



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2748 WORTH ROAD  
JBSA FORT SAM HOUSTON, TEXAS 78234-6000

OTSG/MEDCOM Policy Memo 20-026

MCHR-C

**25 JUN 2020**

Expires 25 June 2022

**MEMORANDUM FOR**

Commanders, MEDCOM Major Subordinate Commands  
Deputy Chiefs of Staff, OTSG/MEDCOM  
Directors, OTSG/MEDCOM OneStaff

**SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy**

**1. References:**

- a. Memorandum, DAPE-CPP, 8 March 2016, subject: Department of the Army Civilian Post-Deployment Health Reassessment Implementation Guidance (Enclosure).
- b. DA Pam 690-47, DA Civilian Employee Deployment Guide, 1 November 1995.
- c. DA Personnel Policy guidance for Overseas Contingency Operations, 1 July 2009, (Periodic Review) (last updated 9 August 2013).
- d. Army Mobilization and Deployment Reference (AMDR), 18 January 2018.
- e. Directive-type Memorandum (DTM)-17-004-Department of Defense Expeditionary Civilian Workforce, 25 January 2020, Incorporating Change 3, Effective 12 February 2020.
- f. Annex A (Business Rules), EXORD 011-19 Management of the Army Expeditionary Civilian Workforce (ECW).
- g. DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program, 4 February 2016.
- h. Army Regulation 638-8, Army Casualty Program, 7 June 2019.

**2. Purpose: Establish U.S. Army Medical Command (MEDCOM) Expeditionary Civilian Workforce (ECW) policy in support of military combat operations, contingencies,**

\*This policy supersedes OTSG/MEDCOM Policy Memo 18-030, 24 May 18, subject as above.

MCHR-C

SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy

emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and stability operations overseas.

3. **Applicability:** This policy applies to all permanent MEDCOM appropriated fund employees.

4. **Proponent:** The proponent for this policy is the Policy and Programs Division, Civilian Human Resources Directorate, G-1/4/6.

5. **Policy:**

a. MEDCOM fully supports the Department of Defense (DoD) initiative to meet contingency operation mission requirements through the volunteer ECW program.

b. Leaders at all levels will assist and support Civilian employees who volunteer for deployment in support of contingency operations through the ECW program.

c. Employee requests to register as a volunteer in the ECW Program and Official Notification of selection to deploy:

(1) **Approval Authority.** Local Commanders (O6 or equivalent) and OneStaff Deputy Chiefs of Staff retain authority to approve an employee request to register as a volunteer in the ECW program and official notifications of employee selection to deploy. Approved requests will be provided to the employee or appropriate requesting office within seven (7) calendar days.

(2) **Denial Authority.** The MEDCOM Chief of Staff retains sole authority to deny an employee request to register as a volunteer in the ECW program or to deploy.

(a) Local commanders will submit the written recommendation for denial, including the mission-based justification for denial and Major Subordinate Commander endorsement (MSC), within seven (7) calendar days through the chain of command to the MEDCOM, Policy and Programs Division, Civilian Human Resources Directorate, G-1/4/6, for Chief of Staff decision.

(b) OneStaff Deputy Chiefs of Staff will submit written recommendation for denial, including mission-based justification for denial, within seven (7) calendar days through the OneStaff Business Office Human Resources, to the MEDCOM, Policy and Programs Division, Civilian Human Resources Directorate, G-1/4/6, for Chief of Staff decision.

(c) If an employee is selected for deployment and it is later determined the loss of the employee will have a significant impact to the organization mission, the command

**MCHR-C**

**SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy**

must submit a request for denial no later than 60 days prior to the employee's scheduled departure.

d. Commanders will ensure Civilian employees supporting overseas military contingencies are accounted for through the Monthly accountability report and the Automated Nature of Action Command Deployment Tracker.

e. All Civilian employees returning from deployment will complete a face-to-face Post-Deployment Health Assessment (PDHA) with a trained healthcare provider within 30 days and a Post-Deployment Health Reassessment (PDHRA) within 90 to 180 days after returning to the home station. Commanders are required to report the completion date of assessment and reassessment to Policy and Programs Division, Civilian Human Resources Directorate, G-1/4/6, for submission to Army G-1.

f. In accordance with (IAW) reference 1c, Military Medical Treatment Facilities (MTFs) will provide care for pre- and post –deployment screenings for Civilian employees at no cost to the employees. The Occupational Health Clinic is the access point to ensure access to MTF medical care.

**6. Program Eligibility:**

**a. Eligible Employees.**

(1) Hold a permanent or term position. Term employees must have at least one year remaining on their appointment to be eligible for deployment.

(2) Employees on an overseas assignment must have at least 18 months remaining from their date eligible for return from overseas assignment (DEROS) to participate in the ECW Program.

(3) Has an active or be able to obtain a security clearance.

(4) Be performing at the fully successful performance rating level or above.

(5) If prior deployment, employee must have completed a PDHA and a PDHRA.

**b. Ineligible Employees:**

(1) Employees currently enrolled in DoD Priority Placement Program.

(2) Army Civilian Training, Education and Development Systems interns.

**MCHR-C**

**SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy**

(3) Employees without a current (last 12 months) approved Request for Deployment (RFD) application.

**7. Roles and Responsibilities:**

**a. Commanders will:**

(1) Establish local ECW program and policy procedures IAW this policy and references 1a through 1h.

(2) Ensure supervisors of deployed Civilian employees comply with DoDI 1400.25, Volume 431 in the performance management and appraisal process of employee while deployed.

(3) Ensure supervisors and employees comply with the DoDI 6490.03, including completion of deployment health assessment requirements. Ensure at least a 180-day reintegration period between deployments to comply with the PDHRA requirements.

(4) Designate a local ECW point of contact (POC) within their area of responsibility (AOR).

**b. MEDCOM Policy and Programs Division, Civilian Human Resources Directorate, G-1/4/6 will:**

(1) Administer the command ECW program.

(2) Process approval to deploy decisions and recommendations for denial to deploy.

(3) Monitor command-wide Civilian employee volunteer status.

(4) Comply with Army and DoD reporting requirements.

(5) Provide assistance and coordination to commands requesting Overseas Contingency Operation funding to hire a DoD Civilian employee to backfill behind the deployed Civilian.

(6) Coordinate with Regional Health Command (RHC) and local Human Resources Office to ensure travel orders are generated, required training and documentation are completed, and CONUS Replacement Center (CRC) registration is complete and provided to the MEDCOM Deployment Coordinator 30 days prior to the employee arrival at CRC.

**MCHR-C**

**SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy**

**c. MSC Civilian Human Resources and the Onestaff Business Office Human Resources Branch will:**

**(1) Administer the ECW program within the MSC AOR and IAW with the MEDCOM ECW policy.**

**(2) Comply with MEDCOM reporting requirements.**

**(3) Ensure collective bargaining agreements are observed.**

**d. Activity Human Resources will:**

**(1) Administer the local ECW policy and program.**

**(2) Schedule the Civilian employee's initial medical/dental examination for deployment with Occupational Health.**

**(3) Provide human resources administrative support throughout the pre-deployment, deployment, and post-deployment process (Pre and Post Deployment Health Assessment/Reassessment, passport, prepare travel orders, process request for extension).**

**(4) Process a Temporary Reassignment Not to Exceed (NTE) Request for Personnel Action (RPA, NOA 921) for deployment, in Defense Civilian Personnel Data System, with the effective date being the date the employee departs his/her home station; NTE one year from the date the employee arrived at their deployed location. Upon the employee's return to their home station, process a termination of NTE RPA, NOA 922 that terminates the employee's deployment and allow for processing to stop all foreign entitlements.**

**(5) Provide regular and accurate updates pertaining to employees.**

**(6) Notify the local commander, employee's supervisor, Occupational Health, the servicing CPAC, and the MSC ECW Program Administrator when the Civilian volunteer re-enters the workplace.**

**(7) Assist employees with re-entry into the workplace.**

**(8) Verify and submit request for extension to the RHC's or Onestaff Business Office Human Resources Branch for command decision.**

**(9) Assist employees with re-entry into the workplace.**

MCHR-C

SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy

(10) Ensure employee submits a SF 1190, Foreign Allowances Application, Grant and Report and addendum, foreign location record, and travel orders to start/stop foreign entitlement payments upon deployment and return from deployment.

e. Civilian volunteers will:

(1) Submit requests for approval to register in the ECW program to deploy in support of military contingency operations to the Regional Health Command, G-1, Human Resources Office, through the Activity commander (O6 or equivalent) and the first-line supervisor. Requests must include: RFD application (20 September 2018), resume, recent SF-50 and DD-214, if applicable.

(2) Maintain at least a "fully successful" performance rating, and have no pending disciplinary or adverse action.

(3) Ensure employment-related and Family affairs are current prior to registration, including, but not limited to: will, mortgage/financial records, school registration, tax records, power of attorney, etc.

(4) Establish a Family care plan IAW reference 1e.

(5) Comply with the requirements of the ECW program, ECW Pre-Deployment Guide, and Pre-Deployment Checklist, including conditions of employment for deployment (e.g., successful pre and post deployment medical/dental clearance requirements, Secret clearance requirement, and Emergency-Essential position designation).

(6) Sign a DD Form 2365, DoD Expeditionary Civilian Agreement Emergency-Essential and Non-Combat Essential Positions.

(7) Complete all Pre-deployment requirements and Health Assessment IAW DoDI 6490.03 and the DoD ECW guide.

(8) Prior to returning from deployment, employees *Must* comply with the following:

(a) Employees are required to comply the Post-Deployment Rules established by the ECW Program, DoD-EC Re-Deployment Guide, and the redeployment Checklist.

(b) Notification to home station supervisor and Human Resources Office expected return to work date.

MCHR-C

SUBJECT: U.S. Army Medical Command Expeditionary Civilian Workforce Policy

(c) Employees redeploying through Camp Atterbury, should notify the Camp Atterbury Redeployment TEAM of projected arrival for post-deployment processing at: [ng.in.inarmg.list.cajmtc-cew-moda@mail.mil](mailto:ng.in.inarmg.list.cajmtc-cew-moda@mail.mil).

(d) Obtain Letter of Release (LOR) signed by the commander/director in your deployed chain of command who is at the O6 or GS-15 level or above and submitted to the respective J1 Civilian HR Office. The LOR should clearly state the employee's release from their deployed location and the date of release. The LOR must also be signed by the J1 Civilian HR Staff member and returned to the employee. This will allow the employee to depart theater on-or-after the date provided on the LOR.

(e) Complete the Post Deployment Health Assessment on-line at the AKO site: <https://rc.mods.army.mil/MHA>. Between 90 to 180 days prior to re-deployment. This action is critical to your post-deployment processing at Camp Atterbury before returning to your CONUS home station.

(f) For those employees redeploying from Afghanistan, Visit the USFOR-A redeployment website at: <http://usfora.afghan.swa.army.mil/sites/f3site/ULN/default.aspx> to begin the process of establishing a Unit Line Number for redeployment.

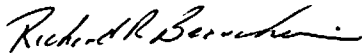
(g) Employees assigned a weapon and redeploying through Camp Atterbury, must contact Camp Atterbury at least ten (10) days prior to arrival at Camp Atterbury to make arrangements for transportation. Weapons must be accounted for at the completion of every baggage check; only Government transportation is allowed if you are transporting a weapon. Rental cars, Privately Owned Vehicles, and taxis are not authorized modes of transportation.

(h) Upon arrival at the home station, submit an updated SF-1190 and Addendum to the appropriate personnel POC to terminate Danger Pay and Post Differential. The SF-1190 Addendum should be annotated to show the time and date the employee departed the deployed location and all stops in-between, to arrival in CONUS.

7. Completion of local labor relations obligations for bargaining unit employees is required prior to implementation of this policy.

FOR THE COMMANDER:

Encls

  
RICHARD R. BEAUCHEMIN  
Chief of Staff