



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

FEB 8 2008

MEMORANDUM FOR: SEE DISTRIBUTION

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

This memorandum reiterates the requirements set forth in the DOD memorandum dated June 23, 2006, subject, "Documentation of Defense (DoD) Civilian Employees Officially Assigned to Military Contingency Operations Overseas" for tracking deployed civilians.

DoD Instruction (DoDI) 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, requires Components to establish accountability procedures for civilian employees assigned on an unclassified Temporary Duty (TDY) or Temporary Change of Station (TCS) to theaters of operations. Components are required to process a Request for Personnel Action (RPA) in the Defense Civilian Personnel Data System (DCPDS) for each civilian deployed to contingency operations overseas for the following Nature of Action (NOA) Codes:

- 921 – Reassignment NTE,
- 922 – Termination of Reassignment NTE
- 923 – Extension of Reassignment

DCPDS Instructions on 'Tracking Deployed Civilians' and the June 23, 2006, guidance and memo for documenting deployment of DoD civilian employees are attached. These documents can also be downloaded from the following CPMS website using the following links:

http://www.cpms.osd.mil/ASSETS/07938B012FA14B199B0D2EFBBD8CDA98/overseas_jun232006.pdf

[http://www.cpms.osd.mil/ASSETS/9EF12A4CA5DF47D5A2FF84CAF8609CA7/V2%20Deployed%20Civilians%20Instructions%20\(Final%2012%20Apr%2007\).pdf](http://www.cpms.osd.mil/ASSETS/9EF12A4CA5DF47D5A2FF84CAF8609CA7/V2%20Deployed%20Civilians%20Instructions%20(Final%2012%20Apr%2007).pdf)

To date, 365 RPAs under NOA Codes 921, 922, and 923 were processed for civilian employees officially assigned to military contingency operations in Iraq and Afghanistan. This figure is significantly less than the actual numbers of employees temporarily assigned to these overseas locations. Effective with the June 23, 2006, memo, Components were required to document civilian deployment in DCPDS for each

DoD employee on an official, unclassified TDY assignment to an overseas location in support of military contingency operations.

Timely processing of civilians assigned to military contingency operations overseas is essential for the collection and analysis of deployment data. Therefore, please ensure that all civilians on official, unclassified TDY assignment overseas are processed according to the instructions provided.



Brad Bunn
Director

Attachments:
As stated

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