



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

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PERSONNEL AND
READINESS

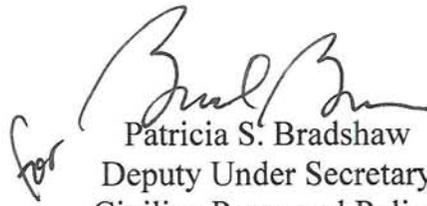
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Documentation of Department of Defense (DoD) Civilian Employees
Officially Assigned to Military Contingency Operations Overseas

DoD Instruction (DoDI) 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, requires Components to establish accountability procedures (e.g., names, numbers, locations, status, etc.) for civilians in overseas theaters of operations. It is critical that DoD possess a corporate method to account for civilian employees who participate in military contingency operations overseas. To date, there has been no automated process to account for employees who are assigned to these operations by means of Temporary Duty (TDY). A permanent solution is under development; however, as an interim measure, the Defense Civilian Personnel Data System (DCPDS) has been modified to allow the accounting of all DoD civilian employees (appropriated fund, NAF, and foreign national personnel) assigned on an unclassified TDY basis to military contingency operations overseas. Effective with this memorandum, Components are now required to document deployment in DCPDS for each DoD employee on an official, unclassified TDY assignment to an overseas location in support of military contingency operations. Documentation requirements also apply for DoD employees whose deployments are by means of Temporary Change of Station (TCS).

Timely processing of associated actions is essential for the collection and analysis of this deployment data. Components may find it necessary to change business practices associated with TDY or TCS authorization, to avoid the need for retroactive processing.

Guidance is attached for documenting deployment of DoD civilian employees who are assigned on a TDY or TCS basis to military contingency operations overseas.


Patricia S. Bradshaw
Deputy Under Secretary
Civilian Personnel Policy

Attachments:
As stated

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Department of Defense

Documentation of DoD Civilian Employees Officially Assigned to Military Contingency Operations Overseas Guidance and Procedures

A. General Information

1. Subparagraph 5.2.3 of DoD Instruction (DoDI) 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, requires establishment of accountability procedures (e.g., names, numbers, locations, status, etc.) for civilians in theaters of operations.
2. DoD must possess a corporate method to account for civilian employees who participate in military contingency operations overseas. Employees whose assignments are by means of Temporary Duty (TDY) or Temporary Change of Station (TCS) must be included in this accounting. This guidance implements requirements for DoD Components and Agencies to document in the Defense Civilian Personnel Data System (DCPDS) for each DoD employee on an official, unclassified TDY or TCS assignment to an overseas location in support of military contingency operations.
3. The guidance applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (DoD), the Defense Agencies, the Field Activities, and all other organizational entities within the Department of Defense (hereafter collectively referred to as the "DoD Components").
4. The provisions apply to all DoD appropriated fund, nonappropriated fund (NAF), and foreign national employees, whose records are in DCPDS, are assigned on an unclassified TDY or TCS basis to military contingency operations overseas. All such assignments must be documented, including those for employees currently deployed.
5. The provisions are effective immediately. DCPDS has been modified to accommodate the documentation requirements.

Documentation

1. A Request for Personnel Action (RPA) must be created for the documentation of appropriated fund employee deployments. The following Nature of Action Codes will be used:
 - a. Nature of Action (NOA) 0921 – Reassignment Not To Exceed (NTE) when an employee is to be on temporary duty (e.g. TDY) to a military contingency operation overseas, effective the date that employee departs the permanent duty station
 - b. NOA 0922 – Termination of Reassignment NTE upon return of an employee from a military contingency operation overseas, effective the date that the employee returns to the permanent duty station
 - c. NOA 0923 – Extension of Reassignment NTE when an assignment is extended beyond the initially expected timeframe
2. Data elements provided in paragraph 4, below, must be updated for employees who are assigned to military contingency operations by means of a nature of action other than those provided in paragraph 1 (e.g., TDY with temporary promotion, or TCS).
3. Employee records in DCPDS for NAF and foreign national personnel will be updated by appropriate personnel processing practices.
4. The following new data elements must be updated for all DoD appropriated fund, nonappropriated fund (NAF), and foreign national employees who are assigned on an unclassified TDY basis to a military contingency operation overseas. Detailed DCPDS processing instructions are posted on the Civilian Personnel Management Service website at: <http://www.cpms.osd.mil/regmod/index.html>.
 - a. Date Departed Permanent Duty Location
 - b. Date Arrived in Theater
 - c. Deployed Duty Location Code
 - d. Date Departed Theater
 - e. Date Returned Permanent Duty Location
 - f. Operation Identifier
 - g. Missing in Action (MIA) Status (Date if applicable)
 - h. Killed in Action (KIA) Status (Date if applicable)
 - i. Prisoner of War (POW) Status (Date if applicable)
 - j. Medical Evacuation (Date if applicable)
 - k. Deployed Unit Identification Code (UIC)/Personnel Accounting Symbol (PAS)

5. Employee records in DCPDS must be updated when a deployed employee's "Deployed Duty Location Code", "Operation Identifier", or "Deployed UIC/PAS" changes while in theater. Location codes cover broad geographic areas; for example, all locations within Iraq will be coded as "IZ – Iraq".
6. To facilitate data entry for data elements 3.c. (Deployed Duty Location Code) and 3.f. (Operation Identifier), DCPDS contains Lists of Values.
7. Data elements 3.a. (Date Departed Permanent Duty Location), 3.c. (Deployed Duty Location Code), and 3.f. (Operation Identifier) are mandatory when updating deployment information.
8. Documentation must be timely in order to assure that DCPDS reflects accurate civilian deployment data. Retroactive documentation will be avoided.

C. Accountability

DoD Components are responsible for compliance with these documentation requirements.