



FEDERAL CIVILIAN DEPLOYMENT GUIDE

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This pamphlet supports AFPD 10-2, Readiness; and contains information and guidance to assist commanders, supervisors, employees, Unit Deployment Managers, and representatives from both civilian personnel flights and military personnel flights. It is a planning and operational guide to be used when deploying Air Force federal civilians in support of military operations.

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Chapter 1

GENERAL INFORMATION

1.1. Introduction. Historically, federal civilians have played an important role in the conduct of U.S. military operations. More recently, Air Force civilians have established themselves as an integral and vital part of the Department of Defense's total force team. With distinction, they perform critical duties in virtually every functional area of combat support and combat service support, both at home and abroad. Serving beside their deployed military counterparts they also provide the critical skills necessary to assure the availability of essential combat systems and weaponry, thereby maximizing the combat capability of the Air Force member and success of the Air Force wartime and emergency mission.

1.1.1. This information has been prepared to inform Air Force civilian employees, management officials, supervisors, and commanders of policies and procedures on civilian deployment issues. The following information is applicable to deployments in the continental United States (CONUS) and outside the continental United States (OCONUS), in support of military exercises and contingency/wartime operations. The basis of this pamphlet is DoD Directive 1404.10, Emergency-Essential (E-E) DOD U.S. Citizen Employees, and AFI 36-507, Mobilization of the Civilian Work Force. This information is accurate as of the current date, but is subject to change based on evolving Department of Defense and Air Force publications, policies, and procedures. This information will be updated periodically as required.

1.1.2. We welcome your recommendations, comments and questions. Please address them to HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington, DC 20330-1540, Telephone: DSN 225-7018, COMM 703-695-7018; FAX DSN 227-5921, COMM 703-697-5921.

1.2. Authority to Deploy. When the need for a particular civilian skill arises, civilian employees who possess the required skills and have been pre-identified for possible deployment, specifically those serving in E-E positions or those who volunteer for the particular assignment, may be assigned such duties.

1.2.1. Air Force policy is to deploy only those civilians who have accepted E-E positions and other federal civilians who are not designated as E-E, but who volunteer for a specific deployment or, if stationed overseas, require the E-E or volunteer employee to remain behind once non-essential personnel have departed. Upon acceptance of an E-E position, the employee can be tasked for any deployment necessary. Management may take appropriate administrative action in accordance with AFI 36-704, Discipline and Adverse Actions, up to and including separation from the federal service, if a pre-identified civilian employee or a volunteer refuses to perform such functions until relieved by appropriate authority. Employees who volunteer will perform these functions regardless of whether they were pre-identified as E-E and signed the E-E agreement.

1.3. Emergency-Essential Designation. An E-E employee is a civilian employee who occupies an E-E position and has signed a DD Form 2365, **DoD Civilian Employee Overseas Emergency-Essential Position Agreement**. An E-E position is a civilian position located overseas or one that would be transferred overseas during a crisis situation, or which requires the incumbent to perform temporary duty assignments overseas during a crisis in support of a military operation. The position ensures the success of combat operations or supports combat essential systems after a mobilization, evacuation order, or other military crisis. The position cannot be converted to a military position because it requires uninterrupted

performance to provide immediate and continuing support for combat operations or support maintenance and repair of combat essential systems.

1.3.1. A person with military recall status (i.e., Ready Reserve, Standby Reserve, or military retiree) is subject to mobilization. When federal civilians with a military recall status accept E-E positions, their nonavailability for military mobilization shall be reported promptly to the appropriate military personnel centers so they may be removed from their military mobilization obligation. There are provisions for designating Alternate E-E employees when the incumbent of a newly designated E-E position elects not to sign the agreement.

1.3.2. Due to unforeseen circumstances or the exigencies of a particular crisis, it may become necessary to identify positions as E-E that have not been previously identified as such. These positions may be located in the overseas area and filled with a civilian permanently assigned to that duty location or they may be positions at the location of the crisis or other such emergency situation to which an employee in the United States (to include Alaska and Hawaii) or one stationed overseas would be sent on temporary duty.

1.3.3. All civilian employees deploying to contingency operations/crisis situations are considered E-E regardless of volunteer status or the signing of the E-E agreement. The employee must be technically, physically, and emotionally qualified for the E-E assignment and will receive all benefits and entitlements that E-E employees are authorized. The employee will be in an E-E status for the duration of the assignment.

1.4. Volunteer Process. E-E civilians and non-E-E civilians desiring to volunteer for deployments should contact their MAJCOM functional point of contact for deployment requirements. Most deployment requirements are for military members. The MAJCOM representative would be aware of military requirements and could ascertain the feasibility of substituting federal civilians for military members. Only the in-theater component commander has the authority to approve the substitution. It is critical that coordination be achieved through the employee's supervisory chain up through the MAJCOM and through the local installation civilian personnel flight (CPF) and MAJCOM civilian personnel function prior to deploying the volunteer.

1.5. Command and Control. Command and control relationships often change to meet the needs of particular deployments. Therefore, what may be the appropriate command and control structure during peacetime, or at the employees' normal place of work, may be changed during a crisis situation or a temporary duty assignment.

1.5.1. During a crisis situation or deployment, civilian employees are under the direct command and control of the on-site supervisory chain. Therefore, the on-site supervisory chain will perform the normal supervisory functions regarding detailed employees; for example, those related to task assignments and instructions, input to permanent supervisor for annual performance evaluation, initiating and effecting recognition and disciplinary actions, etc.

1.6. Weight/Luggage Limitations. Restrictions on luggage size, weight, and number of pieces which are allowed when deploying in support of contingency operations will depend on the operation and the type of transportation to be utilized. In most deployments, contract commercial air will be utilized for transportation to the theater of operations. In this case, the normal restrictions which apply to commercial airlines will be in effect. Generally these are:

Weight restrictions of 70 pounds per bag

No more than 2 pieces of checked baggage

No more than 1 piece of baggage to be carried on the aircraft in addition to Chemical Defense Equipment (CDE) (if required in theater)

1.6.1. In cases where an individual must accompany equipment which cannot be taken aboard passenger aircraft, arrangements must be made in advance with the Aerial Port of Embarkation.

1.6.2. Specific luggage/weight requirements will be announced by a message from the Air Component Commander as deployment requirements become known.

Chapter 2

QUALIFICATIONS AND TRAINING

2.1. Medical Screening/Processing. E-E civilians should have a government administered annual health assessment to ensure deployability with minimal notice. The assessment may be performed by a physician, physician's assistant, or nurse practitioner. This assessment should consider any medical condition(s) this employee has, or is likely to have if he/she were to be deployed to the theater in question. The employee's immunizations status will be evaluated and he/she will be adequately immunized prior to deployment. The individual must be physically and mentally fit to perform assigned duties as identified on the SF 78, **Certificate of Medical Examination**, by home station and/or in-theater management. The ability to meet the requirements will be determined by a government administered health assessment at the home station prior to deployment. A health assessment within the past six months will suffice.

2.1.1. The scope, content and necessity of any physical examination which may be required prior to deployment will be left to the discretion of the health assessor.

2.1.2. All deploying individuals will be required to take an appropriate supply of any medications to the theater of operations. Individuals should deploy with a minimum supply for the expected deployment period plus 30 days of any required medications to preclude any adverse impact of pharmaceutical shortages in the theater of operations. Part of the screening process will be to assess both the amount of medications being taken and its suitability in the theater environment.

2.1.3. All deploying individuals will provide a DNA blood sample for identification purposes. Any questions individuals may have concerning their DNA sample should be directed to the Armed Forces Repository of Specimen Samples for Identification of Remains (AFRSSIR), DSN 295-4379 or Commercial (301) 295-4379.

2.1.4. When a gas mask is issued, individuals requiring vision corrective lenses (glasses or contact lenses), will have a government administered eye examination and will be issued optical inserts for the protective mask.

2.1.5. Deployed civilian employees are entitled to full medical care while in-theater, including pharmacy support, equivalent to that given active duty military.

2.1.6. If warranted, and when required for military personnel, each redeploying civilian may be required to undergo a physical examination to identify and document any medical problems that might be connected with the deployment. These redeployment physical examinations may be completed either prior to theater departure or as soon as possible after arriving at the home installation.

2.2. HIV Testing. Mandatory HIV testing of civilian employees is not appropriate unless specified in the DoD Foreign Clearance Guide and/or a Status of Forces Agreement (SOFA). When required, the employee will have a government administered test.

2.2.1. In those isolated situations when a requirement exists for mandatory HIV test, and the test result is positive, a civilian can be deployed in support of a contingency operation as long as:

2.2.1.1. The virus is not active and the employee is able to perform assigned duties without likely risk to him/herself or others, and

2.2.1.2. Adequate medications and medical support are available in light of the employee's stage of disease, and

2.2.1.3. The host country does not prohibit entrance of HIV positive individuals into the country.

2.3. Weapons and Training. Under certain conditions, eligible Air Force E-E civilians may be issued small arms for their personal self defense, subject to military regulations regarding training in proper use and safe handling of firearms. Acceptance of a firearm is voluntary by the E-E civilian. Members must qualify for the firearm being issued. Those civilians who plan to accept a firearm if offered one, should receive the same small arms training provided military members at the home installation.

2.3.1. Authority to carry small arms is also contingent upon the approval and guidance of the supported combatant commander. The Air Force component commander must make the decision early in the operation as to whether or not civilians may be armed. The Lautenberg Amendment law makes it a felony for anyone who has ever been convicted of a crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It also prohibits any person from selling or otherwise disposing of a firearm or ammunition to any person who that person knows, or has reasonable cause to believe, has a qualifying domestic violence conviction. Therefore, management officials must deny access to firearms and ammunition to those individuals whom they know or have reasonable cause to believe have a domestic violence conviction.

2.3.2. Only government issued firearms and ammunition are authorized. The home installation is responsible for ensuring familiarization training is conducted IAW AFI 31-207, Arming and Use of Force by Air Force Personnel, and weapons are issued. Employee must carry appropriate documentation into the theater certifying that he/she qualifies to operate any firearm issued.

2.3.3. The possession and use of weapons by deployed civilians is an extremely sensitive matter which must be examined very carefully in light of the circumstances of each deployment. At a minimum, all personnel must receive clear guidance and training appropriate to the circumstances, especially during periods of armed conflict.

2.4. Special Training Requirements. The home installation is responsible for providing, coordinating, and verifying training for personnel identified for deployment. Training must be conducted with the same frequency and intervals (including recurring training) as that provided to military members. Documentation will be handcarried by the individual to the operational deployment site that reflects the completion of the appropriate training. All deploying civilian personnel will receive training in the areas of:

- Anti-Terrorism and Force Protection
- Standards of Conduct
- Explosive Ordnance Recognition
- Use of Defensive Personal Protective Gear
- Self-Aid and Buddy Care
- Uniform Code of Military Justice
- Laws of War (Geneva Conventions)
- Customs and courtesies of host country

Status of Forces Agreement (SOFA)(if applicable)

Small Arms Training, when appropriate

Appropriate preventive health related training to prevent the acquisition of food borne, vector borne, or sexually transmitted disease in theater

Training on other topics (i.e., military driver's license) will be provided as dictated by the specific circumstances of the deployment.

Chapter 3

PREDEPLOYMENT PROCESSING

3.1. Individual Readiness Outprocessing. Civilians will usually be outprocessed in the same manner as military members. The Personnel Readiness Unit (PRU) of the Military Personnel Flight (MPF) at the home installation is responsible for completion of the reverse side of the AF Form 3847, **Deployment Processing TDY (Military Personnel) (Federal Civilian Personnel and Contractors)**. This checklist should be utilized in accordance with instructions in AFI 10-215, Personnel Support for Contingency Operations (PERSCO).

3.2. Detailing Employee to Position in AOR:

3.2.1. All employees deploying under CED orders will have an official detail cut using a SF50, **Notification of Personnel Action**, regardless of the amount of time deployed, placing them in the position at the geographical location to which they are being deployed. The objective is to store information in DCPDS as to who went where and when so information is later available for verification as to the appropriateness of (1) special recognition, (2) medical claims, e.g., Gulf War Syndrome, and (3) for other accountability purposes. The procedures to follow are:

3.2.1.1. Position Detailed To:

3.2.1.1.1. If the position the employee is being deployed to is the same as his or her current position, the current pay plan, occupational series, grade, and position title will be used indicating the changed geographical location. The skills codes and percentages will be identical to those on the current position, but the Org-Func-Cd (DIN JQB) will be changed to "CTY."

3.2.1.1.2. If the deployed position is different than the employee's current position, and a civilian position description (PD) is available for the position at the deployment site, the employee will be detailed to the pay plan, occupational series, grade, and title of that PD. The skills codes and percentages will be identical to those on the deployment site PD, but the Org-Func-Cd (DIN JQB) will always be "CTY."

3.2.1.1.3. If the deployed position is different than the employee's current position, and if there is no civilian PD available for the position at the deployed location, a classifier in the CPF or at HQ AFPC will use one of the three methods of PD development listed below in priority order. The Org-Func-Cd (DIN JQB) will be "CTY" in all instances. The supervisor's signature will not be obtained when using any of these three methods.

3.2.1.1.3.1. First choice would be to use a standard core personnel document (SCPD) developed by HQ AFPC, if available; pen-and-ink changes are authorized.

3.2.1.1.3.2. Second choice would be a SCPD normally used specifically for Air Reserve Technicians; pen-and-ink changes are authorized.

3.2.1.1.3.3. Lastly would be to develop a brief PD using the duties contained in the AFSC description (located in AFMAN 36-2105 or AFMAN 36-2108). The classification will include the pay plan, occupational series, title, grade and skills codes of the AFSC duties.

3.2.1.2. There will be no entry in Block #22 of the SF-52, **Request for Personnel Action**, for organization and office symbol, etc., at the deployed location. Only the name of the installation and country or the city and country are required to be placed in that block.

3.2.2. Consideration should be given to temporary promotion when it is known in advance that the position the employee is being deployed to is a higher grade than his/her permanent position.

3.2.3. The supervisor is required to have the employee sign the following statement: "I understand that as part of this detail action, I will be paid my regular salary/hourly rate of pay based upon my current position. I may be required to work an uncommon tour of duty, to include shift work, for which I will receive the appropriate premium pay." A copy of the statement will be provided to the CPF along with the SF52 and the original is to be retained in the Supervisor's Work Folder.

3.2.4. If an employee believes he or she performed work outside of that described in the PD while deployed in theater, the employee will accomplish a SF-172, **Amendment to Application for Federal Employment**, (or equivalent) upon return from the deployment location describing the actual duties performed. The SF-172 (or equivalent) must be certified by his or her supervisor at the deployment site or by someone knowledgeable of the work performed. The pay plan, occupational series, grade, skills codes, and percentages of the original detail experience entry will be modified as appropriate to reflect those appropriate for the work described in the SF-172 (or equivalent). However, DIN JQB will always remain as "CTY."

3.3. Deployment Packet: A deployment packet will be provided by the individual's home installation. Upon completion of the required documents identified below, a copy will be retained in the Supervisor's Record of Employee/971 File and a copy handcarried with the individual to the operation deployment site. The individual's records will have been updated reflecting completion of the appropriate training requirements prior to taking to the PRU or the PERSCO Team in the theater of operations. Documentation will be handcarried by the individual to the operational deployment site that reflects the completion of the appropriate training. This copy will then be provided by the individual to his or her in-theater supervisor upon arrival.

Copy of Contingency Exercise Deployment (CED) TDY Orders

DD Form 93, **Record of Emergency Data**

Skeleton Health Record with copy of shot record and SF 78, **Certificate of Medical Examination**, showing health assessment results

DNA record (maintained in a manner comparable to that for military members)

Documentation certifying that he/she qualifies to operate any firearm issued.

3.3.1. If any processing is completed enroute to or in the theater of operations, a copy will be provided to the home installation MPF PRU.

3.4. Passports/Visas. Employees deployed overseas in support of military operations will be required to carry a passport at all times when traveling. Passport must be in the individual's possession upon arrival at the Aerial/Sea Port of Embarkation.

3.4.1. The installation passport agent will assist employees in preparing necessary documents, which are:

3.4.1.1. Form DSP-11, **Passport Application** (cannot accept faxed copy)

3.4.1.2. Visa Application Form (the installation Passport Agent should call HQ USAF/DPLP, DSN 225-0710 OR Commercial (703) 695-0710, for requirements - faxed copy is not always acceptable)

3.4.1.3. DD Form 1056, **Authorization to Apply for a "No-Fee" Passport and/or Request for Visa** (original and 3 copies); Block 17 of this form must include following information: marital status, religious preference, purpose of trip; e.g., to install communications equipment; to conduct on-site survey of _____, etc.

3.4.1.4. Visa photos (3)

3.4.1.5. Required only if using Expedite Procedures: Passport Expedite Memorandum signed by General Officer or SES equivalent or, if neither is available, the installation commander or civilian equivalent may sign

3.4.2. If only a visa package is being processed, all documents other than the DSP-11, **Passport Application**, and the Passport Expedite Memorandum are required.

3.4.3. If Expedite procedures are being used:

3.4.3.1. Pre-coordinate with one of the agents working in the Air Force liaison office for Passports and Visas, HQ USAF/DPLP, DSN 225-0710 or Commercial (703) 695-0710.

3.4.3.2. Follow EXPEDITE PROCEDURES instructions.

3.4.3.3. The ultimate Expedite process is for bona fide emergencies only (life or death situation or a threat to the U.S.). The deploying federal civilian must have tickets in hand for departure within 24 hours. Someone from HQ USAF/DPLP must pre-coordinate this with the State Department to ensure the appropriate officials are standing by to process the application.

3.4.3.4. Requirements for visas are dictated by each country's embassy to which deploying/traveling and must be obtained from their embassy prior to deployment. The system used by some embassies does not lend itself to overnight processing of visa applications, which takes 72 hours for federal civilians' visas.

3.4.3.5. In addition to the red "No Fee" passport received by filing DD Form 1056, civilians may be authorized reimbursement for the standard blue passport for use in passing through countries not friendly to the United States. This determination will be made on a case-by-case basis and is contingent on the area and circumstances of deployment.

3.4.3.6. Normally, charges for passports/visas are reimbursed; however, reimbursement of fees or charges for legal services required by local laws are not reimbursable. Reimbursement of authorized costs in obtaining the blue passport are made by filing SF 1034, **Public Voucher for Purchases and Services Other than Personal**.

3.4.3.7. E-E employees will maintain current red passports at all times.

3.5. Customs Processing Entrance and Exit Requirements. Civilian employees entering and exiting a country may be subject to the customs processing procedures established for that country. The entrance and exit requirements are country specific and will be covered during processing for deployment. Returning civilians may also be subject to the re-entry requirements of the United States.

3.6. CED TDY Orders. Civilian employees deploying to support military operations will need travel orders prepared in accordance with Chapter 3, Part D, of the Joint Travel Regulations (JTR), Volume II. CED orders, overlaid on the DD Form 1610, **TDY Order**, will be used and will be prepared by the MPF PRU. The orders should be prepared as follows:

3.6.1. Guidance in AFI 10-215, Chapter 4, must be followed for completion of CED orders. The following statements (without the quotation marks) must be included in the remarks section for all employees:

3.6.1.1. "Actual expense allowance authorized while at deployment location." (No per diem is authorized for civilians when living under field conditions while in support of military operations; however, they will be reimbursed for actual subsistence expense, if any, while under field conditions.)

3.6.1.2. "Employee may elect to carry Government issued firearm when authorized by theater commander."

3.6.1.3. "Medical care, the scope of which shall be equivalent to that received by active duty military personnel, is authorized in accordance with DoDD 1404.10."

3.6.1.4. "Overtime and appropriate premium pay is authorized at TDY site as required by the in-theater component commander. Time and attendance reports should be sent to (name and address/fax number)."

3.6.1.5. "Danger Pay and Post Differential may be appropriate for certain locations."

3.6.1.6. "Exchange privileges are authorized while in TDY status."

3.6.1.7. "Commissary privileges are authorized at deployed location when available."

3.6.1.8. Additional special authorizations must be listed (i.e., rental car authorized at approved layover locations). Use AFI 10-215, Table 4.2, to obtain statements for CED orders.

3.6.2. The itinerary should route the individual through any designated training location or other designated central processing site, where accountability will be established and onward transportation coordinated. It should also show all authorized layovers enroute to and from TDY location whenever possible. Variations are always authorized on CED orders. Air Force policy will be followed in obtaining cash advances using the Government contractor-issued charge card.

3.6.3. Civilian employees are expected to use the Government contractor-issued charge card to cover travel expenses. If conditions precluded the use of the charge card or a Government contractor-issued charge card was not offered the employee, an additional advance not to exceed 80 percent of the additional estimated cash expenses is authorized. This exception to the advance limitation is not available to employees who elected not to receive the Government contractor-issued charge card when offered or whose Government contractor-issued charge card has been suspended or revoked because of delinquent payments. Per diem is authorized while enroute to and from the TDY site; however, if both lodging and meals are provided by the Government without fee, the per diem is limited to the rate specified in the JTR as payable in CONUS and OCONUS. If there is a charge for the use of Government quarters or Government provided meals, the preceding per diem rates will be increased by the actual fees in lieu of the maximum per diem rates shown in Appendices A and E of the JTR.

3.7. Civilian Identification Cards/Tags. The DD Form 2764, **United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card**, which will be issued to Department of the Air Force federal civilian employees designated E-E who are, therefore, subject to deployment and other civilians who are deploying as volunteers. This card affords them the protections of the Hague and Geneva Conventions and Prisoner of War status if captured. The DD Form 2764 will be phased in over a 5-year period. Prior to the capability of the installation to issue DD Forms 2764, civilians will be issued DD Form 1173, **Uniformed Services Identification and Privilege Card**, and DD Form 489, **Geneva Conventions Card for Civilians Who Accompany the Armed Forces**. DD Form 1934, **Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces**, will be issued to applicable personnel along with the DD Form 2764 or with the DD Form 1173 in lieu of the DD Form 489.

3.7.1. All deploying civilians and those designated as E-E who may deploy must have a valid DD Form 2764 or 1173 in their possession. The ID card will be completed in accordance with instructions contained in AFI 36-3026(I), Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel. To provide the E-E civilian with an ID card with an extended expiration date, he or she must present to the ID card issuer a copy of the DD Form 2365, **DoD Civilian Employee Overseas Emergency-Essential Position Agreement**, or a letter signed by the employee's supervisor certifying that the employee is in an E-E position and verified by a CPF representative. This will allow the E-E employee to retain the ID card after the immediate deployment. Volunteers for deployments will be issued the ID card upon presentation of a copy of the CED orders; the expiration date of the ID card will be based upon the projected return from the specific deployment.

3.7.2. Upon issuance of the ID card, the employee is placed in the DEERS/RAPIDS system. E-E employees will remain in DEERS/RAPIDS upon return from the deployment and they retain the ID card/Geneva Conventions card. Civilian volunteers will have an end eligibility date placed in DEERS/RAPIDS upon return from the deployment and will relinquish the ID card/Geneva Conventions card.

3.7.3. All deploying civilians will also be issued metal identification tags utilizing instructions contained in AFI 36-3103.

3.8. Chemical Defensive Equipment (CDE) Issue and Training. The in-theater commander will determine the requirement for equipping and training civilian personnel with CDE. Training and equipment will be theater specific and dependent upon the threat and the nature of the duties. The employee's home station will provide familiarization training in the use of the equipment.

3.9. Clothing and Equipment Issue. Specifically identified required military clothing and individual equipment will be issued to E-E personnel and other civilians who may be deployed in support of military operations.

3.9.1. If required, E-E and deploying civilian employees will be provided protective clothing and equipment, including available Nuclear, Biological, Chemical (NBC) defensive equipment. This equipment will be issued only as necessary to perform assigned duties during hostilities, conditions of war, or other crisis situations.

3.9.2. Kevlar Helmets, load bearing equipment, and CDE will be worn in a tactical environment in accordance with the unit procedures at the deployment site.

3.9.3. Maintenance and accountability of E-E clothing and equipment is the responsibility of the employee to whom the items were issued.

3.9.4. Items of personal clothing and personal care are the responsibility of the individual. Civilian employees must bring work clothing required by their particular job.

3.9.5. Determination of items to be issued, such as the "A" and/or "B" mobility bags, and quantities will be based on the specific circumstances of deployment, and will be determined by the theater Air Component Commander.

3.9.6. AFMAN 23-110, Vol 2, Part 2, USAF Supply Manual, Chapter 23, paragraph 23.37.3.6, authorizes issuance of camouflage uniforms, footwear and insignia for Air Force civilians who are required to wear such clothing and footwear during field exercises or while accompanying the force in support of contingency operations. If these required items are not available through local supply channels, they are authorized to be purchased from the Military Clothing Sales Stores (MCSS). Proper identification along with the Commander's statement listing clothing items required and quantities requested will be presented to MCSS at time of sale. The only authorized insignia for federal civilians, as shown in AFI 36-801, Uniforms for Civilian Employees, will be attached and worn 1 inch above the left breast pocket on the camouflage uniform. The NSN Stock # is 8455-00-246-3544 for the INSIGNIA, CIVILIAN ALL OTHER ACCOMPANYING U.S. FORCES IN FIELD. NOTE: Employees must wear a standard-size nametape centered above the right breast pocket. The nametapes will be the same as those worn by Air Force military members on Battle Dress Uniforms (BDUs). Name tapes and insignia will be furnished at Government expense.

3.9.7. Special instructions for wearing of the BDU items of equipment and protective clothing are contained in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Civilians authorized to wear this clothing and equipment are expected to adhere to these instructions.

Chapter 4

FINANCIAL MATTERS

4.1. Pay (Direct Deposit). In order to ensure continuation of pay while detailed to support military operations in the field, it is important all civilian employees have direct deposit/electronic funds transfer (DD/EFT) for their federal civilian pay at their home installation by filing a SF 1199A, **Sign Up Form**, prior to deployment. Once under DD/EFT, the employee must remain in the program. All E-E employees are required to have direct deposit for their federal civilian pay as a condition of employment.

4.2. Salaries and Taxes. Salaries are not tax free while on deployment. Likewise, salary deductions do not change while on deployment.

4.2.1. If a civilian employee is in a "missing" status, his/her pay and allowances continue. "Missing" status is defined as missing in action, interned in a foreign country, captured, beleaguered, or besieged by a hostile force, or detained in a foreign country against his/her will. Civilian employees will be entitled to receive the same pay and allowances to which they were entitled at the time they are declared missing, and to which they would become entitled thereafter (e.g., within-grade increases, pay increases, etc.).

4.3. Maximum Salary Limitation (Pay Cap). During crisis operations, the maximum salary limitation which normally limits a GS/GM employee's pay (basic pay + premium pay) for the pay period to the maximum biweekly rate for a GS-15, may be waived by DoD. However, the employee would still be subject to the annual maximum rate for a GS-15 (Title 5, USC Sec 5547(b) applies).

4.3.1. Danger pay and post differential are not subject to the pay cap, but each cannot exceed 25 percent of the employee's basic pay.

4.3.2. The pay cap does not apply to wage grade employees.

4.4. Post Differential. Employees temporarily assigned to work in foreign areas where environmental conditions either differ substantially from CONUS conditions or warrant added compensation as a recruiting and retention incentive are eligible for post differential after being TDY to the area in excess of 42 days. Current Post Differential rates can be found in the Department of State Standardized Regulation (DSSR) 510 on the Department of State homepage at the following address: <http://www.state.gov>.

4.4.1. Post differential is exempt from the pay cap and is paid as a percentage of the basic pay rate, starting at 5 percent and not to exceed 25 percent.

4.4.2. The Department of State determines areas entitled to receive post differential and the rate of the differential for each area. The Department of State also determines the length of time the rate is in effect. Different areas in the same country can have different rates.

4.4.3. To initiate payment of post differential for employees in a TDY status, the servicing Civilian Personnel Flight (CPF) must submit an SF 1190, **Foreign Allowances Application, Grant, and Report**, to the timekeeper for each deployed individual. The form is located on the internet at: <http://www.gsa.gov/forms/one.htm>. The timekeeper will submit the entitlement to the Defense Civilian Payroll System office via fax for each employee authorized to receive the post differential.

4.5. Danger Pay. Civilian employees will receive danger pay while serving at or assigned to foreign areas designated for danger pay by the Secretary of State, because of civil insurrection, civil war, terrorism or wartime conditions which threaten physical harm or imminent danger to the health or well being of a majority of employees stationed or detailed to that area. Current Danger Pay rates can be found in the DSSR 650 on the Department of State homepage at the following address: <http://www.state.gov>.

4.5.1. The danger pay allowance, where authorized, will either be a flat rate equivalent to the amount of Imminent Danger Pay (IDP) received by military members (currently \$150 a month) or a percentage of the employee's basic compensation at the rates of 15, 20, or 25 percent as determined by the Secretary of State. This allowance is in addition to any post differential prescribed for the area but in lieu of any special incentive differential authorized the post prior to its designation as a danger pay area. The post differential may be reduced by any part attributable to political violence. The combined danger pay and post differential must be at least 5 percent above the previous combined post differential and special incentive differential, if any, in effect at the post prior to its designation as a danger pay area.

4.5.2. Danger pay commences for employees already in the area on the date of the area's designation for such an allowance. For employees later assigned or detailed to the area, the allowance commences 4 hours after arrival in the area. Danger pay commences again on the date of return to the area for employees returning to the duty location after a temporary absence. Danger pay will terminate with the close of business on the date the Secretary of State removes the danger pay designation for the area or on the day the employee leaves that duty location for an area not designated for danger pay. The flat rate danger pay terminates upon commencement of the post differential on the 43rd day at the deployment location.

4.5.3. Danger pay is not subject to the pay cap discussed in paragraph 4.3. of this publication.

4.5.4. Initiation of payment: CPFs with employees in danger pay areas shall notify their payroll offices, by monthly memorandum, of those employees that are eligible for the allowance. The memorandum may contain multiple names. For each month that an employee is entitled to danger pay, their name, SSN, and number of days during the month the employee was in the allowance area shall be listed, along with either the percentage of danger pay authorized (paragraph 652f of the DSSR) or, the corresponding dollar amount to be paid (paragraph 652g of the DSSR). Each memorandum shall contain entitlements to be paid through the end of the preceding month. For example, an employee entitled to danger pay for the entire month would reflect all days within the month, while an employee who arrived during the month would reflect only those days from the date of arrival to the end of the month. Each month's entitlement shall be documented on a separate memorandum. These memorandums shall coincide with the payroll cutoff processing date for the first full period of each month. Danger pay allowance will be paid on the payday of the first full period beginning in a month.

4.5.5. Flat rate danger pay (authorized under paragraph 652g of the DSSR): this danger pay allowance is not, repeat, not authorized for all locations for which military receive IDP. Danger pay paid to federal civilians should not be confused with the IDP paid to the military. The IDP is controlled by the Secretary of Defense rather than the Secretary of State. This allowance will not be paid for periods of time that the employee either receives danger pay authorized under DSSR Section 652f (the percentage of salary danger pay) or post differential that would duplicate political violence credit. An employee TDY to an area designated for the flat rate danger pay is entitled to the allowance for the first 42 days. On the 43rd day, the employee becomes eligible for the post differential designated for

the post. Permanently assigned employees are not normally entitled to the danger pay allowance under paragraph 652g since they will be receiving the post differential on the first day of assignment.

4.5.6. Calculation of flat rate danger pay allowance: Calculated as a daily rate and paid on a monthly basis. Daily rates will be determined by dividing \$150.00 by the number of days in a month. This rate will change based on the number of days in a month. For periods of less than a month, an employee is entitled to the daily rate, times the number of days in the month the employee is in the allowance area. Personnel offices shall accurately calculate the first 42 days an employee is in the allowance area to avoid overpayments. Any overpayments of danger pay will be offset by subsequent post differential. All categories of DoD civilian employees (i.e., full-time, part-time, temporary, intermittent) are entitled to the same \$150.00 allowance per month, broken down to a daily rate. Employees must be in a pay status.

4.5.7. Termination of flat rate danger pay allowance: CPFs shall notify the payroll office when the employee starts receiving a post differential which includes a political violence factor. All post differentials for the danger pay areas currently authorized by the State Department have a political violence factor.

4.5.8. Percentage of pay danger pay allowance (authorized under Para 652f of the DSSR): The danger pay allowance is in lieu of that part of the post differential rate which is attributable to political violence. Consequently, the rate of post differential may be reduced while danger pay allowance is in effect to avoid dual crediting for political violence. The amount of danger pay allowance shall be at the rates of 15, 20 and 25 percent, based on the determined level of danger and the presence of non-essential personnel and family members at the post or base.

4.5.9. Withholdings from danger pay: Both types of danger pay are subject to withholdings for FICA/medicare and federal, state, and local taxes.

4.6. Premium Pay (Overtime/Standby Duty/Holiday Work/Sunday Work). Premium pay is additional compensation for overtime, standby duty and work performed on a holiday or Sunday. The rules for premium pay entitlements are complex. The information provided in this publication does not cover all variables; therefore, the rules that cover each specific situation and category of employee should be confirmed with the home installation CPF.

4.6.1. Overtime. Since it may not be possible to approve exact overtime hours in advance, the employee's travel orders should have this statement in the remarks section: "Overtime and appropriate premium pay is authorized at TDY site as required by the in-theater component commander. Time and attendance reports should be sent to (name and address/fax number)." The in-theater supervisor should submit to each employee's home installation a statement or local authorization form (with a copy of the travel orders) documenting the actual premium hours worked by the employee for each day of the pay period as soon as possible after the premium hours are worked. Refer to paragraph 4.8. for additional information on time sheet preparation; i.e., process for changing fund cites and/or using ESP codes to track funds expended in support of a military operation.

4.6.1.1. Generally, employees must receive compensation for all hours scheduled and worked.

4.6.1.2. Basic rules for overtime worked for GS/GM employees:

4.6.1.2.1. Employees Non-Exempt From Fair Labor Standards Act (FLSA): Management will not "suffer or permit" employees non-exempt from FLSA to perform work without compensation. This means non-exempt employees (usually lower graded GS or Federal Wage

System employees) are required to be compensated for any work performed whether or not the extra hours were directed by management. Employees must be compensated by overtime pay for any and all work performed outside of their regular 40-hour work week unless the employee requests compensatory time in lieu of pay. However, the employee may request compensatory time only for overtime work that is not scheduled in advance of the administrative workweek. Supervisors can determine which employees are nonexempt by checking the first page of the employee's PD or core personnel document.

4.6.1.2.2. Employees Exempt From FLSA:

4.6.1.2.2.1. Employees whose rate of pay is less than the maximum rate for GS-10, which typically includes employees at GS-11/Step 6 and below, are to be compensated by overtime pay for extra hours directed to be worked unless the employee requests compensatory time in lieu of pay. Compensatory time cannot be granted for overtime scheduled prior to the beginning of the administrative workweek.

4.6.1.2.2.2. Employees whose rate of pay exceeds the maximum rate payable for GS-10 can be directed to work for compensatory time if the overtime work is not scheduled in advance of the administrative workweek, but may be compensated by overtime pay if approved.

4.6.1.2.3. Computation of overtime rates: Overtime is payable at 1 1/2 times an employee's hourly rate, to include locality pay, with the maximum overtime rate being that paid to a GS-10, Step 1. Employees TDY are paid the overtime rate for their permanent duty location.

4.6.1.2.4. Compensatory time: Except for an employee who is covered by a flexible work schedule, compensatory time is not appropriate for overtime hours worked which have been scheduled in advance of an administrative workweek. Overtime hours worked can be compensated by time off only when the extra hours were not scheduled in advance of the administrative workweek. When overtime hours worked are compensated by time off, it is at the rate of one hour off for each hour worked. DoD policy requires that compensatory time earned be used within 26 pay periods or it will be paid at the overtime rate which it was earned. However, the amount of time could vary by installation, depending on local labor agreements. Follow local procedures for disposition of compensatory time which is not used within the allotted period. Compensatory time is subject to the same constraints/limitations of the biweekly earnings limitation and is computed as though the hours were paid overtime.

4.6.1.2.5. Biweekly limitation on earnings: Refer to paragraph 4.3 in this publication for additional coverage of this topic. Exempt white collar (GS and GM) employees have a biweekly compensation limitation of the maximum pay of a GS-15, to include locality pay, except for those locations where DoD waivers have been approved. The earnings limitation will vary based upon the rates of pay at each employee's permanent duty location. Total overtime and other premium pay plus base pay cannot exceed the earnings limitation. Compensatory time is subject to the same constraints and limitations of the earnings limitation and is computed as though the hours were paid overtime.

4.6.1.3. Basic rules for overtime worked for Federal Wage System (FWS: WS, WL, WG) employees: Employees covered by the Federal Wage System (blue collar) will normally receive pay for extra hours worked, which is computed at 1 1/2 times the employee's hourly rate without the overtime rate cap and the biweekly salary limitation applicable to white collar employees. An

exception to this rule is compensatory time that is permitted under the Federal Employees Flexible and Compressed Work Schedules Act of 1982. FWS employees who are covered by a flexible work schedule may be granted compensatory time off in lieu of overtime pay. Also, effective 1 February 1998, all FWS employees can request compensatory time off in lieu of overtime pay as a result of the enactment of the FY97 National Defense Authorization Act.

4.6.2. **Holiday Work:** Hours actually worked during an employee's normal duty hours (whether it be 8 hours, or more if they work a compressed schedule) on a holiday will be for pay. Employees will be compensated at their regular hourly rate for those hours worked, in addition to the pay normally received for a holiday. Hours worked in excess of normal duty hours will be paid at the employee's regular overtime rate. This applies to both white collar and blue collar employees.

4.6.3. **Sunday Work:** If Sunday is typically a nonwork day for an employee, he/she is paid the applicable basic rate plus premium pay at a rate equal to 25 percent of basic pay.

4.7. Shift Differential: Night work is regularly scheduled work performed by a GS/GM employee between the hours of 6 p.m. and 6 a.m. Normally an employee who performs night work is entitled to regular pay for that work plus a night pay differential amounting to 10 percent of his or her basic pay. For FWS employees, if the majority of hours are between 3 PM and midnight (2nd shift differential), employees receive an additional 7.5% of their hourly rate; if the majority of hours are between 11 PM and 8 AM, they receive an additional 10% of their hourly rate.

4.8. Estimating Costs Associated with Deploying a Federal Civilian. This information is provided as the actual process for estimating civilian deployment costs and how expenditures connected with the employee's civilian pay could be identified as supporting that contingency. The information relates to a CONUS-based Air Force federal civilian employee who deploys overseas in support of a contingency operation.

4.8.1. **Overtime/Premium Pay/Shift Differential Pay Costs** (refer to paragraphs 4.6. and 4.7. of this publication for additional information on this subject):

4.8.1.1. **Question:** Can overtime, premium pay for holiday and Sunday work, and shift differential dollars earned by a deployed civilian employee be Emergency or Special Program (ESP) coded so we can track additional moneys expended for a contingency operation?

4.8.1.2. **Answer:** The organization's timekeeper would continue to prepare the employee's time records as in the past, to include any overtime or unusual hours worked. The DFAS Customer Service Representative (CSR), with the support of the timekeeper, would also prepare an SF 1080, **Transfer Voucher**, indicating that a certain dollar amount (overtime, premium pay and shift hours are converted to dollars) to cover payment for these hours should be charged to a specific fund cite with appropriate ESP Code. This voucher would then be faxed to the DFAS Operating Location (OPLOC) office for processing. Currently the Defense Civilian Pay System (DCPS) supports only one fund cite per individual during any one pay period.

4.8.2. **Total Pay Costs:**

4.8.2.1. **Question:** Can all pay to include danger pay, post differential, overtime, premium pay for Sunday and holiday work, and shift differential as well as regular salary, be charged against a fund cite with an ESP code for the period of time an employee is deployed in support of a military operation?

4.8.2.2. Answer: Yes; the organization’s timekeeper would need to contact the DCPS CSR responsible for that particular organization’s pay. With proper authorization, such as a letter signed by the deployed employee’s supervisor, the fund cite can be changed or modified by the CSR to reflect the proper charge. The CSR should be advised to change the appropriation back to the original one at the end of the deployment.

4.8.3. Projected Costs: The following computations are based upon a deployed civilian working 7 days a week, 12 hours a day. GS/GM (white collar) employees’ overtime rate is equal to 1 1/2 their hourly rate but will not normally exceed the overtime rate for Step 1 of GS-10 (using home station locality pay). The biweekly earnings for GS/GM employees are also limited to that of a GS-15, Step 10. Note: Hourly rates are determined by dividing the annual salary by 2087 hours. Federal Wage Schedule employees’ overtime rate is always 1 1/2 their hourly rate with no cap on their biweekly earnings. There are exceptions to the GS-10 Step 1 overtime rate cap. Recommend the servicing CPF be contacted to determine the applicable overtime rules for each category of employee.

4.8.3.1. Formula for estimating overtime costs for GS/GM employees:

Step 1: OT Rate X 88 hrs OT/pay period = OT Earned

Step 2: Employee’s Biweekly Salary + OT Earned must be = or < GS-15/Step 10 Pay

Step 3: OT Paid = OT Earned OR (GS-15/Step 10 Biweekly Pay less Employee’s Biweekly Salary), whichever is less

For Example: GS-13, Step 5 employee whose salary, including locality pay = \$63,431 p/a (all rates in example are subject to change based upon locality pay for each location)

\$25.69 (GS-10/Step 1 OT Rate) X 88 Hours OT = \$2260.72 OT Earned

\$30.39 (GS-13/Step 5 Pay Rate) X 80 Hours = \$2431.20 Pay P/P

168 Hours = \$4691.92 Earned P/P

\$48.46 (GS-15/Step 10 Hrly Rate) X 80 Hours = \$3876.80 Earned P/P

\$4691.92 (GS-13 P/P Earnings/Pay + OT) - \$3876.80 (GS-15 P/P Earnings) = \$815.12 Unpaid OT

\$815.12 Unpaid OT / \$25.69 OT Rate = 31.73 Hours Unpaid OT P/P

\$1445.60 Paid OT / \$25.69 OT Rate = 56.27 Hours Paid OT P/P

4.8.3.2. Formula for estimating overtime costs for FWS employees:

Step 1: OT Rate X 88 hrs OT/pay period = OT Earned/Paid

4.8.3.3. Danger Pay: There are two types of Danger Pay, both of which are covered in Chapter 650 of the Department of State Standardized Regulations (DSSR). (1) Flat rate danger pay, which is paid at the same rate received by military members as Imminent Danger Pay - currently \$150 a

month (para 652g of the DSSR). (2) Percentage of pay danger pay (para 652f of the DSSR) is payable in amounts of 15%, 20%, or 25% of the employee's salary, depending on the political violence of specific locations as determined by the State Department. Refer to paragraph 4.5. of this publication for additional information on danger pay.

4.8.3.4. Post Differential: Covered in Chapter 500 of the DSSR. Payable beginning on the 43rd day at the deployment site and terminates when employee departs location. Payable in amounts of 5%, 10%, 15%, 20%, and 25% of salary as determined by the State Department. May be reduced while danger pay allowance is in effect to avoid dual-crediting for political violence. Refer to paragraph 4.4 of this publication for additional information on post differential.

4.8.3.5. Shift differential and premium pay for Sunday or holiday work may be factors for additional consideration. Refer to paragraphs 4.6. and 4.7. of this publication for additional information.

Chapter 5

HOURS OF WORK AND LEAVE

5.1. Tour of Duty/Hours of Work. "Tour of Duty" and "Hours of Work," as used in this publication, are synonymous terms meaning the hours of a day (a daily tour) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

5.1.1. The administrative workweek constitutes the regularly scheduled hours for which a deployed employee must receive basic and premium pay. Under some conditions, hours worked beyond the administrative workweek may be considered to be irregular and occasional, and compensatory time may be authorized in lieu of overtime/premium pay.

5.1.2. The authority for establishing and changing the tours of duty for civilian employees is delegated to the in-theater commander or his representative. The duration of the duty is dependent upon the particular operation and will also be established by the in-theater commander.

5.1.3. Refer to **Chapter 4** for information on overtime, Sunday and holiday work, and shift work.

5.2. On-Call Duty. During crisis situations, the nature of the work may make it necessary to have employees "on-call" because of emergencies or administrative requirements that might occur outside the established work hours. On-site commanders may designate employees to be available for such a call during off-duty times. Designation of employees for this purpose will follow these guidelines:

5.2.1. There should be a definite possibility the services of the designated employee might be required.

5.2.2. On-call duties required of the employees will be brought to the attention of all employees concerned.

5.2.3. If more than one employee could be used for on-call service, the designation should be made on a rotating basis.

5.2.4. On-call duty should not unduly restrict movement.

5.2.4.1. The designation of employees to be "on-call" or in an "alert" posture will not, in itself, serve as a basis for additional compensation (i.e., overtime or compensatory time). If an employee is called in, the employee must be compensated for a minimum of two hours.

5.3. Leave Accumulation. Any annual leave in excess of the maximum permissible carry over is automatically forfeited at the end of the leave year.

5.3.1. Annual leave forfeited during a combat or crisis situation which has been determined by appropriate authority to constitute an exigency of the public business may be temporarily restored. However, the employee must file for carry over or restoration of the annual leave.

5.3.2. Normally, the employee has up to two years to use restored annual leave.

5.4. Leave in Conjunction with Redeployment. Any leave taken after completion of the deployment must be approved by the home station supervisor.

Chapter 6

DEPLOYMENT SITE

6.1. Living Under Field Conditions. During major deployments, most individuals will be living under field conditions. There will be general lack of privacy and little opportunity for recreation during non-duty hours. Housing will often consist of tents or hastily constructed buildings. Food will be pre-packaged rations or served in a military dining facility, which means special diets may not be accommodated in some circumstances. Showers, if available, may be communal, otherwise bathing may be from a bucket or helmet. There will be limited opportunities to phone home and mail deliveries may be delayed. Laundry services may also be severely limited. The organized practice of religion may be restricted to services and assistance provided by the military chaplain.

6.1.1. The on-site commander may impose special rules, policies, directives, and orders based on mission necessity, safety, and unit cohesion. These restrictions need only be considered reasonable in the circumstance of the deployment to be enforceable.

6.1.2. The host nation may also impose special laws and rules. The specific customs, traditions, and restrictions of the host nation will be addressed in the pre-deployment briefing and compliance is required.

6.2. Status of Forces Agreements (SOFA). SOFAs are negotiated relationships between two or more countries wherein the host nation accords certain rights and responsibilities to members of visiting forces, along with accompanying civilians and their dependents.

6.2.1. Many violations of host nation laws are also violations of U.S. law as well. SOFAs generally provide that punitive or other actions can be taken under appropriate U.S. military or civilian law, rule or regulation rather than the host nation law. A Foreign Criminal Jurisdiction arrangement will be negotiated if the host nation will not agree to grant U.S. personnel some form of immunity. An agreement of this nature will provide jurisdictional protections and procedural safeguards for U.S. personnel. However, the host nation may still retain the right to prosecute U.S. personnel for offenses that are either exclusive violations of host nation law or those over which the host nation has primary concurrent jurisdiction.

6.3. Geneva Conventions, Prisoner of War Status, Combatant/Non-Combatant Status. The 1907 Hague Conventions and the 1949 Geneva Conventions are rules that were developed by the international community to govern the law of warfare. These agreements have evolved into principles that are now recognized as part of international law.

6.3.1. Under the 1949 Geneva Convention Relative to the Treatment of Prisoners of War, members of an Armed force, as well as persons who accompany the armed force without actually being members thereof, are entitled to Prisoner of War (POW) status if captured. These protections are accorded to civilians accompanying an armed force if they have received authorization from the armed forces which they accompany, and have been provided with an identity card, most notably the Geneva Conventions Card. Since the issuance of an identity card is significant, all civilians accompanying the armed forces must be issued a Geneva Conventions Card prior to deployment. Refer to paragraph 3.7. of this publication for additional information on Geneva Conventions Cards.

6.3.2. The treatment accorded to POWs depends on each POW's particular status or rank. The higher the status or rank, the greater the benefits afforded to that POW.

6.3.3. Civilians accompanying the armed forces and performing duties directly supporting military operations may be subject to direct, intentional attack. Even if civilians are not performing duties directly in support of military operations, their presence provides no immunity for legitimate military targets in their vicinity. Civilians may not violently resist capture, but if captured, they are entitled to treatment as prisoners of war.

6.3.4. It is not a violation of the law of war for an E-E employee to wear a government-issued uniform or to carry a government-issued weapon for personal self-defense while accompanying a military force.

6.3.5. Capture of an E-E employee by an opposing force while wearing a uniform or carrying a weapon does not deprive a civilian employee accompanying a military force of any Geneva Conventions protections.

6.3.6. All personnel should be given very specific guidance and training about their status and their use of weapons, especially during periods of armed conflict. Their entitlement to Geneva Convention protections, including the possibility they might be properly accused of violations of the law of war or foreign domestic law, will depend upon their compliance with provided training as well as their behavior in deployed locations.

6.4. Disciplinary Action/Uniform Code of Military Justice.

Military criminal law is defined by the Uniform Code of Military Justice (UCMJ). Military criminal law is similar to civilian law in the United States. For example, most offenses which are crimes under civilian law are also crimes under military law; on the other hand, some offenses are peculiar to military law (i.e., absence without leave or violation of a lawful order).

6.4.1. Those individuals who come under the jurisdiction of the UCMJ are limited by the status of the individual at the time the military crime was committed. Therefore, active duty military members are subject to the UCMJ at all times, on and off duty; reserve component military members are subject to military law when on active duty or fulfilling their reserve commitment; and civilians may be subject to military law when serving with or accompanying an armed force "in time of war." The U.S. Supreme Court has ruled "in time of war" to mean a congressionally declared war, and not contingency operations.

6.4.2. Civilian employees are subject to normal administrative disciplinary procedures. Civilian employees are also subject to the "chain of command" and disciplinary procedures are the responsibility of the on-site supervisor. In cases requiring suspension or termination of federal employment, the employee's detail may be terminated and discipline administered at the home station. An Air Force civilian personnel representative can provide required assistance.

Chapter 7

MISCELLANEOUS BENEFITS/ENTITLEMENTS

7.1. Legal Assistance. Legal assistance relating to matters of deployment is available through the installation legal office to Air Force civilians notified of deployment and their families. Legal assistance will be available for the period of deployment and is limited to matters relating to deployment as determined by the installation legal representative. These services normally include such things as preparation of wills and powers of attorney.

7.2. Family Support Center Assistance. Few other professions present the challenge to family life as does being part of national defense. Challenges such as separations, travel, duty in remote and often dangerous locations, and the diminished ability to choose where you are going to live, are a part of daily lives in a military organization. This is true not only for military members, but for many federal civilian employees as well. Research and recent experiences have shown that readiness is enhanced when Air Force military and federal civilian members ensure their families are prepared to meet diverse situations. Today a partnership exists between the Air Force and families of Air Force military and federal civilian members. As Air Force military and federal civilian members better prepare their families to function independently in peace and war, they become more confident and train faster, perform better and are ready and able to give full attention to the mission.

7.2.1. Federal civilian members bear primary responsibility for family and personal affairs readiness and their family members need to be kept informed concerning key organization information, benefits, programs, etc

7.2.2. The goal of the family support center is to provide support services to eligible family members at, or near their hometown or home installation. These services will normally include:

7.2.2.1. Predeployment:

Assist in establishing support groups

Orientations which outline available assistance

Assist deploying civilians in developing family care plans

Coordinate with local and state human services assistance agencies

Assist commanders in identifying families with major problems requiring special assistance

7.2.2.2. Deployment:

Provide family assistance

Provide support to waiting families

Provide information and referral for families with special needs

Assist casualty assistance officers in providing support to survivors

Keep commanders abreast of major problems

7.2.2.3. Post Deployment: Establish groups at deployed locations and home sites to deal with family reunification issues.

7.2.2.4. E-E civilians and those who may be called on to deploy in support of a military contingency or emergency should use the family deployment criteria listing at [Attachment 2](#) to assist in helping their family focus on issues that may arise after the employee has departed. This listing also helps prepare the employee for deployment.

7.3. Medical Care and Federal Employee's Compensation Act Benefits. All permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employee Health Benefits (FEHB) Program. These employees are also automatically covered by the Federal Employee's Compensation Act (FECA) (Workman's Compensation).

7.3.1. The FEHB helps protect employees and family members from the expenses of illness and accident. Employees must register for FEHB during regularly designated "open seasons" and cannot initiate coverage because of detail or deployment to another location.

7.3.1.1. Employees will be permitted to select another health plan if they are currently insured under a Health Maintenance Organization (HMO) arrangement and one or all of their family members are moving out of the HMO serviced area. Employees under HMOs should consider electing a fee for service plan if their family will be moving outside the HMO serviced area during the period of deployment. In either case, employees are encouraged to continue medical coverage for their families.

7.3.2. Civilian employees who sustain injury or death while deployed may receive benefits provided by the FECA. Civilian employees who sustain a traumatic injury in the performance of duty must notify the on-site supervisor as soon as possible, but not later than 30 days from the date of the injury. If the employee is incapacitated, this action may be taken by someone acting on his/her behalf.

7.3.3. Civilian employees who require treatment for disease or injury sustained overseas during hostilities may be provided care at no cost to the employee under the DoD Military Health Services System. The scope of care provided shall be equivalent to that received by active duty military personnel. When appropriate, the military department providing treatment shall seek reimbursement from third-party payers. However, as forward deployed field medical units are neither organized nor equipped to process billings or receive payments for medical services rendered, seeking reimbursement from the civilian or third party payers is not considered practicable or cost effective. However, where a civilian employee is evacuated for medical reasons from the contingency area of operations to a medical treatment facility (MTF) funded by the Defense Health Program, normal reimbursement policies would apply for services rendered by that facility. This would include instances where the MTF is out of the area of operations but still in the same theater.

7.3.4. If a formerly deployed civilian employee suspects that an injury or illness is related to the deployment or occupation, the employee should follow the procedures and regulations established by the servicing CPF and the Department of Labor.

7.4. Federal Benefits and Entitlements. Federal civilian employees are eligible for a variety of benefits related to their government employment. Should a deployed civilian employee die, the benefits are impacted as follows:

7.4.1. Federal Employees' Group Life Insurance (FEGLI). Federal civilian employees are eligible for voluntary coverage under the FEGLI program. Death benefits (under Basic and all forms of Optional coverage) are payable regardless of cause of death. The Office of Personnel Management

(OPM) has confirmed that civilians who are deployed with the military to combat support roles during times of crises are not in "actual combat" and are entitled to accidental death and dismemberment benefits under FEGLI in the event of death (if covered). Similarly, civilians carrying firearms for personal protection are not considered to be in "actual combat." Prior to deployment, employees should review their SF-2817, **Life Insurance Election Form**, at the CPF to determine coverage level and SF-2823, **Designation of Beneficiary (FEGLI)**, maintained by Office of FEGLI, to ensure current designations.

7.4.2. Retirement Benefits. Survivors of civilians who die while in a deployment status may be entitled to survivor benefits depending on the retirement program under which the employee was covered. Prior to deployment employees should review their SF-2808, **Designation of Beneficiary for the Civil Service Retirement System**, or SF-3102, **Designation of Beneficiary for the Federal Employees' Retirement System**, to ensure current designations. The first is maintained by OPM; the second is maintained by the CPF.

7.4.3. Thrift Savings Plan (TSP). Those employees who participate in the TSP should review the TSP-3 to ensure designations are current prior to deployment; this form is maintained by the National Finance Center (NFC) who maintains employee funds. Survivors of civilians who die while in a deployment status may be entitled to this fund.

7.4.4. Unpaid Compensation. Survivors of civilian employees who die while in a deployment status may be eligible to receive lump sum payment for annual leave balance and any salary due the employee. Prior to deployment the employee should review the SF 1152, **Designation of Beneficiary, Unpaid Compensation of Deceased Employee**, to ensure current designation. These are maintained by the CPF.

7.5. Casualty Status. A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, missing, beleaguered (an organized element which has been surrounded by hostile force for the purpose of compelling it to surrender), or detained.

7.5.1. Civilian employees killed in the line of duty are entitled to many of the same benefits as military casualties. Mortuary benefits for eligible employees include: search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket; clothing; cremation (if requested); and transportation of remains to permanent duty station or other designated location. AFI 90-701, Assistance to Families of Persons Involved in Air Force Mishaps, (in draft at the time of this writing) will provide additional information.

7.6. Casualty Affairs. NOK notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the casualty office at the home installation, assisted by a management official from the employee's organization. Information as to whom should be notified in emergency situations can be obtained from the DD Form 93, **Record of Emergency Data**, the employee completed prior to deployment or from the Supervisor's Record of the Employee (971 File) located in the home station supervisor's desk drawer.

7.6.1. Notification of next-of-kin (NOK) will be reported according to AFI 36-3002, Casualty Services. After official notification by the casualty office, local commanders may contact the NOK for

expressions of condolence and offers of assistance. CPFs are normally asked to prepare the Commander's condolence letters.

7.6.2. The manager or CPF will notify the HQ AFPC/DPCMB Benefits and Entitlements Service Team at Randolph AFB, TX, of the death. The team will provide survivor benefits assistance directly to the NOK or through the CPF.

7.6.3. The local Family Support Center is also available to provide assistance to the NOK and eligible family members.

Chapter 8

REDEPLOYMENT TO HOME STATION

8.1. Job Security. Upon satisfactory completion of the employee's initial TDY tour and any approved extension thereto, the employee normally will be returned to the position of record held at the time the TDY began.

8.1.1. If the position of record is abolished, downgraded, identified with a transfer of function, etc., while the employee is on TDY, the employee will be treated as if he/she had not left the position. Deployment will neither exempt the employee from competing with others in the competitive area for continued employment nor deny him/her any rights or entitlements.

8.1.2. If deployed employees are identified for separation, change to lower grade, transfer of function, etc., the action will not be delayed due to deployment except as authorized by reduction in force regulations. Continuation of the deployment will be negotiated with the employee's new supervisor, if appropriate.

8.2. Redeployment Procedures. Upon completion of the military operation, or other authorized release, most employees will return to their home installation. All employees must outprocess through the PER-SCO Team or other personnel support function at the deployment site prior to returning home. Upon arrival at the home installation, the employee must inprocess through the CPF and the MPF PRU.

8.2.1. In addition to normal administrative and individual readiness processing requirements discussed throughout this guide, the return processing may also include a thorough medical screening, a debriefing, and return of uniforms and equipment where appropriate.

8.2.2. The amount of time spent going through in- and out-processing will be kept to the absolute minimum required to complete the necessary administrative procedures.

8.2.3. Civilians will be included in all Welcome Home or other special recognition ceremonies at all levels.

DONALD L. PETERSON, Lt General, USAF
Deputy Chief of Staff, Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 10-403, *Air Force Deployment Planning*

AFPAM 10-417, *USAF Deployment Management*

AFMAN 23-110, Vol 2, *USAF Supply Manual*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 36-507, *Mobilization of the Civilian Work Force*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-801, *Uniforms for Civilian Employees*

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*

AFI 36-809, *Survivor Assistance*

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 36-1401, *Position Classification*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-2908, *Family Care Plans*

AFI 36-3002, *Casualty Services*

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*

AFI 36-3103, *Identification (ID) Tags*

AFI 51-504, *Legal Assistance, Notary, and Preventive Law Programs*

AFI 65-104, *Government Travel Charge Card Program*

AFI 90-701, *Assistance to Families of Persons Involved in Air Force Mishaps (in draft)*

DoDI 1000.13, *Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals*

DoDD 1400.31, *DoD Civilian Work Force Contingency and Emergency Planning and Execution*

DoDI 1400.32, *DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures*

DoDD 1404.10, *Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees*

Joint Travel Regulation (JTR), Volume II

Defense Finance and Accounting Memorandum (DFAS-IN-SAC-B), 5 August 1992, Subject: *Implementation Guidance for Direct Deposit of Pay in the Department of Defense*

Department of State Standardized Regulation 404, Chapter 500, Post Differential, and Chapter 650, Danger Pay Allowance

U.S. Code of Military Justice

5. USC 5547, *Limitation on Premium Pay*

5. USC 8101, *Federal Employees' Compensation Act (FECA)*

5. USC 7106, *Labor Management Relations*

5. CFR 351, *Reduction in Force*

5. CFR 610, *Hours of Duty*

Geneva Convention (1949)

RI 76-21, *Federal Employees' Group Life Insurance*

Abbreviations and Acronyms

BDU—Battle Dress Uniform

CDE—Chemical Defensive Equipment

CED Orders—Contingency Exercise Deployment Orders

CONUS—Within the Continental United States

CPF—Civilian Personnel Flight

CSR—Customer Service Representative (Relates to DCPDS)

DCPDS—Defense Civilian Pay System

DFAS—Defense Finance and Accounting Service

DNA—Deoxyribonucleic Acid

DSSR—Department of State Standardized Regulations

E-E—Emergency-Essential

ESP—Emergency or Special Program

FECA—Federal Employees' Compensation Act (Workman's Compensation)

FEGLI—Federal Employees' Group Life Insurance

FEHB—Federal Employees' Health Benefits

FLSA—Fair Labor Standards Act

FWS—Federal Wage System

HMO—Health Maintenance Organization

IDP—Imminent Danger Pay

MPF—Military Personnel Flight

MTF—Medical Treatment Facility

NBC—Nuclear, Biological, Chemical

NOK—Next-of-Kin

OCONU—Outside the Continental United States (includes Alaska and Hawaii)

OPLOC—Operating Location (Relates to DCPDS)

OPM—Office of Personnel Management

PD—Position Description

PERSCO—Personnel Support for Contingency Operations

PRU—Personnel Readiness Unit of the MPF

UCMJ—Uniform Code of Military Justice

Attachment 2**FAMILY CHECKLIST**

A2.1. There are things that a family should check on and know about before an individual deploys anywhere. The following is recommended:

A2.1.1. Medical:

A2.1.1.2. Are immunizations for each member of the family up to date?

A2.1.1.3. Where are the health and dental records for each member of the family?

A2.1.1.4. Who is contacted if medical assistance is needed?

A2.1.1.5. Where are your civilian medical insurance policies?

A2.1.1.6. Are family members briefed on procedures for filing medical insurance claim forms?

A2.1.2. Finances:

A2.1.2.1. Will there be money immediately available on a continuing basis during your absence?

A2.1.2.2. Is there an allotment to be sent to the family or bank, or have you initiated direct deposit?

A2.1.2.3. Will the allotment or direct deposit provide for all the necessities to maintain a household?

A2.1.2.4. If the family plans to move away from the area during the deployment, is there money for this move?

A2.1.2.5. What types of accounts does the family have and with what banks?

A2.1.2.6. Where are the bank books and account numbers?

A2.1.2.7. Does the family have a safe-deposit box? If so, where are the box and key located?

A2.1.2.8. Are all credit card numbers written down and in a safe place? What are the companies' numbers and addresses in case of loss or theft?

A2.1.2.9. Is your family member prepared to take complete control of the bank accounts?

A2.1.2.10. What payments must be made when and to whom (account number, address and phone number) for:

Mortgage/Rent

Telephone

Water and sewage

Electricity

Trash

Insurance

Taxes

Gas (Home heating/cooking)

Credit cards

Other debts (auto payments, furniture, etc.)

Childcare

Investments

A2.1.2.11. Who is contacted and how long does the family wait if the allotment or direct deposit doesn't arrive?

A2.1.2.11.1. Give the check three or four days to arrive after the normal time; then, contact the civilian pay section of the nearest Air Force installation if the check still has not arrived.

A2.1.2.12. Do U.S. savings bonds have payable on death (POD) designation?

A2.1.3. Transportation/Automobile:

A2.1.3.1. Is your family member familiar with the maintenance and other responsibilities of the automobile?

A2.1.3.2. What is the name and address of the company holding the lien?

A2.1.3.3. Where is the vehicle's title? Is the registration or a copy in the vehicle? Is it in both names?

A2.1.3.4. Is the vehicle insurance in the car with the registration or a copy of the registration?

A2.1.3.5. Is your family member insured to drive the vehicle?

A2.1.3.6. When is the renewal date for the license plates and safety inspection?

A2.1.3.7. Does your family member have a valid driver's license and when does it expire?

A2.1.3.8. Is a duplicate set of keys available? Where?

A2.1.3.9. Is your family member able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)?

A2.1.3.10. If your family member doesn't have a vehicle or is not licensed to drive, what transportation arrangements have been made?

A2.1.3.11. Who can be called for emergency transportation?

A2.1.4. Housing:

A2.1.4.1. Does your family member know where and how to use the following:

A2.1.4.1.1. The electrical control box (fuse/circuit box) to include replacing the fuses when required?

A2.1.4.1.2. The water control valve for shutting off the water in case of an emergency (broken or leaking pipe)?

A2.1.4.1.3. The gas control valve for shutting off gas in case of an emergency (leaking pipes or a fire)?

A2.1.4.1.4. The name and telephone number of someone to call in case repairs are needed?

A2.1.4.2. Does the family have a duplicate set of house keys?

A2.1.4.3. Does your family member know where warranties/service contracts are kept on all major appliances?

A2.1.5. Legal/Administrative:

A2.1.5.1. Are the family members' identification (ID) cards up to date?

A2.1.5.2. Where and how are ID cards replaced if one disappears?

A2.1.5.3. Does your spouse or other family member have power of attorney to take necessary action on important family matters in your absence or on any special situation expected to arise?

A2.1.5.4. Where are the powers of attorney kept?

A2.1.5.5. Have you made provision for unresolved matters (e.g., pending adoption, property settlement, etc.)?

A2.1.5.6. Does the family have a copy of everyone's birth certificate?

A2.1.5.7. Does your spouse have a copy of your marriage certificate?

A2.1.5.8. Does your family member know your social security number?

A2.1.5.9. Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?

A2.1.5.10. Are provisions made for guardianship of minor children?

A2.1.5.11. Does everyone in the family above age 2 have a social security number?

A2.1.5.12. Does your family member have copies of federal and state tax records?

A2.1.5.13. Where are the insurance policies kept?

A2.1.5.14. Are family members aware of government benefits and entitlements?

A2.1.5.15. Does your family member know where the stocks, bonds, or securities are kept?

A2.1.5.16. Does your family member know where any deeds of land the family owns are located?

A2.1.5.17. Have you prepared an inventory of all personal and real property assets?

A2.1.5.18. Are all important papers safeguarded?

A2.1.5.19. Do both you and your family members have up-to-date wills? Where are they kept?

A2.1.5.20. Do you have a burial plan? What family members/close friends are aware of your wishes?

A2.1.5.21. Checklist of important documents that should be available during your absence:

Current identification cards (if applicable)

Marriage certificate

Divorce decrees

Automobile tag/registration

Wills/burial plan

Powers of attorney

Insurance policies (auto, life, home, health, etc.)

Adoption papers

Letters of naturalization

Passports

Immunization records

Unit/organization family support handbook

Bank books, savings/credit union/loan accounts

Copy of housing lease/mortgage

Stocks, bonds, and other securities

Credit cards, installment contracts, debts, bills of sale

Federal and state income tax records

Real estate and personal property tax records

A recent SF 50 from your employment records

A2.2. The families of deployed civilians should always know emergency telephone numbers for the ambulance, police, fire department, poison control center, and family practice clinic or doctor. They should also know your specific work organization, your supervisor's name and phone number, a point of contact in the MPF PRU and in the CPF, and a number for the local Family Support Center.