

# Instruction

DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5100

DIAI 1400.003  
5 October 2004  
OPR: DA

## Civilian Workforce Deployments

### REFERENCES:

- (a) DoD Directive 5105.21, "Defense Intelligence Agency," 18 February 1997.
- (b) DoD Directive 1400.31, "DoD Civilian Workforce Contingency and Emergency Planning and Execution," 28 April 1995.
- (c) DoD Directive 1404.10, "Emergency-Essential DoD U.S. Citizens Civilian Employees," 10 April 1992.
- (d) DoD Instruction 1400.32, "DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures," 28 April 1995.
- (e) DIA Directive 1400.100, "Civilian Workforce Deployment," 14 June 2004.
- (f) (z) See Enclosure 2.

### 1. PURPOSE:

- 1.1 This Instruction establishes policies, procedures, and assigns responsibilities to execute worldwide deployment of DIA civilian personnel. It specifies pre-deployment, deployment, and post-deployment processes including selection procedures, exemption criteria and process, training and certification requirements, personnel support mechanisms, benefits and compensation, medical entitlements, life insurance options, worker's compensation and performance recognition.
- 1.2 Implements references (a) through (z).
- 1.3 This instruction applies to the DIA civilian workforce as defined in DIA Directive 1400.100. The terms and procedures for deployment of military personnel are primarily covered in the regulations of the military services. The terms and procedures for deployment of contractor personnel are primarily stipulated in their contract. Additional instructions will be published regarding military and contractor deployments at DIA.

### 2. DEFINITIONS:

See Enclosure 3.

### 3. RESPONSIBILITIES:

3.1 The Director DIA determines, approves and manages agency deployments. This authority may be delegated as necessary to meet mission requirements.

3.2 The Chief of Staff (OG) will:

3.2.1 ensure that selection for deployment is based on skills and suitability to meet mission requirements. Before employees are directed to deploy involuntarily, qualified volunteers will normally be sought. Appropriate and consistent procedures will be established for granting exceptions to mandatory deployment.

3.2.3 ensure that administrative support programs such as workforce and property accountability, training, evaluations, and orientation on all aspects of deployment are established and administered to deploying personnel. Personnel deploying to crisis situations will be provided appropriate support, services and equipment.

3.2.4. ensure that DIA provides outreach to meet the needs of families of deploying personnel. Similar support will be provided as necessary for single members of the DIA workforce who are deploying.

3.2.5 ensure that employees are appropriately compensated according to the location and conditions of deployment.

3.2.6 ensure that individual concerns are adjudicated against agency selection decisions and administrative determinations. See paragraph 2.2.4 for procedures and final decision authorities on appeals.

3.3 The DIA Operations Officer (OP) will:

3.3.1 synchronize operational planning, and effect coordination, actions and oversight for deployments of DIA personnel, equipment and capabilities in support of Combatant Commands.

3.3.2 validate deployment requirements in coordination with special offices and directorates and serve as the agency's tasking and approval authority to obligate DIA personnel and resources for deployment missions.

3.3.3 monitor operations tempo to ensure that DIA resources and personnel are utilized in the most efficient manner possible.

3.3.4 review and validate requirements for funding of DIA support to contingency operations.

3.3.5 establish and maintain necessary support relationships with the military services and other federal, state, and local government agencies to facilitate operations planning and support.

- 3.3.6 define DIA requirements to support Combatant Command contingency operations, recommend priority of agency operational missions, and coordinate/ de-conflict external augmentation requirements, when required.
- 3.3.7 provide oversight to agency deployment programs.
- 3.3.8 establish a DIA Rapid Deployment Cadre (RDC) with the capacity to deploy rapidly and efficiently when directed.
- 3.3.9 act as the decision authority on and update eligibility/skills criteria and selection procedures for all agency deployments.
- 3.3.10 centralize and supervise the tracking and reporting of agency personnel accountability for worldwide deployments; ensure appropriate accountability systems are in place to meet the personnel tracking requirements of the Command Element.
- 3.3.11 provide oversight to ensure recognition, professional support, and re-integration of employees after returning from deployment.
- 3.3.12 define and validate mission requirements to the DIA Readiness Center (DRC) and issue tasking to meet requirements.
- 3.3.13 provide policy guidance and oversight to the DDC to ensure that agency deployment practices comply with internal and external policy guidance.
- 3.3.14 ensure operational, logistics and administrative support is provided to prepare and support DIA personnel and capabilities in accordance with supported COCOM and DIA standards.
- 3.3.15 advocate that civilian employees receive the same support and services provided to their military counterparts regarding lodging, meals, security, postal support, and medical and dental care.
- 3.3.16 ensure that employees undergo appropriate pre-deployment and post-deployment medical examinations and receive appropriate medical care while deployed.
- 3.3.17 participate in deployment appeals board deliberations and advise the Chief of Staff on waiver decisions.
- 3.3.18 coordinate with combatant commands to establish procedures for in-theater management and administration issues, as appropriate.
- 3.3.19 ensure the DRC informs the DIA Health Unit of combatant command medical standards and designate operating procedures for personnel to receive appropriate medical screening and services.
- 3.3.20 collaborate with combatant commands to define training requirements for employees deploying to a theater of operations in a crisis situation.

3.3.21 provide oversight, guidance, and curriculum review to deployment-related training programs developed by the DDC, special offices and directorates, in consultation with the Training Executive (TE), to meet training requirements as defined by the combatant commands.

3.4 The Deputy Director for Administration (DA) will:

- 3.4.1 administer agency deployment programs and ensure that deployees meet all administrative, logistical, medical, and training requirements prior to departure.
- 3.4.2 ensure that agency deployment policies and requirements are clearly communicated and easily accessible to the workforce.
- 3.4.3 maintain peacetime civilian readiness procedures to ensure proper training, processing and support for deployments to crisis situations.
- 3.4.4 create and maintain incentive programs and awards that attract and reward employees who deploy; ensure that deployments to crisis situations are career-enhancing activities for employees who complete them successfully.
- 3.4.5 create and/or maintain family and singles support programs to ensure that the agency stays connected to the families of deployed personnel through outreach aimed at responding to their concerns about, and assuring and preserving trust in, DIA deployments.
- 3.4.6 adjudicate individual concerns against agency determinations on travel and logistics support and be the final decision authority on travel entitlement appeals.
- 3.4.7 manage the deployment medical clearance program, to include requests for resources.
- 3.4.8 facilitate workers' compensation claims for reimbursement of medical costs incurred during deployment.
- 3.4.9 manage the benefits and compensation program, to include requests for resources.
- 3.4.10 create logistics annexes to operational plans produced by OP.
- 3.4.11 centralize and supervise the tracking and reporting of agency casualty notification for worldwide deployments.
- 3.4.12 establish a Deployment Advisor Program in order to pair deploying individuals with a previously deployed civilian for guidance and mentoring.
- 3.4.13 operate the DDC, with guidance from OP, to coordinate, facilitate and certify the deployment preparation, deployment and re-deployment of personnel and the shipment of equipment in support of the mission.

- 3.4.14 act as the decision authority on personnel travel and equipment transportation in support of crisis operations, including travel entitlements.
- 3.4.15 issue travel orders.
- 3.4.16 process passport and visa requests.
- 3.4.17 facilitate the medical exam process.
- 3.4.18 ensure records are maintained in accordance with applicable regulations including long term record storage and specific privacy requirements.
- 3.4.19 establish and maintain Forward Operating Bases (FOBs), when directed by OP, to serve as a logistical and/or training center for deploying personnel. The designated FOB will also assist and coordinate theater-unique training requirements and arrange for billeting and transportation for personnel en route to a joint operations area or task force.
- 3.4.20 coordinate with in-theater medical officers as needed to stay informed of their support services and capabilities.
- 3.4.21 oversee the DDC, which will:
  - 3.4.21.1 conduct administrative processing of and provide logistical support to all deploying personnel.
  - 3.4.21.2 appoint Deployment Mission Managers (DMMs) to coordinate with Directorate Deployment Mission Managers (DDMMs) identified by each directorate or special office to execute pre-deployment preparation and deployment administration based on the requirements of the relevant combatant command.
  - 3.4.21.3 design training programs to meet the requirements of DIA and the combatant commands, as tasked by OP, and in consultation with TE.
  - 3.4.21.4 determine, in coordination with OP and based on mission requirements and position descriptions, which deployees will receive specialized training.
  - 3.4.21.5 schedule and administer all necessary training and country briefings required for the given mission once deployees have been nominated. The DDC will coordinate with the DDMM to notify the individual when and where to report for training and to track deployees' training status and ensure completion of requirements before departure.
  - 3.4.21.6 identify requirements for theater and country clearances, as well as security clearances, and generate and send required messages.
- 3.4.22 inform deploying personnel of administrative requirements, benefits and compensation while deployed, and post-deployment re-integration procedures.

- 3.4.23 maintain employee records for deployed personnel, such as performance evaluations and E-E designations, and ensure that deployees are aware of and given the opportunity to apply for internal vacancies while deployed.
- 3.4.24 ensure that benefits and compensation for deployed personnel are adequate and compliant with internal and external guidance.
- 3.4.25 establish policy for overtime compensation for crisis deployments.
- 3.4.26 establish appropriate incentives and awards programs for deployed personnel.
- 3.4.27 ensure that deploying personnel are provided the opportunity to adjust Federal Employees Government Life Insurance (FEGLI) elections.
- 3.4.28 process documentation for post differential pay.
- 3.4.29 process documentation pertaining to employee-requested physical exams.
- 3.4.30 assist employees with claims involving the Office of Workers Compensation Programs (OWCP), the Federal Employee's Health Benefits (FEHB) program, and the Office of Federal Employees Group Life Insurance (OFEGLI).

3.5 The Chief, Diversity Management and Equal Opportunity (MD) will:

- 3.5.1 provide policy guidance and oversight to ensure a consistent and equitable process for the evaluation of reasonable accommodation requests throughout the deployment process.
- 3.5.2 act as the final decision authority for reasonable accommodation appeals related to deployments. Refer to Procedures section 2.2.4 below for specific details related to the appeals process.
- 3.5.3 provide prompt, fair, and impartial processing of discrimination complaints in accordance with applicable laws and regulations.

3.6 Directorate Heads and Special Office Chiefs will:

- 3.6.1 Appoint Directorate Deployment Mission Managers (DDMMs), who will:
  - 3.6.1.1 identify assigned personnel with the skills and abilities to meet the requirements of the mission, as directed by OP.
  - 3.6.1.2 nominate personnel for deployment by completing the nomination form and sending it to the DDC.
  - 3.6.1.3 notify supervisor and employee of a deployment selection.

3.7 Parent Office Immediate Supervisors will:

- 3.7.1 participate in the deployment selection process as required by OP.
- 3.7.2 ensure that deployed personnel are considered for special recognition, promotion, and other awards, and submit award nominations with input from in-theater supervisors.

3.8 Deploying Employees will:

- 3.8.1 provide DDC with a data sheet with the following information: name, rank, SSN, and office symbol, after being notified of deployment.
- 3.8.2 provide a performance evaluation compact disk (CD) to his/her supervisor in-theater so that the performance appraisal process can continue.
- 3.8.3 certify hours worked, leave taken, and overtime/compensatory time earned by completing applicable time and attendance procedures each pay period.
- 3.8.4 attend all pre-deployment and post-deployment briefings and appointments required by the DDC.
- 3.8.5 comply with the procedures established by their organizations to determine deployment eligibility.
- 3.8.6 submit to the medical clearance process to determine if they have a permanent or temporary medical condition which could preclude travel abroad.
- 3.8.7 submit official travel medical records to the DIA Health Unit when travel medical support is obtained outside DIA.
- 3.8.8 comply with procedures for requesting reasonable accommodation and submit appropriate documentation.

4. PROCEDURES  
See Enclosure 1.

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- Enclosures – 4
- E1. Procedures
- E2. References, continued
- E3. Definitions, continued

## E4. DIA DH Civilian Workforce Deployment Implementing Instructions

# ENCLOSURE 1: PROCEDURES

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## C1.0 GENERAL PLANNING

### C1.1 Operational Planning

OP will conduct operations planning in coordination with relevant combatant commands. Additional operational planning instructions and considerations will be published at a later date.

### C1.2 Personnel Planning

#### C1.2.1 Manpower Planning

DA will designate Emergency-Essential (E-E) positions and identify employees (and alternates) to fill those positions in the event of a crisis situation. DIA elements will base selection of employees for deployment on specific skills and competencies required by the mission. Additional instructions regarding manpower planning will be published at a later date.

#### C1.2.2 Tour Length Planning

While a standard deployment length is preferred for reasons of equity and morale, this is not always practicable from an operational standpoint. DIA deployment lengths will be determined by the specific mission requirements and guidelines from the relevant combatant command. However, civilian deployments will normally last 179 days or less.

#### C1.2.3 Individual Planning

DIA is committed to providing its deployed employees and their families with excellent support services. Refer to section 3.1.5 below for further detail on those services. Employees of DIA are advised that, except in extreme circumstances, the need to care for one's family is not a valid reason to be excused from deployment. Thus, DIA strongly recommends that all employees create a Family Care Plan.

A Family Care Plan is a document that outlines the person(s) who shall provide care for the children, disabled, elderly, and/or other family member(s) dependent on the employee for financial, medical or logistical support (housing, food, clothing, transportation) in the absence of the employee due to deployment. The plan outlines the legal, medical, logistical, educational, monetary and religious arrangements for the care of the family member(s). The plan should include all reasonably foreseeable situations and be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver upon the deployment of the employee.

### C1.3 Rapid Deployment Cadre Planning

In order to improve DIA's capability to provide rapid contingency support, OP will create and maintain a Rapid Deployment Cadre. Specific guidance and procedures for the Rapid Deployment Cadre will be published at a later date.

## C1.4 Training Planning

- C1.4.1 OP, in consultation with TE, will establish competency standards and evaluation tools to ensure that employees demonstrate competency in required training areas before deployment.
- C1.4.2 OP, in consultation with TE, will establish and disseminate minimum deployment training criteria equal to the standard established for the relevant combatant command. OP may establish additional training requirements as needed. Revalidation will be done on an annual basis, or as necessary when required by operational mandates.
- C1.4.3 OP, in consultation with TE and relevant directorate heads, will ensure training and cross-training of existing staff so that individual skills will be optimally employed in the highest priority operational missions.
- C1.4.4 OP will determine, based on mission requirements and position descriptions, which employees will receive specialized training and will coordinate with the DDC to ensure training needs are met.

## C1.5 Logistics Planning

### C1.5.1 Facilities

DIA facilities for deployment support include the DIA Deployment Center (DDC), and the Joint Field Support Center (JFSC). The procedures for and relationships between these facilities will be published at a later date.

## C1.6 Communication Planning

OP will communicate deployment policies and requirements to the workforce through an interactive portal on the DIA Internal Communications webpage. Specific information about the creation and content of the portal will be published at a later date.

## C2.0 PRE-DEPLOYMENT

### C2.1 Deployment Missions Tasking

### C2.1.1 Mission Validation and Coordination

Once an Operations Plan is exercised or a supported organization sends a tasking to DIA to support a deployment, OP will review the tasking and validate the requirement, coordinate it with the tasking element, and prioritize it.

### C2.1.2 Mission Tasking

Once a tasking is reviewed, validated, coordinated, and prioritized, OP will task the affected DIA elements to provide personnel with the proper skills and training. OP will task DA to have the DDC prepare the personnel for deployment, passing on any special preparation instructions received during coordination with the supported organization. OP will designate the following requirements:

- Skill requirements
- Training requirements (operational and deployment-specific)
- Equipment requirements
- Medical requirements (physical fitness and inoculations)

## C2.2 Personnel Selection

OP will determine consistent, standardized selection procedures for crisis situation deployments. Specific procedures will be published at a later date.

### C2.2.1 Eligibility

DIA has the authority to deploy civilian personnel worldwide, voluntarily and involuntarily, to crisis situations. Eligibility for specific missions ultimately will be determined by the relevant combatant command. The following guidelines will serve as DIA's baseline eligibility standards.

- Employees will meet the medical and fitness requirements established by the combatant command, in coordination with OP, for the position to which they will be deployed. All nominees will obtain a medical clearance according to the procedures described below.
- Employees will be employed by DIA for at least 6 months and will have completed DIA 101 in order to be eligible for deployment, unless waived by the OG.
- Employees within 6 months of a submitted retirement or a permanent change of station (PCS) will not be eligible for deployment, unless waived by the OG.
- DIA will not require an employee to deploy within 12 months of a previous deployment. This standard may be waived by the Chief of Staff. An employee may, however, volunteer to serve a deployment within 12 months of a previous deployment.
- Employees whose physical or mental disabilities require an accommodation that would impose an undue hardship or hazard, or would

impede mission accomplishment at the deployment location, are not eligible to deploy.

#### C2.2.2 Nomination Process

Supervisors will nominate employees for deployment who have the appropriate skills/qualifications and who meet the criteria of this instruction. Once employees are nominated for deployment, they will be notified immediately. OP will select nominees based on mission priority. OP will assume command and control of all deployment nominees upon their official selection for deployment. Employees will be excused from their regular duties as necessary to complete pre-deployment requirements related to administration, logistics, training, and medical screenings and care. Additional procedures guiding nomination and selection for deployment, notification, and the transition of command and control will be published at a later date.

#### C2.2.3 Medical Screenings

DIA employees nominated for deployment must obtain a medical travel clearance recommendation according to agency policy governing OCONUS travel. The standards for this recommendation are based on an employee's capacity to perform required duties, potential for harm to an employee during the assignment, and potential need for advanced health care during the deployment. Unresolved health concerns generally preclude immediate deployment. All deployment nominees will undergo both a physical and mental health screening before their eligibility is confirmed.

Specific clinical tests and medical exam standards are dependent upon the deployment location and circumstances. They are determined by the DIA medical authority and are not limited by this instruction.

The DDC will serve as the single point of contact for planning and scheduling medical support. Clinical tests and examinations will take place in a DIA Health Unit or in a medical facility authorized by OP.

Personnel identified for deployment will follow the procedures outlined in DIA Instruction XX-XX (Medical Clearances for OCONUS Travel, in draft form at the signing of this Instruction) to obtain their medical clearance.

Personnel must be deemed medically fit to deploy. The DIA physician will coordinate medical determinations with the relevant combatant command requirements and the Department of State (DOS) Medical Director, when appropriate. Criteria that may preclude an individual from deploying include:

- Medical/physical condition inconsistent with mission requirements;
- Medical risk to the examinee and others at the deployment location;
- Lack of availability of appropriate medical care at the deployment location to manage the employee's specific medical condition(s);

- Unavailability of required medical services or equipment at the deployment location or in the region;
- Unresolved medical condition.

The DIA physician will transmit the medical clearance recommendation to DA, who then communicates it to OP, the employee, his immediate supervisor, and human resources, as appropriate.

Appeals to the medical clearance recommendation, as well as applications for waivers and reasonable accommodations, will go to the DIA Deployment Appeals Board, and the appropriate decision authority, as outlined in the procedures below. The DIA Physician will transmit relevant documentation and information to Board members and the appropriate decision authority for consideration.

#### C2.2.4 Waivers and Appeals

DIA may grant the following appeals and waivers for directed deployments:

- Humanitarian waivers
- Reasonable accommodations

##### C2.2.4.1 DIA Deployment Appeals Board

The DIA Deployment Appeals Board will convene as necessary to consider applications for any of the appeals or waivers listed above. The Board will be composed of representatives from the following offices:

- The Office of the General Counsel
- The Office of Operations
- The Office of Human Resources
- The Directorate responsible for the employee in question
- The Office of Diversity Management and Equal Opportunity (in an advisory capacity, for reasonable accommodation cases)

The Board will evaluate applications for appeals and waivers and will submit its recommendation to the appropriate decision authority. The Chief of Staff will be the decision authority on humanitarian waivers. The Chief, MD will be the decision authority for reasonable accommodation requests. Once the decision authority has issued its decision,  or MD will notify the individual and the immediate supervisor.

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##### C2.2.4.2 Humanitarian Waivers

A request for a humanitarian waiver may be submitted by employees who meet all eligibility requirements but wish to be excused from deployment because of a personal or family situation that will prevent them from fulfilling their duties while deployed.

Valid reasons for waiving mandatory deployment for an employee include: impending retirement, transfer, resignation, extreme personal or

family hardship, or a documented medical condition that would be aggravated by deployment.

Based on the merits of the application, one of the following decisions will be made:

- The application does not warrant waiver and the employee will deploy.
- The application warrants waiver, and the employee is excused from deployment.

In cases where the employee is excused from deployment, the duration of excusal, and a date for re-evaluation, shall be determined at the time the waiver is approved. The employee will not be directed to deploy during the time frame deemed appropriate; however, any nomination for deployment after the expiration of the waiver will require a new application.

#### C2.2.4.3 Reasonable Accommodations

DIA will make reasonable accommodations to the known physical or mental disabilities of an otherwise qualified individual, unless the accommodation would impose an undue hardship on mission accomplishment at the deployment location. Employees whose physical or mental disabilities require an accommodation that would impose an undue hardship or hazard, or would impede mission accomplishment at the deployment location, are not eligible to deploy.

A request for a reasonable accommodation may be submitted by employees who meet all eligibility requirements but wish to be excused from deployment or otherwise “reasonably accommodated” because of a physical disability, medical condition, or other limiting factor that will prevent them from fulfilling their duties while deployed.

All candidates for deployment shall first obtain a DoD physical exam, as referenced in section 2.2.3. Once a candidate has completed the required medical screening, DA will determine the deployment status of the candidate based upon the physician’s recommendation. Any candidate wishing to apply for a reasonable accommodation should have DA and the physician forward information related to the medical determination to the Deployment Appeals Board for consideration as part of the reasonable accommodation package.

Information required as part of the reasonable accommodation request package includes:

- Detailed medical documentation on physician letterhead with appropriate signature and authentication explaining the diagnosis,

prognosis, treatment plan, and potential impact of the medical condition on mission accomplishment at the deployment location.

- Medical Disclosure Statement authorizing the MD Medical Review Officer (MRO) to contact physicians, therapists, etc. for additional information, if required.
- Information regarding the details of the proposed deployment (e.g. location, environmental conditions, availability of services, etc.)
- Completion of the DIA Request for Reasonable Accommodation Package

Based on the merits of the application, one of the following decisions will be made:

- The application does not warrant accommodation and the employee will deploy.
- The application warrants accommodation, and the accommodation can be made in-theater. The employee will deploy.
- The application warrants accommodation, and the accommodation cannot be made in-theater. The employee is excused from deployment.

The final agency decision will be communicated to the individual and the immediate supervisor by  or MD. In cases where the employee is excused from deployment, the duration of excusal and a date for re-evaluation, if necessary, shall be determined at the time the accommodation is approved. (b)(3):10 USC 424

Reasonable accommodation waivers will apply only to the assignment currently being considered. Any subsequent nomination for deployment will require a new application.

Requests for reasonable accommodations will also be considered for individuals returning from a deployment. Individuals should contact MD with information regarding their requests. MD will coordinate as appropriate with the individual's chain of command.

## C2.3 Deployment Preparation

### C2.3.1 Command and Control

OP will assume command and control of all DIA deployees from the time of official selection for deployment to the time of return to permanent station. Supervisors will excuse selected deployees from their normal duties as necessary to facilitate completion of pre-deployment requirements.

### C2.3.2 Pre-deployment Processing by Mission Manager

Once a deployment list is established by OP and DDMMs, the DMM assumes responsibility for the process. The DMM's duties and responsibilities with respect to personnel deploying overseas are as follows:

- Verify all documentation is in accordance with deployment orders (e.g. Personal Information Data Sheet, completion of training requirements, weapons/range qualifications, passports/visas, clearances passed to gaining command/organization).
- Coordinate with transportation/logistics for travel arrangements of personnel deploying (e.g. flight tickets and transportation to airport).
- Assist deploying personnel in acquiring proper equipment.
- Hold a pre-deployment briefing to provide vital deployment information.
- Forward all necessary clearance and security requirements needed for the area of operation.
- Schedule all necessary training.
- Notify the deploying individual of location, date, and time for required training.

### C2.3.3 Travel Orders

Travel orders for deployment will be prepared and issued by an agent of the Travel and Transportation Office at the DDC. (b)(3):10 USC 424

The DDC will make every effort to issue travel orders at least 30 days before the projected departure date. When time constraints make this impractical, the DDC should contact FE for a fund cite for partial travel orders.

### C2.3.4 Medical Processing

#### C2.3.4.1 Inoculations

Inoculation requirements for deployment shall be determined by the relevant combatant command. Deploying employees must comply with all inoculation requirements. Refusing a required inoculation is considered refusing to deploy and may subject the employee to administrative or disciplinary action, including removal.

An employee with a credible objection to receiving a required inoculation, such as a religious objection, may submit a request for a reasonable accommodation. If the reasonable accommodation is granted, the employee will not be required to receive the inoculation. There may, however, be consequences from the reasonable accommodation, such as transfer to another position or assignment to a different deployment for which the inoculation is not required.

Non-mandatory inoculations are taken at the employee's discretion. DIA assumes no liability for death or disability that results from an employee's refusal of a non-mandatory inoculation.

#### C2.3.4.2 Medical Care

After an employee's medical screening, the DIA physician will contact the appropriate OCONUS/Area of Responsibility (AOR) medical officers, if necessary, to coordinate medical issues. This consultation will consider whether appropriate medical capabilities are available for the employee during deployment-related travel or at the deployment location.

Employees must make all necessary arrangements, at their own expense, for prescribed medications, treatments, or medical devices when OCONUS unless provision is authorized by DoD. DIA does not ensure that OCONUS medical facilities have the capability to provide sufficient medications or treatment for long term/chronic health conditions.

#### C2.3.4.3 Medical Records

DIA maintains medical documents on all personnel in accordance with privacy regulations. The policy of the DIA Health Unit is to release copies of a deploying employee's medical record to a designated entity only when a written release is submitted by the employee. Deployees will be asked (but are not required) to sign such a release before departure in order to facilitate and expedite care in the event of an emergency. Individuals are responsible for transporting their medical records to the OCONUS/AOR medical officers in theater.

Medical documentation submitted for consideration of reasonable accommodations will be retained by MD, in accordance with the Privacy Act, DIA policy, regulations of the Equal Employment Opportunity Commission (EEOC), and the Office of Personnel Management (OPM). MD will release copies of an employee's records to a designated entity only when a written release is submitted by the employee, in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) regulations.

#### C2.3.5 Legal Preparation

##### Wills and Powers of Attorney

DAH will provide deploying personnel with the opportunity to accomplish legal and administrative matters such as executing and updating wills and obtaining powers of attorney. The DDC, in coordination with [redacted] will inform employees (b)(3):10 identified for deployment of specific legal assistance offices that will provide USC 424 these services.

Employees must be in deployment status to receive this type of legal assistance. This status may be established by presenting deployment orders or a statement from the employee's office verifying the pending deployment.

#### C2.3.6 Family Preparation

Deploying employees are encouraged to complete the family checklist with their families to assist family members in adjusting to the deployment of the individual. The checklist contains vital information family members will need while the individual is deployed.

The Employee Assistance Program (EAP) offers pre- and post-deployment counseling, in-person educational seminars that identify the emotional cycle of deployment/return, and necessary preparation steps for deploying/returning employees.

#### C2.3.7 Performance Reviews

The performance appraisal process continues during deployment but varies depending upon the length of deployment and the career field of the deploying individual. Prior to deployment, deployees will be briefed by a member of the Employee Benefits and Services Division and provided a compact disc (CD) to take to the deployment site. The CD contains the performance appraisal forms and policies needed by the new supervisor to continue the performance appraisal process. The CD must be given to all in-theater supervisors, regardless of whether the supervisor is DIA employee or not.

Prior to deployment, supervisors may complete a supplemental appraisal if the employee will depart on deployment 89 days or less into the rating period. The supervisor must complete a closeout appraisal if the employee will depart 90 days or more into the rating period. Employees should provide a list of notable accomplishments to their immediate supervisors prior to deployment so that they may complete the closeout appraisal. Performance expectations must then be developed and documented by the supervisor at the deployment location.

#### C2.3.8 Pre-Deployment Briefing

The DDC will provide the deployee with the date and time of the pre-deployment briefing. Normally, this brief occurs 24 hours prior to deployment into theater. Items covered in this briefing include:

- Weather, seasonal changes, and recommended attire in the theater of operations.
- Detailed information on methods of communication and correspondence including mailing addresses and telecommunication information.
- Flight information and preflight meeting time/place.
- Personnel and security issues.

### C2.3.9 Deployment Ready Designation (D-R)

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\_\_\_\_\_ and the Resource Management Office, FE, will develop the D-R designation for deployable positions in the Rapid Deployment Cadre and for positions that are selected for deployment.

### C2.3.10 Emergency-Essential (E-E) Designation

When an employee is deployed to a crisis situation, that employee's position in the deployment area is designated emergency-essential for the time of deployment. Civilian positions are designated E-E according to DODD 1404.10. Additional instructions will be added at a future date.

## C2.4 Logistics

### C2.4.1 Passports

The Office for Travel and Transportation (OT&T) will determine if a passport is required and if so, which type (tourist, diplomatic, or official), in accordance with the Foreign Clearance Guide. The OT&T will consider the impact of any Status of Forces Agreement when making this determination.

### C2.4.2 Visas

The DDC will assist the deploying individual in obtaining any visa required for the deployment. Personnel should contact the OT&T for current policies and requirements for the host country to which they are deploying. Since visa requirements may vary depending on the host country (to include the existence of any relevant international agreements between the U.S. and the host country), the OT&T will make the final determination in accordance with the Foreign Clearance Guide.

### C2.4.3 Clearances

The DDC will request the necessary theater and country clearances and generate and send any required messages. The DDC will also identify security clearances required for the deployment and generate and send the necessary message.

### C2.4.4 Identification

- Deployees are required to obtain and carry a Common Access Card (CAC) while deployed overseas. The card authorizes entry into military bases and allows civilians use of base facilities.
- The CAC also serves as the Geneva Convention Card for OCONUS civilians. Employees whose CAC is not annotated with Geneva Convention information must obtain a new CAC before deploying.

- Deployees who possess only a civilian ID card (Form 55) must also obtain a CAC. This allows civilian deployees authorized to accompany military personnel to be protected as a POW if captured.
- The DDC will also assist deploying personnel in obtaining their required set of identification tags (“dog tags”).

#### C2.4.5 Government Charge Card

- All deployees must have a government-sponsored credit card. The DDC will assist deploying employees in requesting initial issue of the card, or ensuring that existing accounts are active and up-to-date. Those deployees who are ineligible for the card must inform DDC prior to receiving orders.
- In accordance with the Travel and Transportation Reform Act of 1998, all DIA personnel are required to use the government credit card for expenses arising from official government travel, unless otherwise exempted.

#### C2.4.6 Transportation

##### Travel Reservations:

- Airline reservations: Once the CONUS Replacement Center (CRC) documentation and visa/passports are completed, the DDC will schedule the individual for deployment on an appropriate military or commercial flight.
- The DMM will notify the individual of the flight’s departure date and time as well as the date and time of the pre-deployment briefing.
- The DDC will arrange for transportation to the airport and notify the forward command to arrange for transportation from the airport in theater.

#### C2.4.7 Equipment Issue

- The in-theater combatant commanders will determine what equipment and clothing is required for deployees in the operational area. These items will be supplied by the DDC in accordance with the in-theater command standards.
- The Office for Engineering and Logistics will work with DMMs to determine what deployment equipment personnel need and to process requirements.

#### C2.4.8 Weapons Qualification

- Weapons will be issued to deployees for personal protection if permitted by the relevant combatant command, provided they meet the qualification requirement.

- DDC will schedule the deployee for the weapons familiarization and/or qualification course.
- The DDC will verify weapons qualifications. If personnel have not completed weapons qualification, arrangements will be made to obtain qualifications prior to entry into the theater of operation.
- Employees must sign Domestic Violence Form 2670 and complete Use of Deadly Force Training prior to being issued a weapon. The Use of Deadly Force Training will be tailored to match the Rules of Engagement applicable to the deployment location.

#### C2.4.9 Property Accountability

All property becomes accountable upon issue or receipt. Personnel will properly account for all property as it is issued to them at  or CRC through their date of return. (b)(3):10  
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### C2.5 Training

#### C2.5.1 Required Training for Crisis Support

DDC, in consultation with TE, will provide the training necessary to ensure maximum safety, security, efficiency, and effectiveness of employees in the performance of their official duties while deployed. Though each mission's specific training requirements ultimately will be established by the relevant combatant command, the following guidelines constitute DIA's deployment training baseline.

Employees identified for crisis situation deployment outside of the continental United States (OCONUS), regardless of location, will demonstrate competency in the areas identified below:

- Geneva Convention provisions and laws of war, including rules of interrogation;
- Standards of conduct;
- Anti-terrorism and force protection;
- Cultural and geographic orientation;
- Wear and appearance of uniforms;
- Nuclear, Biological & Chemical (NBC) defense and/or annual refresher training;
- Weapons certifications and firearms safety;
- Basic first aid; and
- Rules of Engagement issued by the relevant Combatant Command and subordinate commanders.

Additional training in the following areas may be required depending upon the location and nature of the deployment:

- Methods of predicting and preventing kidnappings and personal attacks and hostage / prisoner of war (POW) survival techniques;
- Surveillance detection and counter surveillance principles;
- Travel pattern analysis;
- Vehicle tactical evasion actions, including instinctive driving and ambush countermeasures;
- Ordnance recognition;
- Basic emergency medical procedures;
- Advanced firearms familiarization and evasive driving; and
- Personal defense skills.

#### C2.5.2 Current Training Programs

To augment DIA's local training capabilities, nominees for deployment may be required to complete the following training requirements:

- Law of land warfare/Code of conduct;
- Anti-terrorism/Force protection situational awareness;
- Theater-specific training;
- NBC defense and protective measures;
- Weapons qualification and rules of engagement;
- Unexploded ordnance; and
- Subversion and Espionage Directed against the U.S. Army (SAEDA)/Operational Security (OPSEC).

In addition to or in place of CRC training, deployees may be required to attend a three-day Basic Tactical Military Familiarization Course that includes the following:

- Terrorism and guerilla warfare;
- Area-specific geopolitics, culture and courtesies;
- NBC defense and individual equipment ;
- Basic first aid training, including trauma care, shock treatment, and application of dressings, tourniquet, and splints;
- Hostage Survival;
- Operational security;
- Improvised Explosive Devices (IED);
- Individual protective measures;
- Introduction to the military;
- Environmental threats, heat/cold injuries and combat stress;
- Convoy operations;
- Basic map reading;
- Radio communications;
- Global Positioning Systems (GPS); and
- Working with an interpreter.

Selected deployees will attend a personal security course that provides additional, intensive training on anti-terrorism and force protection topics. This training should include:

- Rules of engagement;
- Analysis of terrorist attacks and methods of predicting and preventing attack;
- Anti-terrorism evasive and defensive driving;
- High speed/pursuit and evasive driving;
- Firearms safety, familiarization, and qualification;
- Attack recognition; and
- Emergency medicine.

#### Weapons Training, Certification and/or Firearms Safety

- Individuals may be provided weapons qualification training and will be sent to a qualification course at an available military firing range. Deployees will receive firearm safety, weapon familiarization, and qualification on any weapon(s) issued. Weapons qualification is good for one year and must cover the entire deployment.
- Deployees will qualify only on the weapons that will be carried in the area of operation and as directed by [redacted] Familiarization on other weapons may be received during the course. Deployees failing to qualify will deploy but will not be issued the weapon(s). (b)(3):10 USC 424
- [redacted] will issue a weapons card after qualifications have been completed.

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Strategic debriefers and other designated deployees will attend an Interrogation Training Course that covers Rules of Interrogation. Training is also provided by the combatant command in accordance with service regulations and other legal requirements. This training is for familiarization purposes only and does not qualify individuals as interrogators. Only those interrogation courses taught by the Army and Marine Corps can qualify individuals as interrogators.

Nominees for deployment may be required to attend other training sessions or courses, as dictated by mission requirements and the position description. OP will coordinate with the TE and directorate heads to determine these additional training requirements.

OP will provide training on an ongoing basis as part of the National Intelligence Support Team (NIST) Deployment Readiness process. Training qualifications for NIST staff are updated annually in the following areas:

- Weapons qualifications
- Anti-terrorism and force protection
- NBC training

#### C2.5.3 Future Training Programs

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will create a training program for supervisors of deploying personnel, in coordination with TE. It will provide instructions on how to support deploying individuals and their families during all phases of the deployment process. This training should cover topics such as:

- Maintaining open lines of communication;
- Providing assistance and managing workloads to complete pre-deployment requirements;
- Performance reviews;
- Initiating/Approving awards;
- Family support and family assistance programs;
- Welcoming back suggestions;
- Reintegration into the workplace; and
- Identifying signs of post-deployment difficulties.

#### C2.5.4 Training Facilities

Upon completion of the DDC, that facility will serve as the central training and processing facility for all deployees, except those addressed in Annex A, "DH Special Missions."

If the deployment is part of a joint operation and a Central Process Center (Joint Personnel Tracking and Training Activity (JPTTA) or Individual Deployment Center (IDC) is established, deploying individuals must process through the facility to ensure they receive the same processing, equipment, and training afforded military personnel supporting the operation.

#### C2.6 Benefits & Compensation

The Civilian Benefits and Services Division will conduct a benefits briefing for all employees identified for deployment. The briefing will cover the following areas of benefits and compensation during deployment:

- Pay and allowances
- Life insurance
- Workers' compensation
- Disability benefits
- Death benefits

Refer to section 3.1.8 for further benefits and compensation details.

## C3.0 DEPLOYMENT

### C3.1 Personnel

#### C3.1.1 Personnel Accountability

OP will ensure that a corporate accountability system is in place and will centralize personnel accountability reporting for deployed personnel.

Under the Agency PERSTEMPO Accountability Program, all PERSTEMPO records for DIA employees who deploy after processing through the DDC will be entered by the deployment personnel support team and not by the Directorate Personnel Accountability Officers. Directorate Personnel Accountability Officers are, however, responsible for verifying and validating the accuracy of PERSTEMPO data and reporting discrepancies directly to the Agency Accountability Officer.

In-theater commanders will track and report daily accountability of their personnel to OP. OP will produce daily situation reports and will serve as the central authority for reporting accountability of deployed personnel to the Command Element.

#### C3.1.2 Time and Attendance

All employees, as well as their supervisors, are required to certify hours worked, leave taken, and overtime/compensatory time earned by signing time and attendance sheets each pay period. A fax or e-mail certification of the validity of information provided for the timesheet is an acceptable method of certification for employees on deployment.

Deployed employees' schedules must be changed to a compressed work schedule to allow the most flexibility to meet mission requirements. This will maximize premium pay for employees as well as provide consistent application across DIA.

#### C3.1.3 Personal Conduct and Discipline

Employee misconduct while deployed will be addressed by the appropriate in-theater commander through constructive communication and effective employee management relations. Any required disciplinary action will be taken in accordance with the disciplinary procedures established for the operation by OP and the theater command. DIA employees remain subject to DIA Civilian Personnel Administration policy, to include the policy regarding disciplinary actions, while deployed. If an adverse action is warranted, such as suspension or removal, the employee will be returned to CONUS immediately.

#### C3.1.4 Casualty Notification

The Civilian Benefits and Services Division is the agency's focal point for reporting casualties to the DIA Command Element, external government agencies, and parent organizations of associated government and contractor personnel.

Any person having knowledge or information regarding the death, injury or missing status of an employee will report that knowledge immediately to the

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There is also a chance that casualty information will come in a variety of sources, to include the military services, AOR report, and the Red Cross. Information from all sources must be immediately passed to the National Military Joint Intelligence Center, (b)(3):10 USC 424

### C3.1.5 Family Support

#### Family and Singles Sponsor Program

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- [redacted] will stay connected to personnel and their families through outreach aimed at responding to their concerns about, and assuring and preserving their trust in, activities associated with contingency support deployments.

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- To provide support to family members of deployed personnel, a senior member in the chain of command will make initial contact with the designated family member within the first week of deployment. The responsible official will provide his or her home telephone number, office telephone number, and [redacted] toll-free telephone number. All legally permissible assistance will be offered to the family member.

- The senior member in the chain of command will designate a sponsor to continue to contact the family member. The sponsor will provide contact information to the family member and to the DDC. The sponsor will contact the family member during the first week of deployment and will establish a schedule as to how often the family member wishes to be contacted during the deployment.

- Records of contact (e.g. location, phone number, e-mail address, and mail address) and emergency family locator information will be maintained by the employee's parent office.

- Services including morale calls, teleconferencing, and information and referral services will be provided through the DDC by the Bolling AFB Family Assistance Center.

### C3.1.6 Performance Expectations

- In-theater supervisors will make employees aware of performance standards and expectations for the period of deployment.

- Supervisors of employees whose deployments are expected to last 90 days or more must initiate formal performance expectations for the period of deployment. Expectations should be provided within 30 days of arrival in-theater.

#### C3.1.7 Performance Reviews

- Supervisors of employees deployed for 90 days or more will conduct a mid-term review at the midpoint of the deployment.
- If the deployment lasts less than 90 days, the in-theater supervisor must complete a supplemental appraisal before the employee leaves the theater by annotating the most significant accomplishments achieved during the assignment.
- If the deployment lasts 90 days or more, the in-theater supervisor must complete a closeout appraisal for the assignment. At the completion of deployment or at the end of the regular performance appraisal cycle, whichever comes first, a final appraisal will be rendered by the in-theater supervisor. If the deployment was 90-179 days, the reviewing official's ranking of potential will be completed by the second level supervisor of the employee's parent organization. If the period of deployment was 180 days or more, the rating and commenting on potential will be completed by the DIA reviewing official at the deployment site. If there is no DIA reviewing official at the deployment site, potential will be rated by the second level supervisor within the employee's parent organization. Performance expectations must then be developed and documented by the gaining supervisor.

#### C3.1.8 Benefits and Compensation

##### C3.1.8.1 Pay and Allowances

Employees who are deployed will continue to draw their normal salary, including authorized overtime, while deployed. Pay continues to be subject to taxes and other withholdings.

##### C3.1.8.2 Premium Pay

In addition to base pay, employees are entitled to the following types of premium pay: overtime, compensatory time, night differential, holiday pay, and Sunday pay. In addition to premium pay, an employee may be entitled to danger pay, imminent danger pay, hostile fire pay, or post differential pay (depending on the threat level of the deployment location).

- DIA must pay overtime to all nonexempt employees.

- Employees may request compensatory time (comp time) in lieu of paid overtime. Comp time is equal to overtime when calculating the annual pay cap.

#### C3.1.8.3 Danger Pay Allowance (DPA)

- DPA starts on the date designated by the DOS or the date of arrival for employees entering a post where danger pay is in effect. Danger pay ends on the day the designation is removed by the DOS or the date of departure from a post for any reason. In addition, rate changes could occur on a biweekly basis as determined by DOS.
- DPA is not subject to withholding for retirement; however, it is still subject to all tax withholdings. This allowance is in addition to any foreign post differential (FPD) prescribed for the area, but in lieu of any special incentive differential authorized to the post prior to its designation as a DPA area.
- Payment of DPA is made to the employee upon the individual's return to CONUS. Payment of danger pay is not subject to any ceiling. However, a portion of payment may be held for the following calendar year if pay exceeds the aggregate annual limit.

#### C3.1.8.4 Hostile Fire Pay

Hostile fire pay is not prorated. Any employee certified by the appropriate management official will receive the full monthly payment. Additionally, an employee who was injured or wounded by hostile fire, and who was hospitalized for the treatment of the injury or wound may be paid hostile fire pay for not more than three additional months during a related hospital stay. An employee who is receiving post differential or danger pay is not eligible for hostile fire pay.

#### C3.1.8.5 Foreign Post-Differential (FPD) Pay

- All employees deploying to certain areas receive FPD after being stationed in the area in excess of 42 days. FPD is exempt from the pay cap and is paid as a percentage of the basic pay rate, not to exceed 25% of the basic pay. The Secretary of State determines the areas entitled to receive FPD, the FPD rate for that area, and the length of time FPD is in effect. Different areas in the same country may have different rates.
- Differential pay starts for deployed employees when they have served for a consecutive 42-day period at one or more posts where a post differential has been authorized. It is effective the date on which the post is classified for a differential, as determined by the DOS. The differential ends when it is terminated by the DOS or the date the employee begins travel to depart their assignment. In addition, rate changes could occur on a biweekly basis as determined by DOS.

- Payment of post differential is made to the employee upon the individual's return to CONUS.

#### C3.1.8.6 Pay Caps

Effective 23 March 2003, DIA approved a blanket waiver for all DIA positions; therefore, the biweekly pay cap is waived. The annual pay cap still applies: employees performing work directly related to an emergency situation may receive premium pay as long as the annual total (base pay plus premium pay) does not exceed the greater of the annual rate for GG-15 Step 10 or Level V of the Executive Schedule. Allowances, such as post differential and danger pay, are not factored in for the biweekly or annual pay cap.

In the event that Danger Pay and/or Foreign Post Differential are not paid in full to an employee in a calendar year because of annual pay caps, that amount may be paid to the employee in a lump sum at the beginning of the following year, in accordance with applicable federal pay regulations.

#### C3.1.8.7 Life Insurance

All employees will be given the opportunity to adjust their life insurance allocation before departure. Federal employees are eligible for coverage under the Federal Employees Group Life Insurance Program (FEGLI). FEGLI has two types of coverage, basic and optional. There are three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family). DIA employees are both eligible for, and automatically enrolled in basic FEGLI unless they elect to waive this benefit in writing.

Basic FEGLI coverage and Option A, include Accidental Death & Dismemberment (AD&D) coverage, whereas Options B and C do not include AD&D coverage. While employees are automatically enrolled in basic FEGLI, DIA will offer deploying personnel the opportunity to adjust their life insurance elections.

Any employee who is deploying and previously waived Basic Life insurance under FEGLI, may sign up for the Basic Life coverage only prior to deployment. Employees who already have Basic coverage may add additional life insurance options by using the Request for Life Insurance procedures outlined in the FEGLI handbook.

- OPM, in response to issues raised by DoD components, has provided clarification on FEGLI payment for deaths and or dismemberments that may result due to a covered individual's presence in a combat zone. Civilian employees who are sent to a war zone or combat zone in a support capacity keep their FEGLI coverage, including AD&D coverage. Being sent to a combat zone does not affect the amount of FEGLI coverage. The basic benefit

will be paid regardless of the circumstances causing the death. AD&D benefits may be affected if the individual is "in actual combat." OPM has continued to stress that each situation will be reviewed on an individual basis and the specific details of the death or dismemberment will be the determining factors for AD&D claims.

- If a Federal employee working in a war zone is killed, "regular" death benefits are payable to the employee's beneficiaries. Accidental death benefits are also payable under Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual combat (or unless nuclear weapons were being used) at the time of the injury that caused the employee's death. The Office of Federal Employees' Group Life Insurance (OFEGLI) decides whether to pay accidental death benefits only after thoroughly studying the facts and documentation surrounding an employee's death. The determination is made on a case-by-case basis. Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits are payable.

#### C3.1.8.8 Workers' Compensation

- The Federal Employee's Compensation Act (FECA) provides compensation benefits to employees of the United States for a disability due to personal injury sustained while in the performance of duty or for an employment-related disease. FECA also provides for the payment of benefits to qualified dependents if the injury or disease causes an employee's death. In addition to FECA, all permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employee Health Benefits (FEHB) program.
- Employees deployed under crisis conditions that require treatment for disease or injury sustained during the deployment, will be provided care under the DoD Military Health Services System. Care while in-theater will be equivalent to that received by active duty military personnel.
- Reimbursable medical expenses under worker's compensation include:
  - Hospital services and supplies needed for the treatment of an injury
  - Physician services
  - Drugs and appliances or other supplies directed by a qualified physician
  - Transportation and incidental expenses of obtaining medical care

#### C3.1.8.9 Disability Benefits

If an individual sustains a disabling job-related traumatic injury, that individual may use sick or annual leave, or request continuation of

regular pay for the period of disability not to exceed 45 calendar days. (Although an employee may use sick or annual leave, that is not the recommended course of action under worker's compensation.) If the disability continues beyond 45 days, regular pay will terminate and, if approved by OWCP, compensation will be paid by the Department of Labor. The employee's supervisor will provide the individual with the applicable forms needed to notify  of the injury.

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- Compensation from OWCP for a traumatic injury is payable at the rate of two thirds of an employees salary if the employee has no dependents and three fourths of an employees salary if the employee has one or more dependents. Compensation is tax-free.

#### C3.1.8.10 Death Benefits

The survivors of an employee who dies as a result of an approved workplace injury or illness are entitled to benefits known as "death benefits." The following individuals are eligible for death benefits:

- A widow or widower
- An unmarried child under age 18 or a child over 18 who is incapable of self-support due to a mental or physical disability
- A child between 18 and 23 who has not completed 4 years of post high school education and is regularly pursuing a full-time course of study
- A parent, brother, sister, grandparent, or grandchild who was wholly or partially dependent on the deceased employee.

#### C3.2 Medical and Dental Care In-Theater

Copies of pertinent medical information and records need to be carried during deployment. This includes specific information regarding personal medical needs and vaccination records. Refer to country specific/AOR requirements to help define individual requirements.

The deploying individual will provide copies of the final classification determination to the destination's Medical Unit or Military Medical Treatment Facility (MTF) upon request.

The deploying individual will report injuries, illnesses, and exposures (chemical, biological, radiological, vector, etc) to their immediate supervisor as soon as reasonably possible with consideration of documenting requirements such as accident reports and worker's compensation.

In cases of medical emergency, employees will be treated and evacuated to the nearest suitable treatment facility, as needed and consistent with medical care and evacuation procedures established for the operation by OP and the theater command.

### C3.3 Logistics

#### C3.3.1 Lodging and Meals

All deployed employees will receive the same lodging and meals as their military counterparts. Accommodations will be provided by the in-theater host command where available. When military lodging and meals are unavailable, employees will be provided per diem.

#### C3.3.2 Security and Force Protection

Deployed personnel will receive the same security and force protection that is provided to their military counterparts. Support will be supplied by in-theater host command.

#### C3.3.3 Property Accountability

Prior to departing the theater, all personnel will be instructed to inventory their government issued equipment, documenting any items that are missing or unserviceable.

## C4.0 POST-DEPLOYMENT

### C4.1 Preparation for CONUS Return

Prior to departing theater, all civilian personnel will out-process through the forward command. The forward command will track all redeployments and will publish a daily Joint Personnel Status Report (JPERSTAT) that lists all personnel who are departing theater.

The forward command will ensure that all personnel who qualify receive a performance evaluation prior to departure. The forward command will provide this information to the DDC for further processing. The DDC will ensure that all personnel actions are completed in a timely manner.

The forward command is responsible for the redeployment of personnel from theater. Whenever possible, the forward command will schedule redeploying personnel on military flights. When commercial flights are required, the forward command will ensure personnel are consolidated on the minimum number of flights.

The forward command will provide the DDC with flight information; e.g., flight number, date of arrival, arrival location, and passenger manifests for all redeployment flights two working days prior to departure.

### C4.2 CONUS Arrival

It is the employee's responsibility to contact DDC immediately to notify them of their safe return. The DDC will update the JPERSTAT to reflect the employee's return in the daily report.

### C4.3 Post-Deployment Processing

#### C4.3.1 Administrative Leave

It is the goal of the DIA to make the return of employees who deployed, as smooth as possible.

Personnel will be granted up to 5 duty days of administrative leave as indicated below for the purpose of reunion with family or significant others and/or to take care of personal issues. DIA employees will be phased back into the work environment. Personnel will be assigned to half-time duty days during the first full week assigned back to their respective directorate or special office.

- Employees who have deployed for one to two months will receive one duty day of administrative leave.
- Employees who have deployed for two to four months will receive three duty days of administrative leave.
- Employees who have deployed for four months to one year will receive five duty days of administrative leave.

#### C4.3.2 Post-Deployment Briefing

The DDC will hold post-deployment and reintegration briefings. DDMs will contact returned personnel to schedule their attendance at a briefing once they have completed their administrative leave. During the briefing, the DDM will provide a checklist that must be completed and returned to the DDC to complete the redeployment process. The checklist will cover:

- Amendments to travel orders/arrangements
- Reimbursements for travel expenses and payment of danger and foreign post-differential pay
- Return of equipment, including weapons
- Return of atropine and 2-pam chloride auto-injectors
- Return of passport and CAC
- Medical screening (physical and mental health)
- Reasonable accommodation information
- Reintegration seminar

#### C4.3.3 Travel Reimbursements

The DDC will assist all returning deployees in discontinuing entitlements and incentives granted while deployed, and in obtaining payments for travel reimbursements, danger pay, and foreign post differential.

Deployees should initiate a travel claim and follow the procedures outlined by the DDC as soon as possible.

#### C4.3.4 Equipment Return

It is the responsibility of the returning individual to return all equipment issued to them once they complete their deployment. This process should be accomplished within 5 business days of return, at the same location(s) from which the individual deployed.

All hand receipts regarding the above mentioned equipment must also be reconciled with the issuing facility.

#### C4.3.5 Post-Deployment Physical and Mental Health Screening

- Post deployment medical processing is mandatory for all personnel.
- DDMs will submit a list of returning personnel with their phone numbers to the DIA Health Unit for scheduling completion of DD Form 2796, a medical debriefing, and follow-on requirements (clinical tests and exam are at the discretion of the physician).

- DD Form 2796 may be completed by any previously authorized medical facility and the completed post-deployment form will be forwarded to the DIA Health Unit
- Post-deployment physicals will be modeled after the DOS' current policies and procedures. Specific procedures will be published at a later date.
- DA will retain the services of an on-site staff psychologist who will be responsible for a post-deployment mental health screening. The DIA Safety Officer shall determine the procedures for this requirement. Mental health screenings will be modeled after the DOS' current policies and procedures. Specific procedures will be published at a later date.
- Requests for reasonable accommodations will be considered for individuals returning from a deployment. Individuals should contact MD with information regarding their requests. MD will coordinate with the agency's chain of command.

#### C4.4 Post-Deployment Reintegration

It is the goal DIA to make the reintegration process as smooth as possible for employees who deploy in support of crisis operations. Directorate heads, office chiefs, and supervisors of employees play an important role in helping returning personnel transition back into the work environment. The following guidelines constitute the current reintegration policy.

##### C4.4.1 Professional Reintegration

DIA, in concert with representatives from the Pentagon Stress Management Team, will conduct a reintegration seminar for all personnel who have recently returned from deployment. This seminar is a major component of DIA's reintegration program and is therefore, mandatory for all employees returning from a deployment assignment of at least 30 days. The seminar will focus on the process and facets of reintegrating an employee back into his or her family, the work environment, and re-establishing relationships with friends and colleagues. The seminar will help the participants identify supports and resources for the reintegration process. This seminar is available only to those personnel who have been deployed by the agency.

##### C4.4.2 Recognition and Awards

The following are the most current awards and medals available to civilians who have deployed:

- The DIA Civilian Expeditionary Medal (DCEM) recognizes employees who have successfully completed an overseas temporary duty assignment for 60 days or more during a crisis situation.
- The DIA Civilian Combat Support Award recognizes employees who provide direct hands-on support to the Armed Forces of the United States engaged in support of an overseas mission. The employee must be deployed overseas and must have displayed outstanding devotion and superior performance of

exceptionally difficult tasks while providing support to a U.S. military operation.

- The DIA Civilian Mission Support Certificate recognizes employees who provide support to the Armed Forces of the United States engaged in military operations. The service should be of a superior nature to merit special recognition.
- The Armed Forces Civilian Service Medal (AFCSM) recognizes contributions and accomplishments of DoD civilians that directly support military forces that are engaged in military operations of a prolonged peacekeeping or humanitarian nature. The AFCSM may be awarded to DoD civilian employees who participate in direct support of a U.S. military operation for which military personnel have been awarded the Armed Forces Service Medal (AFSM).
- The Defense of Freedom Medal acknowledges DoD civilian employees and other civilians in service to the DoD who are killed or wounded in the line of duty.

#### C4.4.3 Family Support

The Employee Assistance Program (EAP) conducts in-person educational seminars for deployed personnel that identify the emotional cycle of deployment return and necessary preparation for returning well.

## ENCLOSURE 2: REFERENCES

- f) Administrative Instruction 104, "Defense Civilian Intelligence Personnel System (DCIPS)," 24 October 2002.
- g) DIA Instruction 1432.001, "Civilian Awards Program," 2 June 2004.
- h) DIA Publication, "Employment Rights and Benefits for Civilians Deployed Overseas," April 2004.
- i) DoD Directive 1430.4, "Civilian Employee Training," 30 January 1985.
- j) DoD Directive 1438.3, "DoD Injury Compensation Program," September 13, 1985.
- k) DoD Directive 4500.54, "Official Temporary Duty Travel Abroad," 21 November 2003.
- l) DoD Manual 1400.25-M, "Department of Defense Civilian Personnel Manual," December 1996.
- m) Joint Publication 1-0, "Joint Doctrine for Personnel Support to Joint Operations," 19 November 1998.
- n) 5 CFR 551.501; 550.151-154; 5 CFR part 870.
- o) 5 USC Chapter 8702, 8704, 8133, 8716, 8134; 5 USC Chapter 5307.
- p) DIA Manual 22-23, "Civilian Personnel Administration," 10 January 2003.
- q) DIA Instruction 22-58, "Performance Appraisal System," 17 May 2004.
- r) DIA Instruction 22-59, "Casualty Incident Reporting and Notification," 11 March 2004.
- s) DIA Instruction 22-62, "Hours of Work," 11 March 2004.
- t) DIA Instruction 22-64, "Leave," 14 April 2004.
- u) DIA Instruction 1400.002, "Civilian Pay Administration," 25 August 2004.
- v) DIA Instruction DRAFT, "PERSTEMPO Accountability Program," July 2004.
- w) DIA Instruction DRAFT, "Medical Clearances for OCONUS Travel," August 2004.
- x) Rehabilitation Act of 1973, as amended: 29 U.S.C. 791.
- y) 29 CFR 1614.203 (EEOC Regulation)
- z) DIA Handbook for Understanding Reasonable Accommodation in the Workplace, May 2001.

## ENCLOSURE 3: DEFINITIONS

**Agency PERSTEMPO Accountability Program** — the agency method used to accurately record and report the status of DIA personnel deployed or on temporary duty (TDY) per official travel orders within individual employee eZHR PERSTEMPO records.

**Agency Accountability Officer** — the person or persons identified by the Employee Benefits and Services Division to manage and administer the agency's PERSTEMPO accountability program by implementing and conducting recurring user-level training and assisting the directorate and office level Personnel Accountability Officers in managing their programs.

**Aggregate Limitation on Pay:** Stipulation that total compensation for all types of pay for any calendar year cannot exceed Level V of the Executive Schedule. This includes, but is not limited to base pay, locality, premium pay, awards, post differentials, and danger pay. Certain types of payments (or portions of payments) that would cause an employee to exceed the aggregate limit may be deferred for payment at the beginning of the next calendar year. Deferrals could include payments for danger pay and bonuses.

**Area of Operations (AO):** An operational area defined by the joint force commander (JFC) for land and naval forces. Areas of operation do not typically encompass the entire operational area of the JFC, but should be large enough for component commanders to accomplish their missions and protect their forces. A geographical area assigned to an Army commander by a higher commander — an AO has lateral and rear boundaries which usually define it within a larger joint geographical area.

**Area of Responsibility (AOR):** The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

**Caregiver:** An individual who is not a member of the Armed Forces or otherwise likely to be called to deploy, is at least 21 years of age, and is capable of self-care and care of children or other dependent family members. This individual must agree in writing to care for one or more family members during the employee's absence for indefinite periods to ensure the civilian is available for worldwide duties.

**Combatant Command:** A command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**Compensatory time (comp time):** An amount of time off equal to the time spent in irregular or scheduled overtime.

**Crisis Situation:** Civil insurrection, civil war, terrorism, wartime, armed conflict, or other hostile conditions that threaten physical harm or imminent danger to the health or well-being of the DIA employee, as defined by the DIA Director or his designee.

**Danger Pay:** An allowance of 15, 20, or 25% of base pay (excluding all allowances, differentials or other additional compensation) established by DOS when, and only when,

civil insurrection, civil war, terrorism or wartime conditions threaten physical harm or imminent danger to the health or well being of a majority of employees officially stationed or deployed at a post in a foreign area.

**Deployment:** A temporary duty assignment OCONUS related to a crisis situation.

**Deployment Advisor Program:** This program will be established so that a deploying individual is paired with a previously deployed civilian for guidance and information prior to deployment.

(b)(3):10 USC 424

**DIA Civilian Workforce:** U.S. citizens or foreign nationals hired directly to work for the DIA under permanent or temporary appointment. This includes employees filling full-time, part-time, intermittent, or on-call positions.

(b)(3):10  
USC 424

**DIA Deployment Center (DDC):** a center located at the

which coordinates the preparations for movement, deployment and redeployment of personnel performing duties in support of all DIA operations OCONUS.

**Directorate Personnel Accountability Officer** — the person or persons appointed at the directorate and office levels to be responsible for the adherence and administration of the agency PERSTEMPO accountability program for their respectively assigned personnel.

**Emergency-Essential (E-E) Designation:** Civilians whose positions are located overseas or would be sent overseas during a crisis situation to assist in combat operations or to support combat essential systems subsequent to mobilization and/or an evacuation order.

**Family Assistance Center:** an organization within the DDC committed to providing programs and services to families of deployed and remote tour personnel.

**Forward Operating Base (FOB):** An area used to support tactical operations without establishing full support facilities, located in or near the theater of operations.

**Holiday Pay:** Pay equal to 100% of an employee's base pay in addition to base pay; payable for work performed on a designated holiday.

**Hostile Fire Pay:** Payment of \$150 per month to employees who are subject to and were in imminent danger of being exposed to hostile fire or explosion of hostile mines, while on duty during the period in which other employees in that area were subject to hostile fire or explosion of hostile mines ; or killed, injured, or wounded by hostile fire, explosion of hostile mines, or any other hostile action.

**Imminent Danger Pay:** Payment of \$150 per month to employees at locations identified by Secretary of Defense and approved for imminent danger pay for military. Employees receiving danger pay or post differential are not entitled to imminent danger pay.

**Individual with a Disability:** (1) an individual who has a physical or mental impairment which substantially limits one or more major life activities; (2) an individual who has a

record of substantially limiting impairment; or (3) an individual who is regarded as having a substantially limiting impairment.

**In-theater/Host Command:** A specifically designated line type organization within a forward area, with direct line authority from the next higher commander. It must have a clearly identifiable headquarters and organizational structure composed of a variety of units, agencies, activities, depots, arsenals, or installations. The headquarters of a command may be organized under either table(s) of organization and equipment or tables of distribution and allowances.

**Law of Land Warfare:** The conduct of armed hostilities on land which protects combatants and non-combatants from unnecessary suffering and safeguards certain fundamental human rights of the enemy, prisoners of war, the wounded and the sick, and civilians.

**MD Medical Review Officer:** the person or persons identified by the Office for Diversity Management and Equal Opportunity to review employees' medical records for the purposes of evaluating a reasonable accommodation request.

**Medical Authority:** A DIA position appointed by the (b)(3):10 USC 424 designated to make Agency medical decisions affecting policy, procedures, and personnel.

**Medical Examination:** A comprehensive medical examination of the physical and mental well being of an individual by a physician currently licensed to practice medicine in the United States. This examination will encompass clinical tests and a hands-on physical at the discretion of the medical authority.

**Medical Screening:** A medical record review method by the medical authority to determine travel classification or deployability.

**Night Differential:** 10% of an employee's hourly rate of pay in addition to base pay. It is paid for any regularly scheduled work between 1800 and 0600 hours.

**OCONUS:** Outside the Continental United States. For the purpose of this policy, the States of Alaska and Hawaii are considered CONUS assignments.

**Operations Security:** A process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and other activities to: (1) identify those actions that can be observed by adversary intelligence systems; (2) determine indicators hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries; (3) select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

**Overtime Pay:** Paid work in excess of 80 hours during a biweekly pay period. All overtime is considered scheduled overtime. It is paid at the greater of 1 ½ times the employee's hourly rate of pay up to the overtime rate of a GG-10 Step 1 or the hourly rate of base pay of the employee.

**Post Differential Pay:** An additional compensation, established by the DOS, of 10, 15, 20, or 25% over basic compensation granted to employees at posts when conditions at that post

involve extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthy conditions.

**Reasonable Accommodation:** (1) modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job; (2) modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment; and (3) modifications or adjustments made to an employment process to permit an individual with a disability to be considered for a job.

**SAEDA:** Subversion and Espionage Directed Against the U.S. Army – Incidents of attempted or actual espionage, subversion, sabotage, and terrorism directed against the Army and its personnel.

**Sunday Premium Pay:** 25% of an employee's base pay in addition to base pay. It is payable for the entire period of non-overtime service for each daily tour that includes Sunday.

**Undue Hardship:** An unacceptable degree of difficulty (organizational impact) or monetary expense caused by an accommodation.

**Uniform Code of Military Justice (UCMJ):** Code of laws governing the conduct of all persons in the Armed Forces or subject to military law.