

**Civilian Expeditionary Workforce  
US CENTCOM**

# *Pre-DEPLOYMENT GUIDE*

*Information & Requirements  
For Dept. of Defense Civilian Deployments*

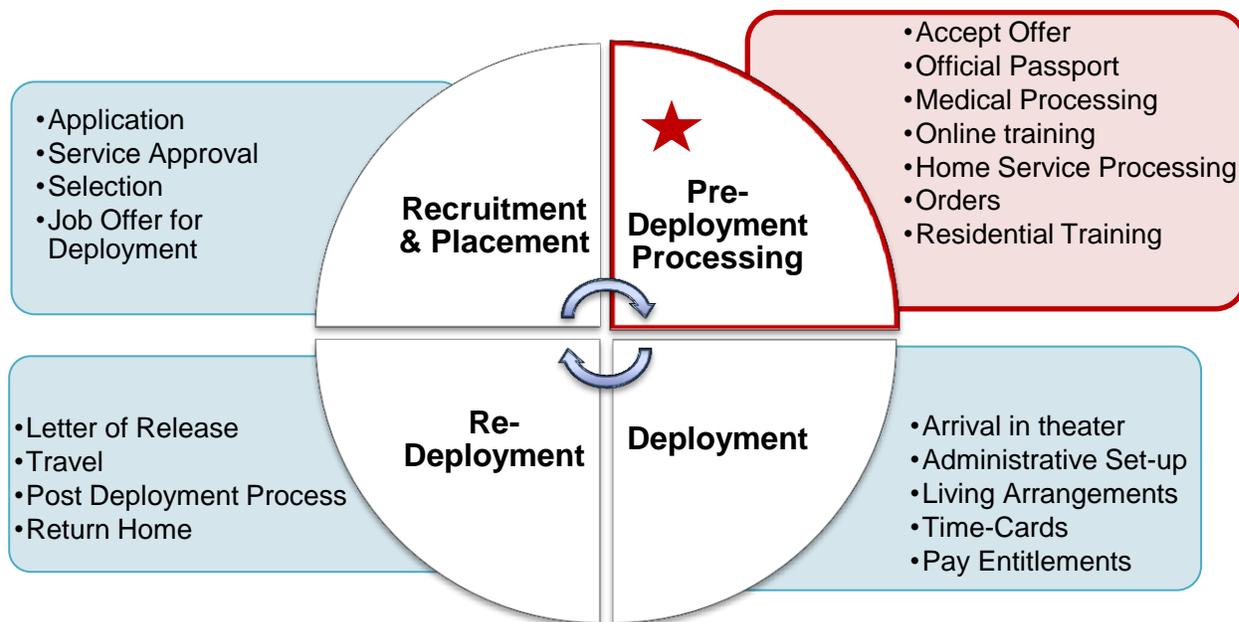
**\*AF members attending CAST/FC-H at JB McGuire-Dix-Lakehurst, may use this guide as a general reference ONLY. Follow AF-specific guidance provided by the AF POC/Unit Deployment Manager. (AFPC/DPIE)**



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## I. INTRODUCTION



★ A. Welcome to the Civilian Expeditionary Workforce! As the graphic above indicates, the pre-deployment processing is one part of the total picture. Keeping track of each part in the whole process and managing your actions for each will lead to a successful deployment. You are now ready for the pre-deployment processing requirements of this unique experience as a Department of Defense civilian employee. You will spend the next few weeks getting ready to deploy. There are a number of tasks to complete before you arrive in theater. This Deployment Guide provides you with a comprehensive description of the required activities, forms, and training you must complete in order to deploy.

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

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

### B. CENTCOM CEW Program Office Contacts

Terri Grocott - Program Manager

Jeff Hahn - Global Force Management Specialist

Dorothy Gregoire - Resource Management Specialist / CEW Processor

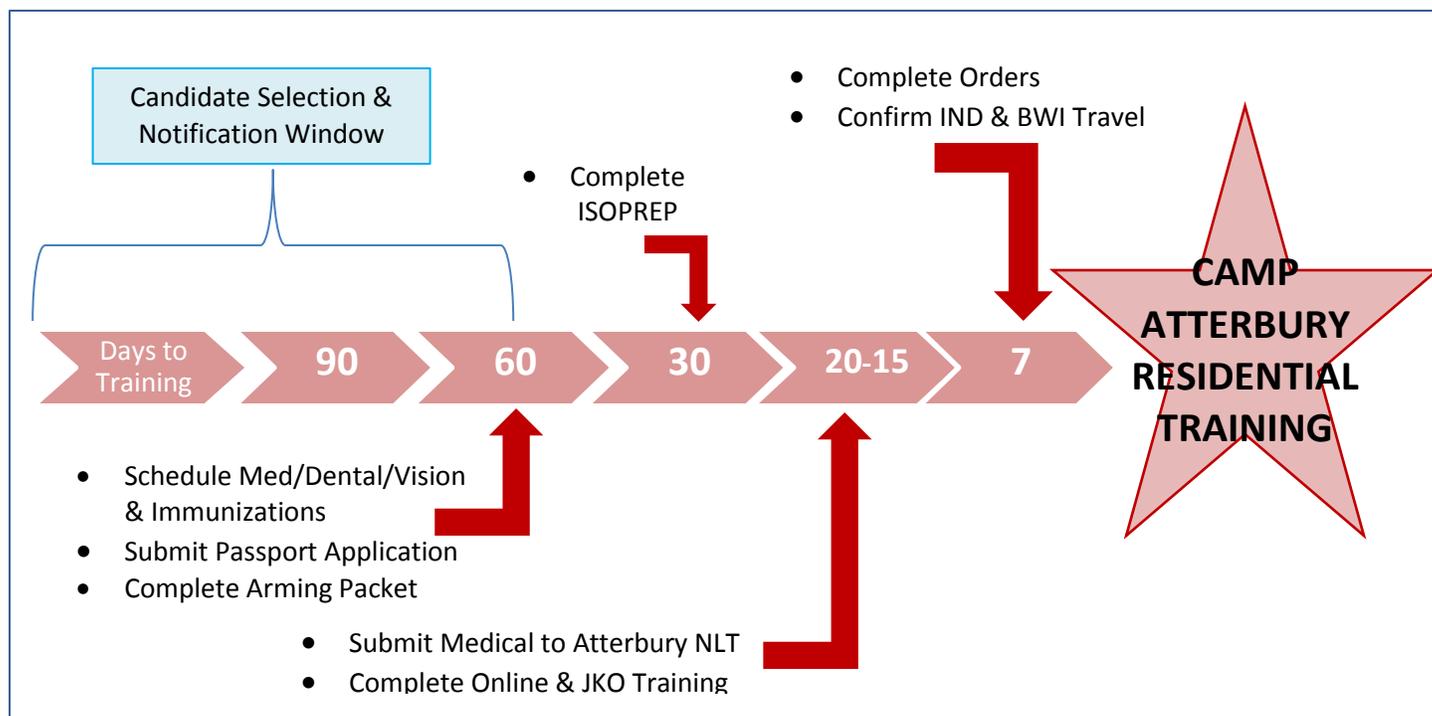
Frank Hoeflinger - Communications Officer

Kevin Wright - HR Specialist / CEW Processor

How to reach CENTCOM CEW:

[centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil](mailto:centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil)

## II. TIMELINE TO DEPLOYMENT – What to Do When



A. There are plenty of pre-deployment actions and getting them done in a timely manner is key to your success. The graphic above is a general timeline for what to do and by when requirements need to be accomplished. All deploying civilians participating in the CEW Program will:

- Complete full medical, dental, vision and immunizations screening
- Obtain a “no-fee” official passport
- Complete and submit numerous required forms and documents
- Complete 40 hours of online training
- Attend residential training
- Coordinate travel arrangements to and from Camp Atterbury (CA)\*
- Coordinate deployment orders in DTS
- Coordinate personnel actions for deployment with servicing Human Resources Office
- And finally deploy!

\*CA is the CENTCOM deployment platform for residential preparation training prior deployment.

B. The snap-shot TOP priorities to begin with are:

- ★ Review the CEW Deployment Guide; it is your primary tool for deployment preparation.
- ★ Obtain a “no-fee” official passport (maroon cover) or renew, if applicable.
- ★ Complete Medical / Dental / Vision / Immunization Clearing; appointments & forms.
- ★ Complete 40 hours of online computer based training.
- ★ Complete arming packet, IF required.

C. **Your quick reference and fully comprehensive pre-deployment checklist is on page 29.**

You may also encounter other checklists from your current organization; be sure to follow their instructions for their checklists as well. You will likely see duplicated items between checklists; that is okay. The overall goal is to ensure CEW requirements AND your organization requirements are met. Best practice is to accomplish all requirements as soon as possible regardless of duplication; problems/questions, call or email [US CENTCOM CEW](mailto:USCENTCOMCEW).

### III. OBTAIN A “NO-FEE” OFFICIAL PASSPORT

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM includes obtaining and hand-carrying a “no-fee” Official Passport (maroon cover) as an employee of the U. S. government travelling abroad to carry out official duties.



★ B. If you do not have a “no-fee” Official Passport OR the one you have does not meet the below requirements, then you need to start the process to obtain a current “no-fee” Official Passport **IMMEDIATELY**. **Please contact your service component CEW representative for assistance.** Assistance can also be found at the nearest passport office or military passport office for assistance.

C. If you already have a “no-fee” Official Passport, be sure:

1. The expiration date is 180 days past the end date of your deployment.  
EXAMPLE: Deployment ends JAN 2017; passport expires JUL 2017 or later.
2. Your name on the passport MATCHES the name on your Common Access Card (CAC).

If your current “no-fee” Official Passport meets the above requirements, then there is no need to pursue a new one.

**Please contact your service component CEW representative for assistance.**

D. Resources:

U.S. Dept. of State, Special Issuance Agency (for No-Fee Passport)

<http://www.travel.state.gov/content/passports/en/passports/information/where-to-apply/agencies/special-issuance-agency.html>

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

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

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

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

If you are at Camp Atterbury when your Passport Agent receives your passport, it may be mailed to

(Your Name) C/O CEW  
647 Gatling St.  
Edinburgh IN 46124

E. It is also *highly recommended and encouraged* to carry with you a Tourist Passport (blue cover) for travel while on leave for Rest and Recuperation (R&R). Some CEW deployers travel home or to other foreign destinations while on R&R and for this type of recreational travel a Tourist Passport (blue cover) is required.

**The passport requirement is listed on the comprehensive pre-deployment checklist on page 29 of this guide.**

## IV. MEDICAL / DENTAL / VISION / HEARING / IMMUNIZATION CLEARING

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM includes obtaining a full medical, dental, vision and immunizations screening to ensure medical fitness for the deployment. These examinations will determine your medical, psychological, and physical fitness for deployment in accordance with the USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 12; commonly referred to as "[MOD 12](#)" and "[MOD 12-Tab A](#)." A successful deployment starts with good health!

 B. **All medical, dental, vision, and hearing examinations, lab tests/results and immunizations must occur and be completed within 90 calendar days of the deployment report date; in other words, between 90 and 30 days prior to deployment. Take action to schedule appointments within 3 days of receiving the Welcome Packet email and guidance.**

**All medical documents must be sent to  
Camp Atterbury Joint Maneuver Training Center (CAJMTC) Medical Team  
NO LATER THAN 14 BUSINESS DAYS prior to arrival at Camp Atterbury.**

**That's just under 3 weeks BEFORE you arrive a Camp Atterbury.  
It is your responsibility to confirm receipt with Camp Atterbury Medical Team.**

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

### BODY MASS INDEX (BMI)

- Link to BMI calculator: [http://www.nhlbi.nih.gov/health/educational/lose\\_wt/BMI/bmicalc.htm](http://www.nhlbi.nih.gov/health/educational/lose_wt/BMI/bmicalc.htm)
- BMI Greater than 40%.
- BMI Greater than 35% with medical co-factors like: Diabetes, heart disease, joint disease, hypertension or obstructive sleep apnea (Non-deployable/Non Waiver-able).

### ABNORMAL EKG or FRAMINGHAM GREATER THAN 15%

- Link to Framingham Calculator: <http://cvdrisk.nhlbi.nih.gov/calculator.asp>
- May need stress testing to include Myocardial Perfusion / 2D echo to clear the issues and/or cardiologist consult.

### NON-DIAGNOSED DIABETIC, NEWLY DIAGNOSED or PRE-DIABETIC

- Non-Diagnosed or Pre-Diabetic: Has a Hemoglobin A1C of  $\geq 6.5$  or greater.
- Needs physician consult of diagnosis, prognosis, treatment plan to include full diabetic exam (eyes, feet, etc.) and medications, if needed.
- Show 90 day stability with lifestyle changes and/or medications for waiver consideration.

ABNORMAL LABS

- Must have Specialist diagnosis, treatment plan, and medications (if needed); and ability to deploy to an austere environment for the deployment period without need for follow up, and any further testing
- Must have a letter typed on letterhead from treating Primary Care Physician outlining the above findings.

ABNORMAL ASTS AND ALTS FOUND IN THE CMP (LIVER FUNCTION TEST)

- After repeat of CMP or Liver Function Test with abnormal results, may need Specialist consult and further testing.
- May need abdominal ultrasound to exclude liver and gallbladder disease, and Hepatitis ABC antibody profile.

POSITIVE PPD (Tuberculosis) TEST

- Must have a waiver.
- Must have chest X-ray less than 90 days old.
- Proof of counseling or Proof of Latent TB treatment by medication for 9 months.

HEMATURIA (BLOOD IN URINE)

- After repeat of urinalysis with abnormal results, may need consultation and testing form Urology Specialist.
- Must have a letter typed on letterhead from treatment Specialist outlining the above findings.

OBSTRUCTIVE SLEEP APNEA (OSA) treated with APAP/BPAP/CPAP or ORAL DEVICES

- Must have a 30-day compliance report from machine.
- Must have 75% compliancy score for greater than 4 hours.
- At least 4 hours per nights for 30 days on average.
- Must bring machine, battery back-up and supplies to Camp Atterbury for inspection.
- Split Sleep Study within 12 months
- Other more severe modes OSA Treatment – Non-Deployable (ASV/AVAPS)

The list above contains only the most common health issues that complicate deployment eligibility. The comprehensive USCENCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 12; commonly referred to as "[MOD 12](#)" and "[MOD 12-Tab A](#)" have the comprehensive list of medical conditions and waiver requirement information. It is important to engage the medical processing openly and honestly to ensure you are medically fit for work a contingency environment. Be open and honest about health your history/medical issues. Don't run the risk of being sent home or medically evacuated from theater.

D. DoD civilian employees who are on a Temporary Change in Duty Station or Temporary Duty assignment in Iraq or Afghanistan, in support of the Civilian Expeditionary Workforce Program, and who develop physical or psychological illnesses or injuries while forward deployed in support of U.S. military forces engaged in hostilities are eligible for health care treatment and services, including routine care, at a MTF at the same level and scope provided to military personnel. Care for DoD civilians is provided at no cost to the employee.

E. As a DoD civilian employee projected for deployment, you have options for completing your pre-deployment physical:

<p><b>Exams at the nearest Military Treatment Facility (MTF) and the Occupational Health office for your Component</b></p>		<p><b>Exams with your private Primary Care Manager and the Occupational Health office for your Component</b></p>
<p>FORMS:                  OF178, Certification of Medical Exam                  DD 2807-1, Report of Medical History                  Copy of medical records / medical history from PCM</p>	<p>OR</p>	<p>FORMS:                  OF178, Certification of Medical Exam                  DD 2807-1, Report of Medical History                  DD 2808, Report of Medical Exam</p>
<p>Upon receipt of the CENTCOM CEW Welcome Package, schedule your initial pre-deployment medical exams as soon as possible.  <b>Take your Offer Letter, OF 178 and Appendix E of this guide with you to the appointment.</b></p>		

With the pre-deployment physical and Occupational Health Exam, you will also need:  
 Dental screening, Form DD 2813, DoD Dental Exam  
 Vision screening, Form DD 771, Eyewear Prescription  
 Audiology testing, Form DD 2215, Reference Audiogram OR DD 2216, Hearing Conservation  
 Immunizations, certified copy from Primary Care Manager  
 Labs (blood and urinalysis), certified copy of results from Primary Care Manager  
 EKG (for persons 40 years of age and over)

**All forms are available online and direct links are provided on the comprehensive pre-deployment checklist on page 29 of this guide and see Appendix E for full medical processing. The OF 178, Certification of Medical Exam is provided in the Welcome Package complete with position duties description and physical requirements for the position in theater; please ensure use of the OF 178 that was provided to you in the CENTCOM Welcome Package.**

All medical requirements must be met in accordance USCENTCOM Individual Protection And Individual-Unit Deployment Policy, commonly referred to as "[MOD 12](#)," and [Tab A](#) of MOD 12 and [DoDI 6490.03](#), Deployment Health, as it applies to deploying, deployed, and redeployed (those who have returned from deployment) Service members and units as well as DoD civilian employees and DoD contractor personnel deploying with United States (U.S.) forces.

F. You do NOT need deployment orders to proceed with pre-deployment medical processing. You can use your Job Offer letter for anyone who needs more information about your projected deployment. Keep in mind you are joining a program unique to our Dept of Defense family. You may encounter a few bumps along the way as a learning curve – Yes, DoD civilians can and do deploy as part of our DoD mission. If you have scheduling issues, please feel free to contact CENTCOM CEW for assistance.

G. The Camp Atterbury Medical Team also requires use of the MEDPROS medical health assessment system. You will initiate the online medical assessment that will be finalized during your final medical exam at Camp Atterbury. To get started, completing a Pre-Deployment Health Assessment (DD2795) online, you will use the Low side band-width and email CAC to login. A hard-copy is available at the end; there is no need for a hard-copy for Camp Atterbury Medical Team. CA Medical Team can "see" the input you enter into database. For MEDPROS technical systems issues, contact the MHA help desk (non-AKO) DSN 761-4976; MODS Support Team 1-

888-849-4341. The link is here and located on **comprehensive pre-deployment checklist on page 29 of this guide and see Appendix E for full medical processing:**

[Pre-Deployment Health Assessment](#).

H. Resources:

For the nearest Military Treatment Facility: <http://www.tricare.mil/mtf/>

Camp Atterbury Medical Team Email:

[ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil](mailto:ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil)

FAX: 812-526-1178

Tonya Kiel, RN, Nurse Specialist, CA Medical Staff

Tel: 812-526-1499 ext. 62667

Michael Keller, RN BSN, Supv. Nurse Administrator

Tel: 812-526-1499 ext. 61947

Carla Sharp, Administrative Medical Specialist

Tel: 812-526-1499 ext. 61997

Direct questions regarding medical, dental, vision, hearing, immunizations and lab tests to the Medical Staff at Camp Atterbury.

Do not send any personal medical information or records to the CENTCOM CEW Program Office.

**The entire medical requirements are listed on the comprehensive pre-deployment checklist on page 29 of this guide and see Appendix E for full medical processing.**

G. All examinations, lab tests/results and immunizations occur/be completed within 90 calendar days of the deployment report date; in other words, between 90 and 30 days prior to deployment. All medical documents must be sent to Camp Atterbury Joint Maneuver Training Center (CAJMTC) Medical Team NO LATER THAN 14 BUSINESS DAYS prior to arrival at Camp Atterbury. That's just under 3 weeks BEFORE you arrive a Camp Atterbury.

**It is your responsibility to confirm receipt with Camp Atterbury Medical Team**

The e-mail process is:

In the SUBJECT Line of the email: Write your name and report date to Camp Atterbury, the word Medical and CEW in the subject line. (Example: John Smith, 4-14-2013, Medical, CEW).

Send to:

Camp Atterbury Medical Team Email:

[ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil](mailto:ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil)

And then follow-up with a call to one of the contacts listed above to confirm receipt and verify if any more documentation is needed.

The FAX process is:

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

And then follow-up with a call to one of the contacts listed above to confirm receipt and verify if any more documentation is needed.

## V. ONLINE TRAINING

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM includes completing approximately 40 hours of online computer based training modules. The mechanisms to complete the online training are the CEW web site and the Joint Knowledge Online (JKO) web site.



**B. All online training must be completed prior to arrival at Camp Atterbury.**

**All online training certificates must be completed within 60 days of arrival to CA.**

**Two copies of each training certificate must be hand-carried to CA.**

**The entire online training requirements are listed on the comprehensive pre-deployment checklist on page 29 of this guide. Contact CENTCOM CEW with online training issues.**

C. CEW & JKO registration is required in order to access the online training.

1. **CEW:** <https://cew.centcom.mil/Account/Register.aspx>

- a) On the registration page, Fill in the "Registration Form" and then Select "REGISTER" to request access.
- b) After page refreshes, you will see a green checkmark indicating your request was successfully submitted.
- c) CEW CENTCOM receives and authorizes access requests within 24 to 48 hrs.
- d) CEW web site assistance: [centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil](mailto:centcom.macdill.centcom-hq.mbx.ccj3-cew@mail.mil)

2. **JKO:** <http://jko.ifcom.mil/>

- a) On the main page, Select "Enter JKO."
- b) After page refreshes, Select "CAC Login – Login in using my CAC"
  - i. Be sure to use your email CAC certificate when prompted.
- c) Once you are able to access JKO, you can use the Course Catalog to look up online courses using the SEARCH feature.
- d) Once you "ENROLL" in a course, it will be displayed under the "My Training" tab.
- e) On "My Training" tab, Select "LAUNCH" to begin training and follow JKO instructions for course completion.
- f) JKO Helpdesk: JKO Help Desk: Monday - Friday 24 hours a day support.
  - i. [jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil) or COMM: 757-203-5654, DSN: 668-5654

**General tips for web sites:** Use your email CAC certificate;  
 Ensure your computer system has the latest security certificates;  
 To improve connectivity, delete browsing history and clear cache  
 (under Internet Options). ); Close all extra browsers.

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

Some online training modules are packaged instruction, some are power-point slides, and some are policy memorandums. Some online materials may need to be "saved" to your desk top and then opened to view. **The entire online training requirements are listed on the comprehensive pre-deployment checklist on page 29 of this guide.**

## VI. ISOPREP – Personnel Recovery-Isolated Personnel Report

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under US CENTCOM includes completing or updating a Personnel Recovery-Isolated Personnel Report (ISOPREP) in the Personnel Recovery Mission Software (PRMS) database. This record is vital and may take at least 60 minutes to complete. All personnel travelling OCONUS must complete the Pre-CONUS Travel File Program Survey (PRO-File) also known as a DD Form 1833 ISOPREP – you are completing the electronic version. You will provide key information to build your record to include photographs.



B. **This is a TWO STEP PROCESS.** First you will follow the web link on CEW Training page for ISOPREP Survey and upload photos (NIPR network) and complete the low-side questionnaire. The pictures should be a front view and a profile/side view on a neutral background; no jewelry; no head gear; no eyewear. You must also enter the date you completed the SERE 100.1 Code of Conduct Training Course on the ISOPREP survey. When finished, if you do not get a PRO-Forms Certificate of Completion at the end, then this FIRST step for ISOPREP is not done. The second step for completing the ISOPREP record involves your Service Component's PRMS Manager or Security Manager. Specifically Section 8, block 48 on your ISOPREP record needs to be updated with a date reviewed, then the ISOPREP is done. The second step is done on a SIPR network. Once you receive formal confirmation for your Service Component's PRMS Manager or Security Manager, then ISOPREP is complete.

### C. General tips for ISOPREP database:

1. If you have travelled OCONUS as a DoD employee (MIL or CIV or CTR), you may already have created an ISOPREP record in PRMS. Consult your organization's PRMS Manager or Deployment Manager for assistance for updating and/or reviewing your previous ISOPREP record.
2. If you do not know who your PRMS Manager is, contact the PRMS OTS Management Office, Commercial 586-239-3701, DSN 312-273-3701, for assistance. You will need your current organization and chain of command information so they can help identify a PRMS contact for you.
3. If you have NEVER completed an ISOPREP record, please know that it is a two part process.
  - i. On a NIPR network, complete the Pre-CONUS Travel File Program Survey (PRO-File) including two photos; answer items marked with the **red \* asterisk**. First step is complete when you receive a "Certificate of Completion."
  - ii. After 48 hours, PRMS Managers or Deployment/Security Managers should be able to access PRMS on a SIPR network and complete the date reviewed information in Section 8, Block 48, to complete the ISOPREP process.
  - iii. Once the "date reviewed" is done, the PRMS Manager or Security Manager should receive a SIPR email confirmation to verify your ISOPREP is done.

### D. Photograph Requirements:

- Two photos – one front view, one profile view
- Photos must be at least 200x200 pixels; file size less than 200k
- In front of neutral background
- Color photos, not black and white
- NO jewelry
- NO headgear, hats or visors
- NO corrective eyewear or sunglasses resting on head

**E. Technical tips:**

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

F. Resources: Need assistance, contact the PRMS OST Management Office via e-mail: [PRMSMail@jricp.osis.gov](mailto:PRMSMail@jricp.osis.gov) or telephone at Commercial 586-239-3701, DSN 312-273-3701.



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

## CERTIFICATE OF COMPLETION

This certifies that

YOUR NAME

successfully completed

***The Pre-OCONUS Travel File (PRO-File)***

on

**2015-07-16 6:21:51**

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

**SAMPLE**

## VII. Deployment Orders, DD Form 1610

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under USCENTCOM includes generating deployment orders, DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel or CED orders.

-  B. Deployment orders are usually generated no earlier than 30 days from departure. Depending on your Service Component processing, you may either:
- create a travel authorization in the Defense Travel System (DTS), or
  - administrative staff will create the travel authorization for you in DTS, or
  - you will create a manual version of the DD 1610 outside of DTS, or
  - Contingency, Exercise & Deployment (CED) orders will be issued to you by your Deployment Manager.

**RULE of THUMB: Consult your service component CEW representative for assistance with deployment orders.**

However the DD 1610, REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL, or CED orders are generated, here are the important things for you to know:

1. Minimal DTS training, 3 modules: DTS Basic 1) About DTS, 2) DTS Travel Documents (DTS 101), and Programs & Policies, is helpful. See item F below.
2. Follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.
3. LOCAL FUND CITE must be used – there is NO CENTRAL FUNDING. The local Finance or Resource Budget Office will provide the necessary information to capture the OCO (formerly GWOT) costs. Note: Since you are deploying as a DoD civilian employee, your home station/command is responsible for 100% of your salary and incremental expenses during your deployment.
4. Travel orders for TDY assignments in support of a contingency operation are the exception to the rule and can be processed for a period of more than 180 days.
5. Either the deployer or the designated person at the parent command will prepare the TDY orders following the guidance in the pre-deployment package.
6. Depending upon how DTS was loaded at your organization, some deployers encounter problems when utilizing DTS for their long term travel/beyond 180 days.
7. Manual orders will need to be prepared if unable to process one set of orders in DTS for any reason, i.e., long term, crossing fiscal years.
8. Travel orders should cover the ENTIRE period of the deployment, and:
  - a.) Begin with the date deployer travels to Camp Atterbury in Edinburg, Indiana,
  - b.) Cover a 390 day period (for a 12 month deployment) or a 300 day period (for a 9 month deployment), or 210 day period (for a 6 month deployment).
  - c.) Block 11, Itinerary, reflect, "From: (specify Residence), To: Camp Atterbury, IN, To: BWI, To: Kuwait, To: (Specify location and country in theater), and Redeploy to BWI, Camp Atterbury IN, then Home Station." Insert into Remarks block to show full route.
9. When returning from deployment, deployers will return through Camp Atterbury IN for post-deployment processing.
10. Lodging and meals provided at Camp Atterbury and in theater.
11. Typically orders are generated no earlier than 30 days prior to the departure date.
12. All orders, DD 1610 or CED, MUST state Variations Authorized.
13. A copy of the CED or DD 1610 orders MUST be provided to the servicing Human Resources/Civilian Personnel Office as soon as they are completed.
14. Both CED orders and DD 1610 orders can be amended if/when corrections are necessary.
15. If the deployment crosses over one Fiscal Year to another Fiscal Year, a statement MUST be listed in the remarks: "Deployment will cross over FY## to FY##; amendment to provide

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

C. The DD Form 1610 is self-explanatory, unless otherwise stated below:

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

Again, follow your Service Component instructions for generating travel authorizations and orders; consult your Finance or Resource Budget Office for assistance and guidance.

D. Once the deployment orders are completed, provide copies to:

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

**A sample DD 1610 can be found on page 16-17 of this guide.**

E. What about CIC – Customer Identification Codes?

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

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

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

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

F. Defense Travel System Training

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

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

Minimal DTS training, 3 modules: DTS Basic 1) About DTS, 2) DTS Travel Documents (DTS 101), and Programs & Policies, can be found on the TRAX Travel Explorer web site (CAC Access), under Training. Direct Link:

<https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=22776309&CFTOKEN=10919100#myViewStack=1>

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

**SAMPLE DD 1610**

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

**PRIVACY ACT STATEMENT**

(5 U.S.C. 552a)

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

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

ROUTINE USE(S): None.

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

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

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

## VIII. TRAVEL & HOTEL INFORMATION – CONUS

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under USCENTCOM includes traveling to Camp Atterbury, in Indiana, to complete residential training and finish administrative deployment processing. Once you complete the residential training, then you will travel to the deployment location.

B. You are responsible for arranging CONUS travel from your home station to Indianapolis Airport (IND), and then to Baltimore Washington International (BWI) Airport. At IND, you will connect a Camp Atterbury facilitator and other CENTCOM CEW deployers to ride a bus to Camp Atterbury. After the two-week session at Camp Atterbury, you will travel back to IND to then travel to BWI Airport. If arriving un-armed at BWI on a Saturday, you will need a hotel overnight to Sunday. If arriving armed at BWI on a Sunday, you will not need a hotel overnight. At BWI, you will connect with the MILAIR rotator that will take you into theater. You are responsible for the stateside travel arrangements from home station to IND (Camp Atterbury) and then to BWI; Camp Atterbury facilitators will arrange the MILAIR transportation and provide you the MILAIR information during the two-week session.

C. General Guidance for travel:

1. All travel, CONUS and OCONUS, must be included on your deployment orders, DD 1610 or CED orders.

2. Use your organization's contracted Commercial Travel Office to support travel and hotel arrangements.

3. Travel TO IND:

**Schedule your travel to Indianapolis Airport (IND) for ARRIVAL NO LATER THAN 11 AM on the first date of class.** If you are unable to arrive by 11 AM on Saturday, schedule your travel to arrive Friday evening and stay in a near-by hotel that has a free shuttle and government rate.

**Indianapolis Airport Hotels:** <http://www.airporthotelguide.com/indianapolis/map.html>

**Be sure the hotel provides a shuttle service to the IND airport.**

4. **ALL residential training participants will meet the Camp Atterbury facilitator at IND Airport Baggage Claim 6 NO LATER THAN 11 AM on Saturday with baggage ready to travel to Camp Atterbury.** A volunteer, Ms. Parwana Noorzad, will meet everyone at Baggage claim 6 on SAT and will reach out to you by an introductory email.

5. Lodging and meals are provided at Camp Atterbury for the entire two-weeks. No rental car or private vehicle is authorized. You can take your cell phone and a laptop computer with you. The two-week schedule is packed with training and administrative processing. For un-armed deployers, you will leave Camp Atterbury on Saturday after training is complete; for armed deployers, you will leave Camp Atterbury on Sunday after training is complete.

6. Travel FROM IND to BWI:

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

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

#### 7. Lodging at BWI:

If you arrive on Saturday to BWI, you will need a hotel overnight. Ensure the hotel near-by BWI has a free shuttle and government rate.

**Baltimore-Washington International Airport Hotels:** <http://www.bwi-hotels.com/map.html>

**Be sure the hotel provides a shuttle service to the BWI airport.**

Keep in mind that hotel check-out is usually before Noon. For choosing to book a "second night," per the [JTR, Chapter 2: Official Travel, Part M](#): Miscellaneous Expenses (page 2M-5), traveler's may stay a "second night" as airport daytime lodging;

"Lodging Fees / Daytime Lodging Charges

1. Reimbursable when authorized/approved by the AO.

2. Includes:

a. Room occupancy lodging charges for late departure, early arrival, or

b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience."

**Always consult your home station Finance/Resource office for assistance.**

#### 8. Connect with MILAIR at BWI:

Camp Atterbury facilitators will arrange the MILAIR reservation for you and provide instructions for connecting with the MILAIR flight at BWI. If you have a connecting flight (i.e. two stops) in theater, Camp Atterbury will make those follow-on reservations as well.

#### 9. Return from Theater/Redeployment:

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

Redeployment contact is Jason Peacher (812) 344-1076 / Wendy Wood (317) 605-5299  
[redeployment@mckellarcorporation.com](mailto:redeployment@mckellarcorporation.com)

Ensure you contact Wendy or Jason prior to leaving theater

To ensure/arrange pick-up at airport (shuttle service is no longer available).

#### D. Resources:

Your Service Component's Contract Travel Office

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

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

## IX. RESIDENTIAL TRAINING AT CAMP ATTERBURY

A. Standard practice for all Department of Defense employees participating in the Civilian Expeditionary Workforce (CEW) under USCENTOCM includes residential training and the final phase of pre-deployment administrative processing at Camp Atterbury in Indiana before going to theater.

B. The CEW program includes a mandatory residential training program for DoD civilians deploying overseas. The standard program is a two-week curriculum consisting of classroom courses and field exercises. Week one schedule is conducted at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) in Edinburg, Indiana. Week Two training is conducted at the Muscatatuck Urban Training Complex (MUTC) in Butlerville, Indiana. The two-week training program is offered once a month throughout the year. This training cannot be waived.

C. Camp Atterbury Training Environment: Students are assigned to a two-person dormitory-style room with a shared bathroom and common areas. The CA compound includes a laundry facility, dining hall, gym, Post Exchange, library, chapel, post office, classrooms, and other morale, welfare, and recreation (MWR) activities.

### D. Training Program: Week One – Camp Atterbury

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



*Muscatatuck Urban Training Complex.*

### E. Training Program: Week Two – Muscatatuck

Week Two of training is conducted at Forward Operating Base (FOB) Panther at MUTC ([Muscatatuck Urban Training Center](#)). Students will spend seven days at the FOB, integrated with U.S. military personnel in the same manner experienced in theater. Conditions have been established to mimic the type of austere living conditions found in theater, including sleeping in open bay trailers, use of field showers and toilets, and subsistence at a military dining facility. Training consists of classroom instruction and practical application exercises, concluding with a two-day immersive field event. The two-day immersive exercise is physically demanding and requires participants to be equipped in military protective gear (Kevlar vest and helmet). Throughout Week Two, students will be presented with a series of role-play exercises duplicating the various scenarios in which they may find themselves during their deployment, including negotiating sensitive situations and engaging host-country partners to build collaborative relationships. Students will also be involved in mock ambushes and IED strikes, which will be filmed for debriefing and review. **Week two training cannot be waived.**

F. Muscatatuck Training Environment: The Forward Operating Base (FOB) Panther at MUTC ([Muscatatuck Urban Training Center](#)) does not contain the type of amenities found at CA (laundry facilities, Post Exchange, etc.) and deployers should prepare themselves for this environment and ensure that they bring appropriate clothing and personal necessities. While students will be provided linens, pillows, and blankets for their beds, they are not provided towels at MUTC. Students should bring their own towels with them.

FACTS about Muscatatuck MUTC Facilities:

- No ATM, PX or post office available
- No laundry facilities (we will have the opportunity for laundry Tues only (\$.50 per lb), cash only, usually finished Wed afternoon.
- Linens provided
- Towels, toiletries not provided
- Communal living (several students per trailer, outside showers/latrines)
- FOB Panther is built upon a gravel base, you will need sturdy shoes for support
- Bring eye protection (issued) and gloves
- WiFi available in the classroom only (available 24/7)



***MUTC Quarters***

G. Packing for Pre-Deployment Training And Deployment

When you agree to serve in theater, you will be able to take only a limited amount of region / activity-specific clothing with you for the entire duration of deployment, whether it's 6 months, 9 months or 12 months in length. **A practical checklist of appropriate clothing can be found on page 26, Appendix A, of this guide**

At Camp Atterbury, you will be provided:

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

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

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

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

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

NOTE: Camp Atterbury has a mailroom prepared to meet all shipping and packing needs for the purpose of shipping material home, and to theater. If you are shipping some of your material to theater, be sure to wait until you have successfully been processed through the medical portion of the mobilization process first.

H. What's what: Uniforms, Equipment, Arming!

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

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

**IF NOT REQUIRED** – if uniforms are NOT required, no uniforms will be issued at Camp Atterbury. However, it is recommended that CEW deployers take at least one set of uniforms, issued at Camp Atterbury.

**EQUIPMENT:** The mandatory gear cannot be waived or declined.

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

- ACH Helmet - Specific to your measurements; you will be shown how to customize it to your head.
- Body Armor 10TV-111 - Specific to your measurements; you will be shown how to customize it to your body.
- Eye Protection - Part of the medical documentation you provide to the Camp Atterbury Medical Team needs to include pupillary measurements, as well as eyewear prescription if needed. Camp Atterbury will order the inserts; specific to your measurements; you will be shown how to customize it to your gas mask.
- Gas Mask - Specific to your measurements; you will be shown how to customize it to your head.

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

**ARMING:** Specific to your current CEW deployment, weapon arming may or may not be required. Arming requirement is indicated on the Job Offer email and Welcome Package email. If position is armed, CEW deployer will be issued weapon and holster at Camp Atterbury. Also, if the position is armed, an "Arming Packet" E-email will be sent with required documents to be completed and returned to CENTCOM CEW; this required ONLY if the deployment position is armed. Whether the deployment position requires arming or not, all CENTCOM CEW deployers will receive weapons training while at Camp Atterbury.

## X. Personnel Actions, Pay Entitlements & Work Schedules Overview

A. Successful pay during deployment can be thought of as a two-sided coin: 1st-side is bi-weekly time cards (for regular hours worked, overtime and night differential) managed through the electronic time card system at your home station and 2nd-side is the personnel actions in the Defense Civilian Personnel Data System (DCPDS) (for formal personnel record, danger pay and post differential). **This is a basic overview; Follow your service component process.**

You will engage with your Deployment Supervisor, your Home Station Supervisor and unit chain of command, Civilian Personnel/Human Resources Office (CPO or HRO) and your Home Station Civilian Payroll/Finance Office in the process as a whole.

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

### B. Here are some basics for Work Schedule/Time and Attendance:

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

STAKEHOLDERS: Employee, Home Station Supervisor, Home Station Time Card Keeper, Home Station Civ.-Pay Office, Deployment Supervisor.

### C. Here are the basics for RPA & Pay Entitlements:

1. Your home station servicing Civilian Personnel Office (CPO) or Human Resources Office (HRO) processes a Temporary Reassignment Not to Exceed Request for Personnel Action (RPA, NOA 921) for your deployment in DCPDS (IAW DCPDS Guide Module 8, Chapter 6). A temporary position sequence number is copied from your current position sequence number for the temporary reassignment; there is no change in pay plan, occupational series or grade for this time-limited temporary reassignment. Updates to the temporary position sequence number for the purpose of the CEW deployment include: Fair Labor Standards Act (FLSA) status is Exempt; Emergency Essential (E-E); the AGLI (Aggregate Limit Indicator) and PPLI (Premium Pay Limit Indicator). This RPA generates an SF-50 for your official personnel file and is finalized within one pay period after your departure from CONUS; the effective date is the date you depart CONUS; block 5-C will list "7EW"

and block 5-D will show "Civilian Expeditionary Workforce." The SF-50 is accessible to you through your e-OPF. Your home station servicing CPO or HRO can assist you to get a copy of the SF-50.

2. Before you depart home station, you will submit the Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature; the signed Pay Cap Waiver goes to the home station servicing CPO or HRO for their action in DCPDS – Defense Civilian Personnel Data System. The home station servicing CPO or HRO is responsible for updating the AGLI (Aggregate Limit Indicator) and PPLI (Premium Pay Limit Indicator) on your temporary reassignment position sequence number to enact the waiver of the pay cap. After the position sequence number update is done, Civ.-Pay will also need to update the pay system to match, which is why they also need a copy of the signed Bi-Weekly Pay & Annual Salary Cap Waiver. Template Pay Cap Waiver on page 28, Appendix C.

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

3. After arrival in theater, you will submit the SF 1190 and Addendum SF 1190 to your deployment supervisor to verify arrival in the deployed area; once signed by you and the deployment supervisor, then the SF 1190 and Addendum SF 1190 go to the home station servicing CPO or HRO. Upon receipt of the SF 1190 and Addendum SF 1190, the servicing CPO or HRO can then update your personnel record in DCPDS for pay entitlements (Danger Pay and Post Differential, as applicable by country and duration requirements). These updates then flow to the Civ.-Pay data-system (DCPS) to generate payment for Danger Pay and Post Differential, as applicable.

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

5. How and when are pay entitlements applied? Dept. of State has determined the pay entitlements requirements. A good guide to review for your theater entitlements can be found on the DFAS web site: <http://www.dfas.mil/civilianemployees/understandingyourcivilianpay/theaterentitlements.html> On the DFAS web site, you will find a sample waiver memorandum, the SF 1190 and Addendum SF 1190

To find country specific entitlements, go to the Dept. of State web site, Office of Allowances: <https://aoprals.state.gov/> . Select "Allowances by Location" for the most current information: [https://aoprals.state.gov/Web920/location.asp?menu\\_id=95](https://aoprals.state.gov/Web920/location.asp?menu_id=95)

6. At the end of your deployment, it is vital that you notify your home station servicing CPO or HRO at least two weeks prior to your projected return date so the appropriate actions on your DCPDS record can be initiated to end the temporary reassignment and pay entitlements based on the projected end date, your return to CONUS date. Failure to notify your home station servicing CPO or HRO in a timely manner may result in over-payment after you return from deployment and subsequent debt letter from DFAS.

7. Also, at least two weeks prior to your return you will need to advise Camp Atterbury of your return for post-deployment processing. Email: [redeployment@mckellarcorporation.com](mailto:redeployment@mckellarcorporation.com)

STAKEHOLDERS: Deployed Employee, Home Station Supervisor and Commander, Home Station HR/Civ.-Personnel Office, Home Station Civ.-Pay Office, Deployment Supervisor.

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

It is vital to engage with your home station contacts in a pro-active manner to ensure requirements are met for successful pay during your deployment; remember it's a two sided coin! This is a basic overview; Follow your service component process.

## **XI. General OCO Funding Information**

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

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

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

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

## APPENDIX A: Recommended Clothing Packing List (Camp Atterbury)

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

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

## Appendix B: Template for Uniform Waiver Template or Organizational Clothing and Individual Equipment (OCIE) Waiver

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

UNIT  
LETTERHEAD

DATE

MEMORANDUM FOR: Individual Deployment Replacement Operations (Camp Atterbury)

FROM: USFOR-A

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

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

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

## Appendix C: Template for Request to Waive the Bi-Weekly Pay and Annual Salary Cap

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

### ACTION MEMO

[DATE]

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

FROM: [DEPLOYING PERSONNEL/DEPARTMENT]

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

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

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

## Appendix D: Comprehensive Pre-Deployment Checklist

The following comprehensive checklist is provided to support you in preparing for deployment. You may also encounter other checklists from your current organization; be sure to follow their instructions for their checklists as well. You will likely see duplicated items between checklists; that is okay. The overall goal is to ensure CENTCOM CEW requirements AND your organization requirements are met. Best practice is to accomplish all requirements as soon as possible regardless of duplication. If you have questions, please let us know.

60-90 DAYS to Deployment			
ACTION	FORMS	OPR	Date Completed
<p><b>Full Medical, Dental, Vision, Hearing, Immunizations, and Lab Tests/Results Processing -</b>                      **Individuals who fail to complete pre-deployment medical requirements will not be medically cleared to deploy. ** Pre-Deployment medical clearance can be a LENGTHY PROCESS. Complete initial paperwork as soon as possible; schedule appointments within 3 days of receiving Welcome Package email. <b>SEE ALSO APPENDIX E for FULL MEDICAL INFO.</b>  <b>ALL MEDICAL DOCUMENTS MUST BE SUBMITTED</b>  <b>NO LATER THAN 14 WORK DAYS TO CAMP ATTERBURY MEDICAL TEAM</b>                      Deployment medical clearance requirements (immunizations, labs, medical screening, dental screening, deployment health assessments, anti-malarias, TB screening, etc.) are provided free of charge at the servicing Military Treatment Facility (MTF).                      TAKE ACTION to schedule your initial pre-deployment medical exams. Take your Offer Letter, OF 178 (or other applicable forms) and Appendix E of this CENTCOM CEW Deployment Guide with you to the appointments.</p>			
<b>OF 178, Certificate of Medical Examination for the purpose of PRE-DEPLOYMENT; provided in Welcome Package email with deployment duty description and deployment conditions in Part B.</b>	OF178, see Welcome Package email for your customized copy.	Occupational or Public Health Office for your Service Component; MTF or PCM	
DD 2807-1, Report of Medical History	<a href="#">DD 2807-1</a>	MTF or PCM	
DD 2808, Report of Medical Exam	<a href="#">DD 2808</a>	PCM	
DD 2813, DoD Dental Exam Screening	<a href="#">DD 2813</a>	MTF or Primary Care Manager-Dental/Dentist	
DD 771, Vision Screening/Eyewear Prescription	<a href="#">DD 771</a>	MTF or Primary Care Manager-Optometry/Ophthalmology	
DD 2215, Reference Audiogram OR DD 2216, Hearing Conservation Data	<a href="#">DD 2215</a> OR <a href="#">DD 2216</a>	MTF or Primary Care Manager-Audiologist	
Immunizations, certified copy from Primary Care Manager, must include dates, clinical names and be certified.		MTF or PCM	
Labs (blood and urinalysis), certified copy of results from Primary Care Manager or MTF		MTF or PCM	
EKG (for 40 years of age and older)		MTF or PCM	

Online Pre-Deployment Health Assessment, MEDPROS	<a href="#">Pre-Deployment Health Assessment</a>	CAMT	
For the Online Pre-Deployment Health Assessment: Use the Low side band-width and email CAC to login. A hard-copy is available at the end; there is NO need for a hard-copy. Camp Atterbury Medical Team can "see" the input you enter into database. For technical systems issues, contact the MHA help desk (non-AKO) DSN 761-4976; MODS Support Team 1-888-849-4341.			
"No-Fee" Government Passport (brown/burgundy) color for official government travel/use	See page 5, Section III, Passport	Passport Office / Deployer	
Complete Arming Packet, IF applicable for your deployment position	See Arming Packet email	Security Manager / Deployer	
Request Internal Access to CEW web site; User Name is your email address, and you create your own password; DO NOT LOGIN WITH CAC; see page 10	<a href="#">CEW Web Site</a>	Employee	
Register CAC for use in JKO for online training; see page 10	<a href="#">JKO Web Site</a>	Employee	
<b>FULL ONLINE TRAINING LIST</b>			
<b>You will hand-carry two copies of each training certificate to Camp Atterbury. IF no certificate at the end of the course: print the last page, write the name of the course, your name, date and sign in lieu of a formal certificate. All online training must be completed BEFORE arriving at Camp Atterbury. Country specific training is located in the lower right corner of the CEW web site training page.</b>			
Accident Avoidance Also on JKO, Crs. # ARNJ7-US021 (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Combat Trafficking in Persons (CTIP) Course # J3TA-US030 (certificate)	<a href="#">JKO Web Site</a>	<a href="#">CENTCOM CEW</a>	
Cultural Awareness (no certificate; general awareness)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Cyber Awareness Training DoD Employees (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Dept. of Army Fraternalization Policy (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Discharge of Classified Information (no certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Force Protection	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
General Orders (goes to AKO)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Hot & Cold Weather Prevention (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Human Rights Awareness Course # J35 N-US649-HB (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Intro to Biometrics Collections Systems (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM CEW</a>	
Level 1 Antiterrorism Awareness Course # JS-US007 (certificate)	<a href="#">JKO Web Site</a>	<a href="#">CENTCOM CEW</a>	

OPSEC (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
Report Intelligence Information (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
SERE 100.1 Code of Conduct Course # J3TA-US022 (certificate) Also REQUIRED for ISOPREP	<a href="#">JKO Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
Sexual Harassment (certificate)	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
Suicide Prevention Course # JS-US006C (certificate)	<a href="#">JKO Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
US Central Command General Order 1B (no certificate) 6 page memo	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
US Central Command Moderate Risk Of Isolation, Course # CEN 2012-001 (certificate)	<a href="#">JKO Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
Country Specific Training – see lower right corner of CEW web site training page; complete for your deployment country as applicable.	<a href="#">CEW Web Site</a>	<a href="#">CENTCOM</a> <a href="#">CEW</a>	
<b>IN CLASS training completed at Camp Atterbury – in case your home station needs to know</b>			
Counter Insurgency Training (COIN)			
Country Brief			
Cultural Emerson			
Threat Awareness & Reporting Program (TARP)			
<b>ORGANIZATION Processing:</b> <b>Complete personnel processing actions as required by OSD and local checklists and Combatant Command reporting instructions. Additional items listed below:</b>			
Personnel Readiness Folder established by the ORG/UNIT once an employee is matched to a CEW deployment requirement. Folder will be hand-carried to deployed site for the deployment supervisor and a copy maintained by the home organization supervisor. Folder includes: • Copy of Deployment Order, DD 1610 and/or CED Orders • DCPDS/MyBiz Emergency Data Page • JPAS Clearance Summary and/or Security Verification Letter from Security Manager • Training Certificates, valid for duration of deployment		ORG/UNIT	
<b>DTS; Create Order, DD 1610</b> , in DTS for travel per the information provided in deployment job offer/welcome package. DTS Web Site: <a href="http://www.defensetravel.osd.mil/">http://www.defensetravel.osd.mil/</a> Follow organization process for DTS actions. <b>Include “VARIATIONS AUTHORIZED” on the orders.</b>		ORG/UNIT , Employee	
<b>DCPDS/MyBiz:</b> Update and print out Emergency Data Page and print copy for Supervisor and deployment folder.		Employee	
JPAS Clearance Summary and/or Security Verification letter from Security Manager. IAW <a href="#">DoDI 1400.32</a>		ORG/UNIT , Security Manager	

Government Travel Card: issues or update, ensure card is active and does not expire during the deployment. <a href="#">GTC Web site</a>		ORG.UNIT , Employee	
<a href="#">DoDI 6490.03</a> , E4.A1.1.5, and para 5.5.8.: IF/WHEN APPLICABLE: Issue occupational personal protective equipment (e.g., hearing or industrial respiratory protection) and monitoring devices (e.g., thermo luminescent dosimeter (TLD badge)) as required by occupational specialty of personnel.		ORG/UNIT , Employee	
<b>CIVILIAN PERSONNEL/HUMAN RESOURCES</b>			
Initiate a Request for Personnel Action (RPA) using applicable Nature of Action (NOA) 900 series code in Defense Civilian Personnel Database System (DCPDS) to document deployment; attachments may include email with deployment information and/or DD 1610 or CED orders. IAW <a href="#">DoDI 1400.32</a> and DoD DCPDS Instructions on "Tracking Deployed Civilians" and OPM <a href="#">GPPA</a> , Chapter 14; Legal authority "7EW" Civilian Expeditionary Workforce.		CPO/HRO	
Request to Waive the Bi-Weekly Pay & Annual Salary Cap memorandum to your home station chain of command for signature; see Section X, page 22. Submit to CPO/HRO	<a href="#">Pay Cap Waiver</a>	Employee, CPO/HRO, Civ-Pay	
Confirm projected dates for Within-Rate Increases and appraisal closeouts, as applicable. NOTE: Employee remains under the administrative management of the service component and the responsibility for updating the performance plan and annual appraisal remains with the employee's home station supervisor and home station chain of command. Follow your service component guidance for performance appraisal processing.		Employee, Supervisor, & CPO/HRO	
Confirm annual leave balance, address any use-or-lose issues before end of leave year, review policy for earning compensatory time for travel, Leave Restoration Policies and Procedures, etc.		Employee, Supervisor & CPO/HRO	
<b>Confirm/Update Designation of Beneficiary forms, as applicable:</b>			
Designation of Beneficiary, Federal Employees' Group Life Insurance (FEGLI); due to deployment, there is an option to increase the FEGLI benefit pay-out amount. Consult your Benefits & Entitlements office for assistance; form on OPM web site.	<a href="#">Standard Form (SF) 2823</a>	Employee, w/ CPO/HRO assistance	
Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, form on OPM web site.	<a href="#">SF 1152</a>		
Federal Employees Retirement System (FERS) Designation of Beneficiary ( <i>only FERS employees</i> ), form on OPM web site.	<a href="#">SF 3102</a>		
Civil Service Retirement System (CSRS) Designation of Beneficiary ( <i>only CSRS employees</i> ), form on OPM web site.	<a href="#">SF 2808</a>		
TSP 3, Designation of Beneficiary, is located on the TSP web site under Civilian Forms and Publications	<a href="#">Thrift Savings Plan (TSP) 3</a>		

CA-40, Designation of a Recipient of the Federal Employees' Compensation Act (FECA) Death Gratuity Payment under Section 1105 of Public Law 110-181 (section 8102a), is located on the Department of Labor (DoL) web site.	<a href="#">CA-40</a>	Employee, w/ CPO/HRO assistance	
Financial Matters. All civilian employees must have direct deposit/electronic funds transfer (DD/EFT) for their federal civilian pay at their home installation by filing a <a href="#">SF 1199A</a> , Sign Up Form, prior to deployment; form can be found on DFAS web site. Now is the time to make updates if needed.	<a href="#">SF 1199A</a>	Employee	
Ensure Family Care Plan in place as applicable and in accordance with <a href="#">DoDI 1342.19</a> , Family Care Plans	<a href="#">DoDI 1342.19</a>	Employee, HRO/CPO Assistance	
Legal assistance relating to matters of deployment is available through the organization legal office for civilians notified of deployment and their families. Legal assistance will be available for the period of deployment and normally include such things as preparation of wills and powers of attorney		Employee	
Confirm CAC card possession. Expiration date should be no less than 30 days after projected redeployment date/return to home station.		Employee	
Create a list of contacts at home station, to include and not limited to: (names, email, DSN phone, address) Supervisor Unit Administrative Support Civilian Personnel/HR Office Civilian Payroll Office DTS Manager; CTO Contact Any others you think you may need		Employee	
Other/Misc.			
<b>30 DAYS to Deployment</b>			
<b>ACTION</b>	<b>FORMS</b>	<b>OPR</b>	<b>Date Completed</b>
Complete ISOPREP: Two Step Process, see VI, pages 11-12.	Online	PRMS/Security Manager, Employee	
Obtain Minimum 180 day supply of prescription medications at personal/insurance expense. ( <a href="#">DoDI 1400.32</a> , para 6.1.12.)		Employee, MTF / PCM	
Finish submitting all Medical to Camp Atterbury Medical Team, See Section IV and Appendix E. Camp Atterbury Medical Team Email: <a href="mailto:ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil">ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil</a> FAX: 812-526-1178 <b>DUE NO LATER THAN 14 WORK DAYS BEFORE CLASS</b>		Camp Atterbury Medical Team, Employee	
Finish Online Training		Employee	
Arrange CONUS travel from Home Station to Camp Atterbury using Contract Travel Office (CTO), see Section VIII, pages 16-17.		Employee & CTO	

Other/Misc.			
<b>Additional Forms Completed at Camp Atterbury</b>			
Issued a DOD Geneva Conventions Accompanying Forces Common Access Card (CAC). Expiration date should be no less than 30 day after their projected redeployment date. Members pay grade should also be listed. The Geneva Convention category will be in accordance with <a href="#">DODI 1000.1</a> , Must be Attachment 1 to Enclosure 3, Table of Military and Civilian Equivalent Grades for Prisoner of War Identification.	Geneva CAC	Camp Atterbury	
Eagle Cash Stored Value Card – Eagle-Cash is a “stored value card” used during deployment. You put an amount of money on it from your bank or credit union account using a self-service kiosk. When you use the card to buy something, the cost of what you are buying is deducted from the card. When you need to, you add money to your Eagle-Cash card from your bank or credit union account.	<a href="#">Eagle-Cash web site</a>	Camp Atterbury	
DD Form 93, Record of Emergency Data Follow instructions exactly from Camp Atterbury and listed on page 3-4 of form.	<a href="#">DD Form 93</a>	Camp Atterbury	
DD 2365, Emergency Essential Position Agreement	<a href="#">DD 2365</a>	Camp Atterbury	
Issue Identification Tags, ID Tags		Camp Atterbury	
During Legal Brief: Wills & Powers of Attorney		Camp Atterbury	
Other/Misc.			

**Actions to Complete Upon Arrival in Theater**

<p>SF1190, Foreign Allowances Application, Grant and Report – Upon arrival in theater, complete and submit SF1190 along with Addendum SF 1190 to servicing home station HRO/CPO for updating DCPDS for affecting Pay Entitlements. <b><u>NOTE: Delay in submission will postpone the start of Pay Entitlements.</u></b> Employee must submit SF1190 and Addendum SF 1190 again when returning to home station to end the Pay Entitlements. Section X, page 21-22</p>	<p>SF 1190 &amp; Addendum SF 1190</p>	<p>Employee</p>	
<p>Within the first 30 days, verify Temporary Reassignment NTE SF-50 in completed by servicing HRO/CPO at home station. Section X.</p>	<p><a href="#">DCPDS/MyBiz e-OPF</a></p>	<p>Employee</p>	
<p>Contact Servicing Time-Card Keeper or Home Station civ-Pay to update timecard for overseas work schedule template. Section X, page 21.</p>		<p>Employee</p>	
<p>Check LES regularly to address concerns early.</p>	<p><a href="#">My Pay</a></p>	<p>Employee</p>	
<p>Other/Misc.</p>			
<p>Other/Misc.</p>			

## Appendix E: Complete Medical Advisory & Checklist –

[This whole Appendix, page 35 to 44, may be taken to your medical appointments to ensure accurate processing.](#)

A. The USCENTCOM INDIVIDUAL PROTECTION AND INDIVIDUAL-UNIT DEPLOYMENT POLICY, Modification 12; commonly referred to as “[MOD 12](#)” and “[MOD 12-Tab A](#)” are very detailed regarding medical requirements. While some health conditions may be waived, some cannot. The medical clearance process evaluates your health status to ensure you are medically fit to do your job in a contingency environment. Be open and honest about health your history/medical issues. Don't run the risk of being sent home or medically evacuated from theater.

All medical requirements must be met in accordance USCENTCOM Individual Protection And Individual-Unit Deployment Policy, commonly referred to as “MOD 12,” and Tab A of MOD 12 and [DoDI 6490.03](#), Deployment Health, as it applies to deploying, deployed, and redeployed (those who have returned from deployment) Service members and units as well as DoD civilian employees and DoD contractor personnel deploying with United States (U.S.) forces

B. The conditions listed on the following pages will disqualify civilian personnel from deploying. The CENTCOM Surgeon's office will entertain waiver requests for any condition, and the request will be either approved or denied. The CA Medical Staff can submit waivers on behalf of deployers. However, all waivers should be approved before arriving at Camp Atterbury to avoid delays and complications. It is always best to have the waiver SUBMITTED AND APPROVED before coming to Camp Atterbury.

### General Conditions/Restrictions

- Conditions that prevent the wear of personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.
- Conditions that prohibit required theater immunizations or medications.
- Any medical condition that requires frequent clinical visits or ancillary tests, that fails to respond to adequate conservative treatment, necessitates significant limitation of physical activity, or constitutes increased risk of illness, injury or infection.
- Any unresolved acute illness or injury that would impair one's duty performance during the duration of the deployment.
- Any medical condition that requires durable medical equipment or appliances or that requires periodic evaluation/treatment by medical specialists not readily available in theater.

### Conditions Affecting Force Health Protection

- Physical or psychological conditions causing inability to effectively wear PPE
- Conditions that prohibit immunizations or the use of FHPPPs required for deployment

### Unresolved Health Conditions Requiring Care or Affecting Performance

- Any chronic medical condition requiring frequent clinical visits, fails to respond to adequate conservative treatment, or necessitates significant limitation of physical activity
- Absence of dental exam in past 12 months
- Pregnancy
- Condition requiring durable medical equipment or appliances, or periodic evaluation or treatment by medical specialists not readily available in theater
- Heat stroke - history of heat stroke, no multiple episodes, no persistent sequelae or organ damage and no episode within past 24 months
- Meniere's disease or other vertiginous/motion sickness disorders, unless well controlled on meds available in theater

- Unresolved acute or chronic illness or injury that would impair duty performance
- Cancer requiring continuing treatment or evaluations
- Precancerous lesions requiring treatment and/or evaluation, but not treated or evaluated
- Any medical condition requiring surgery or for which surgery has been performed and requires rehab or additional surgery to remove devices
- Recent surgery requiring follow up during deployment, or surgeon has not cleared/released
- Surgery (open or laparoscopic) within 6 weeks of deployment
- Renolithiasis - recurrent or currently symptomatic
- Musculoskeletal condition that significantly impairs performance
- Obstructive Sleep Apnea (OSA) of any severity, if symptomatic despite treatment
- OSA with AHI and/or RDI  $\geq$  30/hour post treatment
- OSA with AHI and/or RDI  $<$  30/hour post treatment does not require waiver except to Afghanistan or Yemen
- OSA, Mild (AHI and/or RDI  $<$  15/hour with or without CPAP treatment is deployable
- Acute exacerbation of a physical or mental health condition that could significantly affect duty performance

#### Conditions That Could Cause Sudden Incapacitation

- Recurrent loss of consciousness for any reason
- Any medical condition that could result in sudden incapacitation
- Stroke within past 24 months
- Seizure disorders - either within past year or on anticonvulsants, if stable must be seizure free for 6 months
- Diabetes mellitus type I or II on pharmacotherapy with A1C less than 7.0
  - Type 1 diabetes or insulin requiring type 2 diabetes
  - Type 2 diabetes, on oral agents only, with no change in meds in past 90 days, A1C  $<$  7.0
    - \* Framingham 10 year  $>$  15% WAIVER REQUIRED
    - \* Framingham 10 year  $<$  15% NO WAIVER REQUIRED

#### Pulmonary Disorders

- Asthma with forced expiratory volume-1 (FEV-1) of less than or equal to 50 percent of predicted FEV-1 despite appropriate therapy and that has required hospitalization at least 2 times in the last 12 months, or requires daily systemic (not inhaled) steroids

#### Infectious Diseases

- Active TB
- Latent TB - negative chest X-ray within 90 days of deployment, documentation of counseling
- Active known transmittable blood-borne disease - include full test panel including all antigens, antibodies and viral load
- HIV positive with presence of progressive clinical illness or immunological deficiency

#### Sensory Disorders

- Hearing loss - individual must have sufficient unaided hearing to perform duties safely, within IAW Service guidelines. Hearing aids do not preclude deployment
- Hearing level no greater than 30dB for either ear with no individual level greater than 35dB at these frequencies and no greater than 55dB at 4000 Hz
- Hearing level no greater than 30dB at 500 Hz; 25dB at 1000 and 2000 Hz; and 35dB at 4000 Hz in the better ear
- Vision loss - Best corrected visual acuity must meet job requirements to safely perform duties

- Refractive eye surgery - determination by ophthalmologist or optometrist that treatment is complete
- Ophthalmic steroid drops post procedure
- Photorefractive Keratectomy - non deployable for 90 days post-PRK, 30 days post-LASIK
- Tracheostomy or aphonia

#### Cardiovascular Disorders

- Hypertension, controlled and stable 90 days ( Single episode hypertension found on pre-deployment physical should be accompanied by serial blood pressure checks to ensure hypertension is not persistent)
- Symptomatic coronary artery disease
- MI within last year
- Cardiac dysrhythmias or arrhythmias, either symptomatic or requiring medical or electro-physiologic control
- Coronary artery bypass graft in last year
- Coronary artery angioplasty in last year
- Carotid endarterectomy in last year
- Other arterial stenting in last year
- Aneurysm repair in last year
- Heart failure
- Hyperlipidemia controlled with meds regimen, stable for 90 days (TC < 240, LDL < 160, Trig < 500)
- Morbid obesity
- BMI > 40%
- BMI > 35% with serious comorbidities like diabetes, OSA, cardiomyopathy, joint disease

#### Mental Health Disorders

- Psychotic or bipolar disorders
- Psychiatric disorders under treatment with fewer than 3 months of demonstrated stability
- Clinical psychiatric disorders with residual symptoms that impair duty performance
- Mental health conditions that pose a substantial risk for deterioration or recurrence of impairing symptoms in the deployed environment
- Substance abuse disorders not in remission
- Chronic medical conditions requiring ongoing treatment with antipsychotics, lithium, or anticonvulsants

#### Medications

- Therapeutic anticoagulants:  
Warfarin
- Platelet aggregation inhibitors or reducing agents:  
Clopidogrel                      Anagrelide                      Dabigatran
- Hematopoietics:  
Filgrastim                      Sargramostim                      Erythropoietin
- Antihemophilics:  
Factor VIII                      Factor IX
- Antineoplastics:
  - antimetabolites: methotrexate; hydroxyurea; mercaptopurine
  - alkylators: cyclophosphamide; melphalan; chlorambucil
  - antiestrogens: tamoxifen, etc.
  - aromatase inhibitors: anastrozole; exemestane, etc.
  - medroxyprogesterone (except as contraception): interferons;                      etoposide;  
bicalutamide; bexarotene; oral tretinoin (Vesanoid)
- Immunosuppressants (chronic systemic steroids)
- Biologic response modifiers (immunomodulators):

Abatacept                      adalimumab                      anakinra                      etanercept  
 Infliximab                      leflunomide, etc.

- Anti-psychotics (except quetiapine "Seroquel" 25 mg at bedtime for sleep)
- Antimanic (bipolar) agents: lithium, etc.
- Anticonvulsants: (except those listed below)

**NO WAIVER REQUIRED:**

- Valproic acid: Depakote; Depakote ER; Depacon, etc.
- Carbamazepine: Tegretol; Tegretol XR, etc.
- Varenicline: Chantix
- Opioids, opioid combination drugs, or tramadol, chronic use
- Insulin and exenatide (Byetta)

Please engage with the medical processing as early as possible. You might not know you need a waiver until you begin the medical exams and lab tests. It is always best to have the waiver **SUBMITTED AND APPROVED** before coming to Camp Atterbury. All waivers should be approved **BEFORE** arriving at Camp Atterbury to avoid delays and complications.

**C. WAIVERS**

- Deployers who have a condition, as described in Central Command (CENTCOM) Modification 12, Tab A as a "condition generally precluding deployment" must have a complete waiver, signed by the CENTCOM Surgeon's Office.
- If your local MTF has submitted a waiver through CENTCOM, you must send the signed waiver to the CA Medical Staff and hand-carry a copy with you to Camp Atterbury.
- If a condition is found at CA Medical Processing that the deployer was unaware of, and it is a waiver-able condition listed in "[MOD 12-Tab A](#)," CA Medical Staff will submit for that specific waiver on behalf of the deployer and his or her organization.

**D. Camp Atterbury Medical Team Email:**

[ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil](mailto:ng.in.inarnng.list.cajmtc-dpca-crc-medical-records@mail.mil)

FAX: 812-526-1178

Tonya Kiel, RN, Nurse Specialist, CA Medical Staff	Tel: 812-526-1499 ext. 62667
Michael Keller, RN BSN, Supv. Nurse Administrator	Tel: 812-526-1499 ext. 61947
Carla Sharp, Administrative Medical Specialist	Tel: 812-526-1499 ext. 61997

Direct questions regarding medical, dental, vision,  
 hearing, immunizations and lab tests to  
 the Medical Staff at Camp Atterbury.

### E. Expanded Medical Reference List

Even if your records are sent to Camp Atterbury ahead of time, please bring copies of all forms and results with you.

If you have any question contact the Camp Atterbury Medical Team directly.

Tonya Kiel, RN, Nurse Specialist, CA Medical Staff	Tel: 812-526-1499 ext. 62667
Michael Keller, RN BSN, Supv. Nurse Administrator	Tel: 812-526-1499 ext. 61947
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<b>HISTORY &amp; PHYSICAL – within 12 months of deployment</b>	
	If pre-deployment physical performed at a Military Treatment Facility (MTF), use form <b>OF 178</b> (certification of medical examination) form and <b>DD 2807-1</b> .
	If pre-deployment physical performed by private (civilian) physician, use forms <b>DD 2808</b> (report of medical examination and <b>DD 2807-1</b> (report of medical history).
	<b>MEDICATIONS</b> <ul style="list-style-type: none"> <li>• List ALL medications and allergies</li> <li>• Must have a 180 day supply of medication OR reliable means to obtain refills</li> </ul>
	For Women - HCG - Human Chorionic Gonadotropin <ul style="list-style-type: none"> <li>• Required within 30 days of deployment for all women.</li> <li>• Women with a documented history of a hysterectomy are exempt.</li> <li>• Pregnancy will be ruled out prior to any immunization (except influenza) and medical clearance for deployment</li> </ul>
	For Women – Mammograms and Pap Test are highly recommended but not required. Consult with your primary medical provider for your specific health status.
<b>VISION</b>	
	Submit completed <b>DD Form 771</b>
	Submit prescription from Optometrist within 1 year of deployment.
	Do not wear contact lenses while going through medical processing. Contact lenses are NOT authorized for wear in the CENTCOM theater.
	If you wear eyeglasses, bring at least two pair of glasses (current prescription) and prescription inserts for your protective mask and/or ballistic goggles. We will order inserts for you. You will need to show to the optometry staff.
<b>DENTAL</b>	
	Submit completed <b>DD Form 2813</b> . <ul style="list-style-type: none"> <li>• Must show you as a Dental Class 1 or 2</li> <li>• Must be signed by dentist</li> <li>• Must have dentist’s state license number (US) unless dentist is military</li> </ul>
	Pantographic X-rays are required to be reviewed by dentist and Block 5 of the DD 2813 marked “Yes”

<b>HEARING</b>	
	Having hearing test within a year of reporting to Camp Atterbury.
	Submit completed <b>DD Form 2215</b> OR <b>DD Form 2216</b> .
	If H3 a SPRINT( or Hint), test is needed (possibly) for waiver.
	(SPRINT) or Hearing In Noise Test (HINT)
	SPRINT is available at military medical treatment facilities. HINT is the civilian equivalent.
	Hearing class 3 (“H3) – severe hearing loss – requires Speech Recognition In Noise Test
	Hearing test data must include the audiology operator’s certification number and machine type and serial number and calibration date
	Hearing tests (audiograms) conducted during the physical must be documented with actual readings and validating information (See Sensory Disorders, page 8 below.) “X” is not a valid reading.
<b>IMMUNIZATIONS</b>	
	<p>Except as noted, all must be completed BEFORE arrival at Camp Atterbury. Immunizations must be current; those consisting of a series must be current but do not have to be completed before deployment. However it is the responsibility of the individual to complete the series while on leave or overseas.</p> <p>Vaccinations must be documented on a CDC 731 (International Certificate of Vaccination, also known as the “yellow shot card”.) Older versions read PHS 731 but are acceptable.                      * If not completed prior to reporting to Camp Atterbury, you will incur an out-of-pocket expense to receive this vaccination offsite.</p>
	<b>Hepatitis A:</b> 1 <sup>st</sup> dose, 2 <sup>nd</sup> dose after 6 months. (SERIES)
	<b>Hepatitis B:</b> 1st dose, 2 <sup>nd</sup> dose after 30 days, 3 <sup>rd</sup> dose after 5 months or titer. (SERIES)
	<p><b>MMR*</b> Measles, Mumps, and Rubella (SERIES)</p> <ul style="list-style-type: none"> <li>• 2 Adult Boosters If no documentation of vaccine, either a titer or vaccine required.</li> <li>• Measles, mumps, and rubella (“MMR”) 1 dose OR Titer to check Immunity*</li> </ul>
	<p><b>Polio (IPV)*</b></p> <ul style="list-style-type: none"> <li>• Documentation of vaccine.</li> <li>• 1 Adult Dose needed or positive tier, test of immunity.</li> </ul>
	<b>Seasonal Influenza:</b> 1 September through 31 May.
	<p><b>Typhoid:</b> within 2 years of reporting to Camp Atterbury.                      Oral Typhoid: within 5 years of reporting to Camp Atterbury.</p>
	<p><b>Tetanus</b></p> <ul style="list-style-type: none"> <li>• <b>TDAP</b> is required.</li> <li>• Continue with <b>TDAP</b> every 10 years.</li> </ul>

	<p><b>Tuberculosis skin testing (Often referred to as PPD, or “TB Tine”)</b></p> <ul style="list-style-type: none"> <li>• Must be completed within 90 days before arrival at Camp Atterbury</li> <li>• Quantiferon Gold, a lab test, is acceptable. Bring the actual lab result with you</li> <li>• If history of past positive reading, a radiology report from a Bi-lateral chest x- ray must be completed within 90 days of arriving at Camp Atterbury in order to qualify for CENTCOM waiver</li> </ul>
	<p><b>Varicella (SERIES)</b></p> <ul style="list-style-type: none"> <li>• Chicken pox.</li> <li>• 1<sup>st</sup> dose, 2<sup>nd</sup> dose after 30 days <b>OR</b></li> <li>• Laboratory results showing a <b>Varicella titer</b> showing immunity. Must have documentation from a childhood provider or is documented by an immunization (shot) record by a provider. Documented proof of having had the vaccination on an immunization record, <b>OR</b> documentation from a childhood provider. If neither may receive a vaccine booster or laboratory result showing a Varicella Titer</li> </ul>
<p><b>VACCINATIONS OFFERED AT GOVERNMENT EXPENSE AND IF REQUIRED BY CONTRACT</b></p>	
	<p>Anthrax: done at Camp Atterbury.</p>
	<p>Rabies: done at Camp Atterbury.</p>
	<p>Smallpox: done at Camp Atterbury.</p>
<p><b>Labs: Abnormal Results May Require Repeat of Lab Test All laboratory tests must be completed within 90 days of reporting to Camp Atterbury Results must be typed; handwritten results are not acceptable. Abnormal results may need to be repeated or, if still abnormal, require consultation with specialist and supporting testing</b></p>	
	<p>DNA</p> <ul style="list-style-type: none"> <li>• Must be taken at Camp Atterbury Medical</li> </ul>
	<p>Blood type</p> <ul style="list-style-type: none"> <li>• Require formal documentation of blood type.</li> </ul>
	<p>CBC = Complete blood count</p> <ul style="list-style-type: none"> <li>• White blood count (WBC), red blood count (RBC), hemoglobin, hematocrit, MCV, MCH, MCHC, RDW, RDW, platelets</li> </ul>
	<p>CMP = Complete Metabolic Panel.</p> <ul style="list-style-type: none"> <li>• If glucose is abnormal, hemoglobin A1c is required.</li> </ul>
	<p>EKG</p> <ul style="list-style-type: none"> <li>• Must be completed if 40 or older OR if an individual of any age has had problems identified in these areas.</li> <li>• Must be done within 90 days of mobilizing.</li> </ul>
	<p>G6PD</p> <ul style="list-style-type: none"> <li>• Blood Test; Require formal documentation of results</li> <li>• Glucose (blood sugar) must be 110 or below.</li> <li>• If above 110, hemoglobin A1C is required.</li> <li>• If non-diabetic and is over 6.4, further testing, treatments, and deployment eligibility issues should be addressed by primary care physician.</li> <li>• If known diabetic, must be below 7.0.</li> <li>• If unknown diabetic and is above 6.4, further testing may be required.</li> <li>• Known diabetics must have test within 90 days of arrival</li> </ul>

	<p><b>HEMOGLOBIN A1C</b></p> <ul style="list-style-type: none"> <li>• If applicable: must be &lt;7.0.</li> <li>• If non-diabetic and is over 6.4, further testing, treatments, and deploy-ability issues should be addressed by primary care physician.</li> <li>• Glucose test results greater than 110 will require hemoglobin A1c.</li> </ul>
	<p><b>HIV</b></p> <ul style="list-style-type: none"> <li>• Within 120 days of reporting to Camp Atterbury.</li> <li>• The HIV laboratory test document must be negative, taken within 120 days of arrival at Camp Atterbury, and must be typed, not hand-written.</li> <li>• Oral HIV testing can NOT be accepted.</li> <li>• Deployment is not allowed if HIV positive.</li> </ul>
	<p><b>Lipid Panel</b></p> <ul style="list-style-type: none"> <li>• Must be completed if 35 or older OR if an individual of any age has had problems identified in these areas.</li> <li>• Results cannot exceed the following: total cholesterol &lt; 260; LDL&lt; 190; triglycerides&lt;500.</li> <li>• Cholesterol and triglycerides</li> <li>• Must be taken within 90 days of arrival</li> <li>• Required of all personnel</li> <li>• Must include total cholesterol, low density lipoprotein (sometimes referred to as “the bad cholesterol”),</li> <li>• and triglycerides</li> <li>• Levels cannot exceed the following: total cholesterol 260, triglycerides 500, LDL 190. Anyone at any age treated for hyperlipidemia must have a lipid panel within the ranges above.</li> </ul>
	<p><b>PSA</b></p> <ul style="list-style-type: none"> <li>• Must be completed if 50 or older OR if an individual of any age has had problems identified in these areas.</li> <li>• Must be tested if history of prostate cancer, BPH, or use of medications relating to BPH.</li> <li>• Required of all male personnel with a past history of prostate cancer, BPH, or BPH medications or testosterone use</li> </ul>
	<p><b>UA: Urinalysis.</b></p> <ul style="list-style-type: none"> <li>• Test must be typed (not handwritten).</li> <li>• Must show color, specific gravity, glucose, bilirubin, ketones, blood, pH, protein, nitrites, and leukocytes).</li> </ul>
	<p><b>Framingham Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• Required of all personnel over the age of 40</li> <li>• The result of this test cannot exceed 15% to be considered deployable. Use the following sites:</li> <li>• Framingham Risk Assessment w/o Diabetes (<a href="http://hp2010.nhlbi.nih.net/atp/iii/calculator.asp">http://hp2010.nhlbi.nih.net/atp/iii/calculator.asp</a>)</li> <li>• FRAMINGHAM RISK ASSESSMENT WITH DIABETES (takes diabetes into account and the parenthetical can read “with diabetes”) <a href="http://www.uptodate.com/contents/calculator-10-year-risk-of-developing-cardiovascular-disease-in-men-patient-information">http://www.uptodate.com/contents/calculator-10-year-risk-of-developing-cardiovascular-disease-in-men-patient-information</a></li> </ul>

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## Privacy Act Data Cover Sheet