Indicator) on your temporary reassignment position sequence number to enact the waiver of the pay cap.
 - ii) After the position sequence number update is done, Civ-Pay will also need to update the pay system to match, which is why they also need a copy of the signed Bi-Weekly Pay & Annual Salary Cap Waiver. Template Pay Cap Waiver is Appendix C.

NOTE: These 2 limits are waived on a year by year basis when/if DoD issues guidance to implement waiver at service component level.

4. After arrival in theater, you will submit the SF 1190 and Addendum SF 1190 to your deployment supervisor to verify arrival in the deployed area;
 - a) Once signed by you and the deployment supervisor;
 - b) the SF 1190 and Addendum SF 1190 go to the home station servicing CPO or HRO.
 - c) Upon receipt of the SF 1190 and Addendum SF 1190, the servicing CPO or HRO can then update your personnel record in DCPDS for pay entitlements as applicable by country and duration requirements
 - i) Danger Pay
 - ii) Post Differential

These updates then flow to the Civ.-Pay data-system (DCPS) to generate payment for Danger Pay and Post Differential, as applicable.

5. The Danger Pay and Post Differential will show separately on the LES. Please check your LES regularly to ensure accurate pay entitlements. Contact the home station servicing CPO or HRO immediately if pay entitlements are not reflected in LES accurately.

Premium Pay for Training Activities

For employees participating in residential training, such as civilian deployment training (e.g. Camp Atterbury), the lodging and meals are typically provided on a military base without additional cost for the employee or employing activity. Your DoD components must determine whether an employee is entitled to receive overtime pay for regularly scheduled training hours.

Entitlement Timelines

Department of State has determined the pay entitlements requirements. A good guide to review for your theater entitlements can be found on the DFAS web site:

<http://www.dfas.mil/civilianDeployers/understandingyourcivilianpay/theaterentitlements.html>

On the DFAS web site, you will find a sample waiver memorandum, the SF 1190 and Addendum SF 1190 To find country specific entitlements, go to the Dept. of State web site, Office of Allowances:

<https://aoprals.state.gov/> . Select "Allowances by Location" for the most current information:
https://aoprals.state.gov/Web920/location.asp?menu_id=95

End of your deployment

It is vital that you notify at least two weeks prior:

1. Home station servicing CPO or HRO and advise of your projected return date so the appropriate actions on your DCPDS record can be initiated to end the temporary reassignment and pay entitlements based on the projected end date, your return to CONUS date.
 - a. **Failure to notify** your home station servicing CPO or HRO in a timely manner may result in over-payment after you return from deployment and subsequent debt letter from DFAS.
2. [Camp Atterbury](#) of your return for post-deployment processing.
Email: redeployment@mckellarcorporation.com

The General RPA & Pay Entitlement Processing Guide, provided in your Welcome Packet email can be sent to your servicing CPO or HRO office. ***All forms (SF-1190, SF-1190 Addendum and Pay Cap Waiver template) can also be found in the Theater Entitlement Checklist which is embedded in the General RPA & Pay Entitlements Guide along with DCPDS guidance for the servicing CPO or HRO for updating your record in DCPDS.***

Post-deployment Health Assessment (DD2796) must be completed within 30 days of return from deployment.

XI. GENERAL OCO FUNDING INFORMATION

Each service component has a specific process for requesting Overseas Contingency Operations (OCO) funds. The following general information is only basic outline of how OCO funds are requested and applied for the purpose of CENTCOM CEW deployments.

The deployer's base pay and benefits are paid from the baseline funding which the parent command has already budgeted. Since the Deployer will remain on the administrative rolls of the parent command, all costs are charged to the parent command. Therefore the fund citation on the deployment orders are the parent command fund citations. However, as directed by Office of the Secretary of Defense (OSD), incremental costs for civilians deploying to the CENTCOM AOR are an appropriate Overseas Contingency Operation (OCO) expense, including such expenses as premium pays, incremental pay, transportation, training, equipment, Rest and Recuperation (R&R), medical screening, and other related deployment requirements. Further, OCO funds may be used for a temporary backfill to assist in covering the organizational requirements while the Deployer is deployed. Costs are contingent on a number of items. The actual CONUS pay level of the Deployer and the numbers of hours of overtime actually worked during a 12 month OCONUS deployment period are two paramount factors.

There is no special pot of OCO funding to cover these expenses, per se. Overseas Contingency Operations (OCO) funds are dispersed to the military components and are then redistributed down into commands. The funds are already allocated to the services at a very high level, but are not pushed down and do not reach all organizational levels and they must be accessed by request. The activity (local) budget/accounting representative is required to estimate costs and request the funds. It is highly recommended that the command estimate costs and REQUEST FUNDING AS SOON AS POSSIBLE once the candidate has been matched to a theater requirement and accepted his/her official offer. Access to OCO funds must be made via the servicing unit budget comptroller through their financial administration hierarchy and then moved over to the parent unit of the deployer.

CENTCOM CEW does not provide a fund citation for the deployment orders. Contact the servicing Finance/Resource Management office with your component and/or the CEW contact for your component for assistance.

APPENDIX A: RECOMMENDED CLOTHING PACKING LIST (CAMP ATTERBURY)

The two-week program includes six (6) days at Camp Atterbury and eight (8) days at Muscatatuck. There are laundry facilities at Camp Atterbury but not at Muscatatuck. Be mindful of your needs for personal toiletries, comfort items (electronic devices) and local weather conditions.

Quantity	Item Description
Summer	
1 pair	Well-fitting, good quality hiking boots
1 pair	Running shoes
4 pairs	Hiking socks
4-6 pairs	Running socks
1	Lightweight outer wind/wet weather jacket
1 pair	Sunglasses
1	Medium or large backpack to carry clothing and equipment
1	Head lamp with extra batteries or flashlight (optional)
1	Toiletries (personal judgment; must last 10 days)
1	Bath/shower towel
1	Sturdy shower shoes (should be able to walk comfortably on gravel)
4 pairs	Cargo pants or jeans
4-6	Shirts (MUST include one long-sleeved shirt*)
1 pair	Running pants/shorts
1	Running shirt
1	Pocket knife (optional)
2	Hooded sweat jackets
1	Small backpack/daypack
1	Headscarf (conservative color) Females Only
Spring/Fall (include items in Summer list; choose appropriate)	
1 pair	Gloves, lightweight
1	Mid-weight outer wind/wet weather jacket (Gortex or weatherproof if possible)
Winter (include items in Summer list; choose appropriate outerwear)	
1 set	Polypropylene undergarments or long underwear
1	Polar fleece cap
1	Polar fleece jacket
1 pair	Gloves, polar fleece, or wool (weather proof if possible)
1	Polar fleece blanket
2	Hand and foot warmers
1	Cold-weather coat/jacket
*A long-sleeved shirt is required for certain activities, regardless of the season.	

APPENDIX B: TEMPLATE FOR UNIFORM WAIVER TEMPLATE OR ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) WAIVER

Requests to waive the use of uniforms and or equipment must be approved by theater. Letter would be submitted to CEW and theater by email. Theater has final determination to either concur or not.

UNIT
LETTERHEAD

DATE

MEMORANDUM FOR: Individual Deployment Replacement Operations (Camp Atterbury)

FROM: USFOR-A

SUBJECT: Exception to OCIE Policy – (LAST NAME, FIRST NAME of deployer)

1. Standard policy for deployment is uniform and equipment issue for deployment in the CENTCOM AOR.
2. Provide concise justification for requesting waiver of uniform and/or equipment (example: the individual already has equipment provided by home station organization). Provide information on the impact to mission and military necessity for the request. Provide the individual's full name and last four of their SSN. Include the confirmed reservation date for arrival at the IRDO.
3. Point of contact for this request is (name) email and contact phone number.

Signature Block
O-6/GS-15 or higher MUST SIGN

APPENDIX C: TEMPLATE FOR REQUEST TO WAIVE THE BI-WEEKLY PAY AND ANNUAL SALARY CAP

Submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature; the signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS and to the servicing Civ.-Pay office for their action in DCPS.

ACTION MEMO

[DATE]

TO: [SERVICING CPO & Civ.-Pay, In Turn]

FROM: [DEPLOYING PERSONNEL/DEPARTMENT]

SUBJECT: Request for Exception to the Bi-weekly and Annual Pay Cap on Premium Pay (5 U.S.C. 5547) for General Schedule Deployers

1. Request is based upon the [REASON FOR DEPLOYMENT TO SOUTHWEST ASIA]. This exception should be made effective on the pay period starting dates as indicated below.
2. Personnel are required to work an abnormal amount of overtime hours in support of this SWA mission. Deployers are assigned to Kuwait, Iraq, Afghanistan, Qatar, Pakistan, or other countries in support.
3. RECOMMENDATION: Approval of the exception to the bi-weekly and annual Pay Cap
4. Point of contact for this request is (name) email and contact phone number.

Signature Block
O-6/GS-15 or higher MUST SIGN

Appendix D: Comprehensive Pre-Deployment Checklist

Medical / Dental Clearance 60-90 Days from Deployment	FORMS	OPR	Date Completed
<p>Full Medical, Dental, Vision, Hearing, Immunizations, and Lab Tests/Results Processing Pre-Deployment medical clearance can be a LENGTHY PROCESS. Complete initial paperwork as soon as possible; schedule appointments approximately 90 days of deployment. Take your Offer Letter, OF 178 (or other applicable forms) with you to the appointments.</p> <p><u>You can not deploy without being “MEDICALLY CLEARED” by Camp Atterbury MEDICAL TEAM (CAMT) DO NOT delay providing CAMT with your MEDICAL DOCUMENTS and confirm that you are clear to proceed.</u></p>			
OF 178, Certificate of Medical Examination for the purpose of PRE-DEPLOYMENT	Use OF-178, in Welcome Email.	Occupational or Public Health Office	
DD 2807-1, Report of Medical History	DD 2807-1	MTF or Primary Care	
DD 2808, Report of Medical Exam	DD 2808	PCM	
DD 2813, DoD Dental Exam Screening	DD 2813	MTF or PCM Dental/Dentist	
DD 771, Vision Screening/Eyewear Prescription Do not wear contact lenses while going through medical processing. Contact lenses are NOT authorized for wear in the CENTCOM theater.	DD 771	MTF or PCM Optometry/Ophthalmology	
DD 2215, Reference Audiogram OR DD 2216, Hearing Conservation Data	DD 2215 OR DD 2216	MTF or PCM Audiologist	
Immunizations, certified copy, must include dates, clinical names.		MTF or PCM	
Labs: Certified copy of results. Results may require repeat test. All laboratory tests must be completed within 90 days of reporting to Camp Atterbury. Results must be typed; handwritten results are not acceptable.		MTF or PCM	
EKG (as applicable)		MTF or PCM	

Online Pre-Deployment Health Assessment, MEDPROS	Pre-Deployment Health Assessment	CAMT / Deployer	
Major Pre-Deployment Actions			
“No-Fee” Government Passport (brown/burgundy) color for official government travel/use, if required.	See No-Fee passport Section	Passport Office / Deployer	
Arming Packet for specific positions only See your offer letter to determine.	See Arming Packet email	Security Manager / Deployer	
Complete ISOPREP: Two Step Process, see Section VI.	Online	PRMS/ Security Mgr	
Arrange CONUS travel from Home Station to Camp Atterbury using Contract Travel Office (CTO), see Section VIII, pages 16-17.		Deployer & CTO	
DD 2365, Emergency Essential Position Agreement. Have current supervisor authorize. Need to complete for OS CAC below.	DD 2365	Deployer	
Issued a DOD OS Geneva Conventions CAC. Expiration date 30 day after end of tour.	Geneva CAC	DEERS	
CEW web site Registration.	CEW Web Site	Deployer	
JKO web site Registration.	JKO Web Site	Deployer	
FULL ONLINE TRAINING LIST Hand-carry two copies of each training certificate to Camp Atterbury. If no certificate at the end of the course: print the last page, write the name of the course, your name, date and sign in lieu of a formal certificate.			
SERE 100.1 Code of Conduct Course # J3TA-US022 Also REQUIRED for ISOPREP	JKO Web Site	Deployer	
Suicide Prevention Course # JS-US006C	JKO Web Site	Deployer	
Human Rights Awareness Course # J3SN-US649-HB	JKO Web Site	Deployer	

Combat Trafficking in Persons (CTIP) Course # J3TA-US030	JKO Web Site	Deployer	
US Central Command Moderate Risk Of Isolation, Course # CEN 2012-001	JKO Web Site	Deployer	
Level 1 Antiterrorism Awareness Course # JS-US007	JKO Web Site	Deployer	
Accident Avoidance ARNJ7-US021 (no certificate).	JKO Web Site	Deployer	
Cyber Awareness Training DoD Deployers	CEW Web Site	Deployer	
Dept. of Army Fraternalization Policy	CEW Web Site	Deployer	
Discharge of Classified Information (no certificate)	CEW Web Site	Deployer	
Force Protection (no certificate)	CEW Web Site	Deployer	
General Orders	CEW Web Site	Deployer	
Hot & Cold Weather Prevention	CEW Web Site	Deployer	
Intro to Biometrics Collections Systems	CEW Web Site	Deployer	
OPSEC	CEW Web Site	Deployer	
Report Intelligence Information	CEW Web Site	Deployer	
Sexual Harassment	CEW Web Site	Deployer	
US Central Command General Order 1B (no certificate) 6 page memo	CEW Web Site	Deployer	
Country Specific Training – see lower right corner of deployment country.	CEW Web Site	Deployer	
Camp Atterbury Training (OnSite during class)			
Counter Insurgency Training (COIN)			
Country Brief			

Cultural Immersion		
Threat Awareness & Reporting Program (TARP)		
Counter-IED		
ORGANIZATION or Unit Processing: Complete actions as required by OSD, Local checklists and Combatant Command reporting instructions. Additional items listed below:		
TDY/CED Orders, manual or through DTS. Follow organization process for DTS actions. Include "VARIATIONS AUTHORIZED" statement on the orders.	ORG/UNIT or Deployer	
DCPDS/MyBiz : Update and print out Emergency Data Page and print copy for Supervisor and deployment folder.	Deployer	
JPAS Clearance Summary and/or Security Verification letter from Security Manager. IAW DoDI 1400.32	ORG/UNIT or Security Manager	
Government Travel Card: issues or update, ensure card is active and does not expire during the deployment. GTC Web site	ORG.UNIT & Deployer	
Personnel Readiness Folder established by the ORG/UNIT. Hand-carried to deployment supervisor. Folder includes: • Copy of Deployment Order • DCPDS/MyBiz Emergency Data Page • JPAS Clearance Summary and/or Security Verification Letter • Training Certificates, valid for duration of deployment	ORG/UNIT	
DoDI 6490.03 , E4.A1.1.5, and para 5.5.8.: IF/WHEN APPLICABLE: Issue occupational personal protective equipment (e.g., hearing or industrial respiratory protection) and monitoring devices (e.g., thermo luminescent dosimeter (TLD badge)) as required by occupational specialty of personnel.	ORG/UNIT	
Civilian Personnel & Payroll		
Initiate a Request for Personnel Action (RPA) using applicable Nature of Action (NOA) 900 series code in DCPDS to document deployment; attachments may offer letter and/or Orders. IAW DoDI 1400.32 and DoD DCPDS Instructions on "Tracking Deployed Civilians" and OPM GPPA , Chapter 14; Legal authority "7EW" Civilian Expeditionary Workforce.	CPO/HRO	
Request to Waive the Bi-Weekly Pay & Annual	Pay Cap	Deployer,

Salary Cap memorandum to your home station chain of command for signature.	Waiver	CPO/HRO, Civ-Pay	
Confirm projected dates for Within-Rate Increases and appraisal closeouts, as applicable. NOTE: Deployer remains under the administrative management of the service component and the responsibility for updating the performance plan and annual appraisal remains with the Deployer's home station supervisor and home station chain of command. Follow your service component guidance for performance appraisal processing.		Deployer, Supervisor, & CPO/HRO	
Confirm annual leave balance, address any use-or-lose issues before end of leave year, review policy for earning compensatory time for travel, Leave Restoration Policies and Procedures, etc.		Deployer, Supervisor & CPO/HRO	
Designation of Beneficiary, Federal Deployers' Group Life Insurance (FEGLI); due to deployment, there is an option to increase the FEGLI benefit pay-out amount. Consult your Benefits & Entitlements office for assistance; form on OPM web site.	Standard Form (SF) 2823		
Cont'd next page Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Deployer.	SF 1152	Deployer, w/ CPO/HRO	
Federal Deployers Retirement System (FERS) Designation of Beneficiary (<i>only FERS Deployers</i>), form on OPM web site.	SF 3102		
Civil Service Retirement System (CSRS) Designation of Beneficiary (<i>only CSRS Deployers</i>), form on OPM web site. Follow instructions for to submit.	SF 2808	Deployer w/ CPO/HRO	
TSP 3, Designation of Beneficiary, is located on the TSP web site under Civilian Forms and Publications. Follow instructions on form to submit to TSP.	TSP-3		
CA-40, Designation of a Recipient of the Federal Deployers' Compensation Act (FECA) Death Gratuity Payment under Section 1105 of Public Law 110-181 (section 8102a), is located on the Department of Labor (DoL) web site.	CA-40	Deployer, w/ CPO/HRO assistance	
Financial Matters. Direct deposit/electronic funds transfer (DD/EFT) for their federal civilian pay at their home installation by filing a SF 1199A . Now is the time to make updates if needed.	SF 1199A	Deployer	

Ensure Family Care Plan in place as applicable and in accordance with DoDI 1342.19 , Family Care Plans	DoDI 1342.19	Deployer, HRO/CPO Assistance	
Confirm CAC card possession. Expiration date should be no less than 30 days after projected redeployment date/return to home station. See Section OCONUS CAC Card		Deployer	
Legal assistance relating to matters of deployment is available through the organization legal office for civilians notified of deployment and their families. Legal assistance will be available for the period of deployment and normally include such things as preparation of wills and powers of attorney		Deployer	
Create a list of contacts at home station, to include and not limited to: (names, email, DSN phone, address) Supervisor, Unit Administrative Support, Civilian Personnel/HR Office, Civilian Payroll Office DTS Manager; CTO Contact, Any others you think you may need		Deployer	
Additional Forms			
Eagle Cash Stored Value Card – Eagle-Cash is a “stored value card” used during deployment. <i>*Have your Bank Account & Routing Numbers available.</i>	Eagle-Cash web site	Camp Atterbury	
DD Form 93, Record of Emergency Data Camp Atterbury <i>will contact prior to arrival</i> via email.	DD Form 93	Camp Atterbury	
Issue Identification Tags, ID Tags. Camp Atterbury in conjunction with DD Form 93 email will ask for religion preference and blood type.		Camp Atterbury	
During Legal Brief: Wills & Powers of Attorney <i>(optional)</i>		Camp Atterbury	
Actions to Complete Upon Arrival in Theater			
SF1190, Foreign Allowances Application, Grant and Report – Upon arrival in theater, complete and submit SF1190 along with Addendum SF 1190 to servicing home station HRO/CPO for updating DCPDS for affecting Pay Entitlements. <u>NOTE: Delay in submission will postpone the start of Pay Entitlements.</u> Deployer must submit SF1190 and Addendum SF 1190 again when returning to home station to end the Pay	SF 1190 & Addendum SF 1190	OS Unit &/Deployer	

Entitlements.			
Verify Reassignment NTE SF-50 in completed by servicing HRO/CPO at home station.	DCPDS/MyBiz e-OPF	OS Unit &/Deployer	
Contact Servicing Time-Card Keeper or Home Station civ-Pay to update timecard for overseas work schedule template.		OS Unit &/Deployer	
Check LES regularly to address concerns early.	My Pay	Deployer	

This comprehensive checklist is provided to support pre-deployment actions. Organizations may have their own deployment checklist which you must follow. You may come across duplication in action items.



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