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## Appendix D Deployment Processing, Procedures, and Information

This appendix provides detailed information concerning preparing for deployment, actions performed at a CPC, living and working under field conditions, rules and regulations while deployed, and more. Listed below are topics which are covered in subsequent annexes to this appendix.

- LSE Core elements.
- Preparation for overseas movement checklist.
- Deployment authority/length/ command and control.
- TDY orders.
- Family/legal assistance; insurance; casualty/next of kin.
- American Red Cross (ARC) activities pertaining to emergency notification proceeding emergency leave, and financial assistance.
- Medical screening/processing/care.
- Passport/visa/customs/personal identification.
- Personal identification to carry.
- Living conditions/clothing, equipment, and weapons.
- Pay and leave.
- Geneva Convention, prisoner of war status, combatant/non-combatant.
- Discipline.

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## Annex A to Appendix D LSE Core Requirements

The LSE, in coordination with the MSCs, designates selected positions on the contingency TDA as **Core**. The office of the USAMC Deputy Chief of Staff for Personnel maintains a list of positions that are rostered by the MSCs. The PDR identifies core positions by name and designates them EE. EE personnel are ready to deploy within 72 hours with minimal preparation. They will be receive OCIE and CDE per CINC guidance and METT-T. Following are the core categories.

- Jump TOC. (A small start-up cell, comprised mostly of military personnel) developed from the Core by the designated LSE commander. EE personnel assigned to the Jump TOC are deployable within 24 hours).

- SPOs.
- Senior Command Representatives.

- Legal and Real Estate.
- Resource Management.
- Base Operations.
- Public Affairs.
- Supply.
- Maintenance.
- Special Teams.
- Ammunition Support.
- ADP and Communications Support.
- Contracting.

An additional core element is the AWR module discussed in Chapter 5.

**Annex B to Appendix D  
Preparation for Overseas Movement Checklist\***

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_

<u>ITEMS/TASKS</u>	<u>YES</u>	<u>NO</u>
<b>Military and Civilian</b>		
Passport	_____	_____
Red	_____	_____
Blue	_____	_____
Visas (if required)	_____	_____
Immunizations and Medical Records	_____	_____
Physical Exam	_____	_____
Blood Typed	_____	_____
Pregnancy Test (Females)	_____	_____
Extra Batteries for Hearing Aid	_____	_____
Review/Update Life Insurance	_____	_____
Personal Medication, 90-day supply	_____	_____
Extra Pair of Glasses	_____	_____
Family Care Plan	_____	_____
Personal Will	_____	_____
Power of Attorney	_____	_____
Calling Card	_____	_____
Government Issued Credit Card	_____	_____
Major Credit Card	_____	_____
Destination Country(s)	_____	_____
Customs and Courtesies	_____	_____
Local Laws	_____	_____
Enrolled in Direct Deposit	_____	_____
Electronic Funds Transfer	_____	_____
Weapons/Sidearms	_____	_____
Issue	_____	_____
Training	_____	_____
Protective Clothing/Uniforms Received	_____	_____
Chemical Defense Equipment	_____	_____
Issued	_____	_____
Optical inserts	_____	_____
Training	_____	_____
HIV Testing (if required)	_____	_____
Dental Sampling (if available)	_____	_____
Dogtags (2 each)	_____	_____
Rules of Engagement	_____	_____
Geneva Convention Card (DD Form 489)	_____	_____

\* May be removed and used as individual's checklist  
D-B-1

Appendix D

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Personal Items  
(See D-H-1-1)

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\_\_\_\_\_

**Civilian**

Emergency Essential  Agreement Signed  
Civilian Personnel SF-52/DD Form 1610  
Change in location/duty

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\_\_\_\_\_

DNA Record  
POV Disposition  
Cash

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Annex C to Appendix D Deployment Authority/Length/Command and Control

### VOLUNTARY VERSUS INVOLUNTARY DEPLOYMENTS

Army policy is to select volunteers to the maximum extent possible when deploying civilian personnel. However, when the mission requires specialized skills which cannot be filled by military personnel or civilian volunteers, USAMC has the authority to involuntarily deploy its (DA) civilians to locations worldwide during a crisis. This authority exists regardless of whether or not: civilian job descriptions specify deployment as a work requirement or option, manpower positions are EE (see below), or employees signed paperwork designating them as EE. Personnel failing to deploy, or failing to perform assigned duties once deployed, may face disciplinary actions including suspensions, reductions in pay/grade, or termination of Federal employment.

### EMERGENCY ESSENTIAL DESIGNATION

Most EE designees are civilian employees who occupy EE positions and have signed DD Form 2365, "DOD Civilian Employee Overseas Emergency-Essential Position Agreement." EE positions are at overseas locations. In addition USAMC can transfer additional positions overseas during a crisis. The positions are necessary to ensure the success of combat operations or to support combat essential systems subsequent to mobilization or evacuation orders. USAMC cannot convert these positions to military slots because they ensure uninterrupted performance for providing immediate and continuing support for combat operations or

for supporting maintenance and repair of combat essential systems.

In addition, USAMC considers all civilian employees deploying to combat operations/crisis situations as EE regardless of whether they volunteered to deploy or signed the DD Form 2365. However, USAMC will offer all EE personnel the opportunity to sign the EE agreement. Deployed personnel will remain in an EE status for the duration of the assignment.

### DEPLOYMENT LENGTH

The LSE commander sets the length of deployment for LSE personnel. Length of deployment usually will not exceed 179 days.

### COMMAND AND CONTROL

Command and control relationships usually change to meet the needs of particular deployments. During a crisis situation or deployment, civilian employees are under the direct command and control of the on-site supervisory chain. In virtually all cases, USAMC civilians deploying on support operations will be under the command and control of the LSE commander and subordinate supervisors. LSE supervisors will perform standard leadership functions such as those related to performance evaluations, task assignments, and disciplinary actions. However, supervisors should not require civilian employees to perform tasks which clearly do not relate to their civilian job descriptions such as guard duty, grounds maintenance, kitchen clean-up, etc.

## Annex D to Appendix D TDY Orders

Military and civilian personnel deploying to support contingency operations, will need travel orders prepared in accordance with Chapter 3, Part D, of the Joint Travel Regulation (JTR), Volume II.

LSE personnel can receive cash advances for TDY expenses provided the estimated "cash" expenses exceed \$50.00. Regulations limit advances to a 45-day period. Advances cover meals and incidental expenses within the per diem rate, actual subsistence expenses, and other authorized expenses that credit cards cannot pay for.

USAMC expects all of its military and civilian personnel to use the Government credit card to cover travel expenses. If conditions preclude the use of the credit card or a Government issued credit card was unavailable, an additional advance not to exceed 80 percent of the additional estimated cash expenses is authorized. This exception to the advance limitation is not available to personnel who elect not to receive the Government credit card when offered by their home installation. It further is unavailable to personnel with suspended or revoked Government credit cards because of delinquent payments.

DOD authorizes per diem while enroute to and from the TDY site. However, if the Government provides without fee both lodging and meals, the per diem drops to \$2.00 per day in CONUS and \$3.50 per day OCONUS. If there is a charge for the use of Government quarters or Government provided meals, the preceding per diem rates increase by the actual fees in lieu of the maximum per diem rates shown in Appendices A and E of the JTR.

Personnel preparing TDY orders should use the following guidance. Format may vary based on local usage.

The itinerary should show all authorized layovers enroute to and from the TDY location. (Note: For active duty and civilian personnel, the itinerary will normally start from the home installation. For reserve personnel, the itinerary will normally start from the CPC.) For Army reserve personnel, the Army is also responsible for transportation from home of record to the CPC.

Mark and "X" in the block labeled "Variation Authorized" in case conditions warrant deviation enroute to or from the TDY location.

In the remarks section, include the following statements (without the quotation marks):

"Travel by military aircraft outside CONUS is authorized; if military aircraft is not available, travel by military surface or commercial aircraft is authorized: categories B, Y, and Z directed. Special conveyance authorized. Use of foreign flag vessel(s) or uncertified air carrier(s) authorized where no American flag available."

"Actual expenses allowance authorized while at TDY site." (No per diem is authorized for civilians when living under field conditions while in support of contingency operations; however, they will be reimbursed for actual subsistence expenses, if any, while under field conditions.)

"Traveler authorized to wear/carry civilian clothing."

"Official long distance calls/faxes authorized."

"Foreign post differential (as applicable) applies after 42 consecutive days in country, not retroactive to the first day."

“Authorized reimbursement for expenses incurred on return shipment of equipment/military clothing to the CPC.”

“Traveler is not authorized to carry/disclose classified information.”

“Excess baggage authorized.”

“Rental car authorized limited to DOD rates at authorized layover locations.”

“Authorized to carry Government issued weapon when permitted by the LSE Commander.”

**For civilian personnel only:**

“Medical care is authorized in accordance with applicable regulations for civilians in a TDY status.”

“Overtime (or Compensatory Time) authorized at TDY site as required by the LSE commander.”

Depending on the circumstances, additional statements may be included in the Remarks section, Item 16, for both military and civilian personnel. Examples include statements as to the availability/non-availability of Government quarters and meals, particular OPLANs that apply, or whether imminent danger pay or field conditions apply.

## Annex E to Appendix D Family/Legal Assistance; Insurance; Casualty/Next of Kin

### FAMILY ASSISTANCE

The goal of family assistance is to provide support services to eligible family members at, or near, their home town or home installation. HQ USAMC requires its military personnel to participate in family assistance programs. It strongly encourages USAMC civilian personnel to do the same. Additional support to families is available from the ARC (see Annex F to Appendix D). Family services will normally include:

#### Predeployment

- Assisting in establishing support groups.
- Sponsoring orientations which outline available assistance.
- Assisting single parent and dual deploying families in preparing family care plans.
- Coordinating with local and state human service assistance agencies.
- Identifying families with major problems which require special assistance.

#### Deployment

- Providing family assistance.
- Assisting families in relocating.
- Providing support to waiting families.
- Serving as sponsor for families with special needs.
- Keeping commanders abreast of major problems.

- Assisting casualty assistance officers in providing support to survivors.

### LEGAL ASSISTANCE

Military legal assistance *relating to matters of deployment* is available to civilians notified of deployment and their families. Civilian employees preparing to deploy, and their family members, are eligible for free government-provided legal assistance services by authorized legal assistance attorneys. Legal assistance will be available throughout the period of deployment, but pertains to matters related to deployment as the on-site supervising attorney determines. These services normally include such things as preparation of wills and powers of attorney, and basic income tax assistance. Additionally, legal assistance continues for returning employees and family members for a reasonable period. The on-site supervising attorney determines for how long. After the employees return from deployment, the intent of continued legal services is to close out ongoing legal assistance matters that arose before or during the deployment.

### LIFE INSURANCE

All USAMC personnel listed on the PDR should annually review insurance policies to ensure coverages are adequate and that beneficiaries are current. Described below are specific items to review or consider prior to deploying.

#### Civilian

Federal civilian employees are eligible for coverage under the FEGLI program. Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death.

The Office of Personnel Management (OPM) confirmed that civilians who deploy with the military to combat support roles during times of crises are not “in actual combat.” As such they are eligible for accidental death and dismemberment benefits under FEGLI in the event of death. Similarly, civilians carrying firearms for personal protection are not “in actual combat.”

Employees should review the following forms prior to deployment:

- Designation of Beneficiary, CSRS; SF 3808.
- Designation of Beneficiary, FERS; SF 3102.
- Designation of Beneficiary, FEGLI; SF 3823.
- Designation of Beneficiary, Unpaid Compensation of Deceased Employee, SF 1152.
- Designation of Beneficiary, Federal Retirement Thrift Saving Plan; TSP 3.

The SF 3808 and SF 3102 pertain to lump sum benefits or unpaid annuity.

Employees should obtain a copy of the FEGLI booklet entitled Description and Enrollment in the FEGLI Program. The booklet is available at local Civilian Personnel Offices (CPOs).

Employees who desire to obtain or increase FEGLI optional insurance should consult their servicing CPO for eligibility and evidence of insurability.

### **Military**

Military personnel are eligible for coverage under the SGLI program. Death benefits (under basic and all forms of optional

coverage) are payable regardless of cause of death.

Information concerning SGLI is available at the individual Services' personnel support centers.

Each member should ensure that his or her dependency and emergency data information are current before deploying in support of a contingency.

### **CASUALTY STATUS**

A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing in action, beleaguered (an organization which has been surrounded by a hostile force to preclude escape of its members), besieged (an organization element which has been surrounded by a hostile force for the purpose of compelling it to surrender), or detained.

Federal law entitles civilian employees killed in the line of duty to many of the same benefits as military casualties. Mortuary benefits for eligible employees include: search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket; clothing; cremation (if requested); and transportation of remains,

### **NEXT OF KIN NOTIFICATION**

Next of kin notification occurs when an employee dies, is missing, or becomes unable to express his or her desires after becoming ill. The casualty area command will handle notification promptly and in an appropriate, dignified, and understanding manner.

After official notification by the Casualty Area Command, local commanders

may contact the next of kin for expressions of condolence and offers of assistance. The casualty area command will appoint Survivor Assistance Officers as deemed necessary or upon request.

The Civilian Personnel Officer will appoint a personnel specialist to assist the

next of kin in obtaining benefits and entitlements.

The local Army Community Service is also available to provide assistance to the next of kin and eligible family members.

**Annex F to Appendix D  
American Red Cross Activities Pertaining to Emergency Notification Procedures,  
Emergency Leave, and Financial Assistance**

Once LSE personnel deploy, procedures are in place through the ARC to provide timely notification in cases of death or serious illness concerning immediate family members; in cases of other family crises requiring attention without delay; and for other important matters. In addition, financial assistance through the ARC is available for some deployed LSE members and their families. It is important to note that rules governing emergency leave and financial assistance differ substantially between active duty members and DOD civilians, as specified below.

**EMERGENCY LEAVE FROM OCONUS**

Authority for granting emergency leave resides with the LSE commander. The LSE commander can grant emergency leave for a variety of reasons. The most common reasons are death or severe medical emergency of an immediate family member. Immediate family members are father, mother, sister, brother, spouse, son, daughter, only living relative, or loco parentis. Loco parentis refers to someone who raised an individual in lieu of natural born/adoptive parents for a period of more than five consecutive years. See the ARC for complete definition and criteria. Other justifiable reasons for emergency leave include severe damage to the home caused by fire; by "acts of God" such as flood, earthquake, or tornado; or due to other circumstances where the LSE commander deems it sufficiently critical for the LSE member to return home,

When an emergency occurs which requires the presence of the deployed LSE member, the local chapter of the ARC should receive immediate notification (by an immediate family member whenever possible). ARC representatives will verify the crisis and

notify the LSE commander through ARC channels. When there are no ARC representatives at the deployment location, the ARC will contact the LSE commander directly. In order to effectively execute the notification process, it is essential for the ARC to have the following information concerning the LSE member:

- Name
- Social Security Number
- Unit of Assignment
- Location or Military Installation
- Complete Mailing Address

All deploying LSE personnel should fill out and mail home ARC Form 5651 once they arrive at final destination in-theater. ARC Form 5651 is a post card with spaces designated for the information specified above. CPCs should provide blank ARC Forms 5651 during POM.

Upon approval of the LSE commander, the affected LSE member will return home as soon as possible. If the LSE individual is on active duty or recalled to active duty status, he will return at Government expense to his official station. Most often this is via commercial transportation. DOD rarely authorizes civilian travel at Government expense. However, a civilian can fly, space available, aboard military aircraft to a CONUS POD; or can purchase commercial transportation at individual expense. Commander, USAMC, on a case by case basis, can reimburse DOD civilians for emergency travel. For both military and civilian personnel, if HQ USAMC directs return to the theater of operation following

resolution of the family emergency, DOD will consider it new travel and fund it.

#### **OTHER COMMUNICATIONS**

Family members can use the ARC as a timely communications conduit for other important situations which do not require emergency leave. For example, death or serious injury to other than immediate family members; birth announcements concerning immediate family members; and "Call Home" messages where certification by the LSE commander is required that a particular LSE member is "alive and well." The most common situation requiring a call home message is when a spouse is executing power of attorney for major purchases, home loans, etc.

#### **EMERGENCY FINANCIAL ASSISTANCE**

The ARC can provide emergency financial assistance to active duty military LSE personnel, to include Reserve and National Guard personnel recalled to active duty, and their families. The ARC no longer authorizes emergency financial assistance for DOD civilian personnel or their families. Usually, the ARC provides financial assistance on a one-time-only basis, most often consisting of interest free loans. However, the ARC can disburse cash grants based on exceptional circumstances. Reasons that the ARC usually grants financial assistance include emergency travel, burial expenses, emergency medical expenses, and for "basic maintenance." Basic maintenance refers to essential commodities such as food, housing, fuel, and utilities.

## Annex G to Appendix D Medical Screening/Processing/Care

Deploying USAMC personnel will meet the minimum medical standards for USAMC LAP as specified below. All deploying personnel must meet these standards. In addition, CINCs can specify requirements unique to specific operations. Fitness for duty determinations occur at home station whenever possible, or at the CPC.

### PHYSICAL EXAMINATION

Personnel must pass a physical examination based on the functional requirements of the job (LAP requirements as a minimum) in order to qualify for deployment. They also may receive a second physical upon completion of redeployment. Physical examinations will concentrate on cardiovascular, pulmonary, orthopedic, neuralgic, endocrine, dermatologic, psychological, visual, and auditory functions to ensure fitness for deployment and ability to operate under field conditions. As a minimum, deploying personnel must complete the following forms in order to satisfy the physical examination requirement.

- Standard Form 93, Medical History
- USAMC Form 2880-R, LAR Screening Form
- Standard Form 78, Certificate of Medical Examination

### IMMUNIZATIONS/MEDICINES

All deploying personnel receive screenings and appropriate immunizations and medicines in accordance with AR 40-562. In addition, medical personnel may draw DNA samples (for identification purposes) and conduct HIV testing, if required by host

country. Tab 1 to Annex G to Appendix D lists typical immunization requirements based on a recent LSE deployment to North Africa.

### DENTAL

All personnel are responsible for maintaining a high standard of oral hygiene. During POM processing, all deploying individuals will receive a dental examination to verify fitness for deployment. Personnel failing the dental exam will receive only those dental services required to satisfy deployment standards. Also during this processing, dental personnel will take panoramic X-rays (PANOREX) for identification purposes.

### MEDICATIONS

Deployed civilian employees should receive pharmaceutical support equal to that given to active duty personnel. However, pharmaceutical shortages in-theater can occur, especially during early phases of an operation. All personnel, therefore, should deploy with a minimum 90-day supply of required medications, to include over-the-counter drugs.

### EYE WEAR

Individuals requiring corrective lenses, eyewear or contacts, will receive a government administered eye exam. Deploying personnel will also receive optical inserts for the NBC protective mask if the CINC requires protective masks. USAMC strongly recommends that only glasses be worn once personnel deploy. Contact lenses are easier to lose, harder to replace, require special liquid solutions, and climatic conditions such as blowing sand can cause eye discomfort much more quickly.

### **MEDICAL CARE WHILE DEPLOYED**

EAC medical element provides medical care for military personnel in its AOR. Family members of both active duty and recalled to active duty reservists/retirees are eligible for treatment at US military hospitals or through the CHAMPUS/Tri-Care programs.

Medical care for deployed civilians is identical to that provided to active duty personnel, i.e., free treatment in a military clinic, hospital, aid station, or other DOD-sponsored facility as provided by the ASCC.

The right to free medical care **does not** transfer to dependent family members of civilians as it does for dependents of active duty soldiers. Therefore, all civilian medical insurance coverages should remain in effect. If a redeployed civilian employee suspects an injury or illness relates to the deployment, he can initiate actions for redress through the CPO and the Department of Labor.

**Note: To ensure proper medical care while deployed, it is essential for all personnel to bring with them a current and complete copy of medical, dental, and immunization records.**

## Tab 1 to Annex G to Appendix D Immunizations

### INTRODUCTION

Immunization requirements will vary depending on geographic location and unique medical conditions which exist there at the time of deployment. At the time of deployment refer to AR 40-562. Described below are immunization requirements for a recent LSE deployment to North Africa. It typifies common immunization requirements for many world locations. However, jungle environments normally will require further immunizations against **YELLOW FEVER** and **MALARIA**. In rare instances, immunization against **RABIES** also is administered. For individuals listed on the PDR, they should report any known allergies to these immunizations immediately to the home station deployment processing center or to the CPC, as applicable.

Immunization requirements for LSE personnel participating in an exercise in USCENTCOM's AOR are below.

- **HEPATITIS A** vaccine series; 1.0 ml, injected inter-muscle (IM) (deltoid); two-shot series, with the second shot administered between 6-12 months following the first shot. If traveling to the AOR before 14 days after the first shot, immune globulin (2ml) is also administered but at a different body location from the vaccine.

– Alternate: **IMMUNE GLOBULIN** (IG, also known as GG--Gamma Globulin; or ISG--Immune Serum Globulin) -

2ml, IM, A for 3 months; 5 ml, IM, will provide protection for five months. IG will not provide protection against other types of hepatitis.

- **INFLUENZA.** Current annual vaccine, if available; 0.5 ml, IM (deltoid).

- **MEASLES.** A single booster of measles vaccine as an adult is recommended if born after 1956 and having no previous history of measles infection.

- **MENINGOCOCCAL.** Quadrivalent, 0.5 ml, subcutaneous (SC), i.e., injected under the skin. Does not protect against the B serogroup; immunity appears to be at least 3 years. Center for Disease Control recommends 3 year intervals between doses.

- **ORAL POLIO VACCINE (OPV).** 3-dose primary series plus a one-time additional dose as an adult. Should not be administered at the same time as oral typhoid vaccine (OTV). 7-10 days before, or 10-14 days after, OTV is recommended. When OPV is administered with other live virus such as yellow fever or measles, all should be taken on the same day; or doses should be separated by one month.

- **TYPHOID,** oral or injected.

- **TETANUS-DIPHTHERIA.** Last dose within 10 years; 0.5 ml, IM or SC.

## Annex H to Appendix D Passport/Visa/Customs/Personal Identification

### PASSPORTS

All LSE personnel must have a current no-fee official passport when deploying overseas. In some instances, LSE personnel, civilian and military, will also need standard blue (tourist-type) passports depending upon countries deploying to or transiting enroute. USAMC personnel pre-designated as EE civilians will at all times maintain both a current no-fee official passport and the standard blue passport. They should apply for passports and visas at their home station. LSE personnel can request reimbursement for the standard blue passport using Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal." However, local fees or charges for legal services are not reimbursable.

LSE personnel can request no-fee passports using a DD Form 1056, "Authorization to Apply for a 'No Fee' Passport and/or Request for Visa," and Department of State Form DSP-11, "Application for Passport." An authorizing official usually found at a CPO or Military Personnel Activity signs the DD Form 1056. Listed below are passport application document requirements.

- Proof of citizenship or other supporting document (see Department of State Form DSP-11 and AR 600-290, Passports and Visas).
- DD Form 1056. AR 600-290 provides instructions for completing this form.
- Department of State Form DSP-11.
- Two passport photographs (2" by 2"). Eight additional photos should also be

made to satisfy visa requirements (see below).

**Note: Some countries do not permit entry if a current passport shows previous travel to certain other nations. This must be checked and verified prior to deployment. In some instances, new passports may be required.**

### VISAS

Foreign countries can require visas in order to enter or transit their borders. Each country of deployment/transit determines its visa requirements and furnishes this information to the applicable embassies prior to deployment.

### CUSTOMS REQUIREMENTS

Civilian employees entering and exiting foreign countries are subject to customs processing procedures established by the foreign countries. Military personnel also can be subject to customs processing. The CPC will cover country-specific entrance and exit requirements during deployment processing. Returning civilians also are subject to United States re-entry customs requirements.

### IDENTIFICATION CARDS

DA civilian personnel will deploy with DA Form 1602, "Department of the Army Civilian identification" in their possession. The employee's home station should issue the card. If the home station fails to issue the card, the CPC will be the issuing site.

Military personnel will deploy with DA Form 2 or 2 (Res), "Personal Qualification Record."

### IDENTIFICATION TAGS

All personnel will receive identification tags (commonly referred to as “dog tags”) either at home station or during deployment processing. Personnel should wear them at all times. The following information is necessary for obtaining identification tags.

- Last Name
- First Name, Middle Initial
- SSN

- Blood Type
- Religious Preference

### GENEVA CONVENTION CARD

All personnel will deploy with Department of Defense Form 489, “Geneva Convention Card. ” See Annex K to Appendix D for details concerning combatant status of civilians and protection under the Geneva Convention if captured as a prisoner of war. LSE personnel can obtain Geneva Convention cards at home station or from the CPC.

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## Annex I to Appendix D Living Conditions/Clothing, Equipment, and Weapons

### LIVING UNDER DEPLOYMENT CONDITIONS

During major deployments, most individuals will be living under field conditions. Field conditions are more rugged and austere than what most Americans experience in their everyday lives. Personnel may encounter extended work periods in a stressful environment, as well as extreme climatic conditions, i.e., cold/tropical/arid hot.

Housing will often consist of multi-person tents or hastily constructed buildings with undependable heating/cooling or electricity. Toilets are usually primitive and shared. Shower facilities are often non-existent and communal when available. People must often bathe by using a bucket or other container. Overall, privacy is minimal for working, sleeping, personal hygiene, and calls of nature.

Food is often a pre-packaged ration such as an MRE, meals prepared in a military dining facility, or a combination of the two. Depending on the situation, it may not be possible to accommodate special dietary needs. Local conditions often limit opportunities for off-duty recreation, laundry service, phone calls, and postal service. The HN may ban or severely restrict religious practices and materials.

In addition, on-site commanders may impose further restrictions based on mission necessity, safety, and unit cohesion; or because of HN rules, regulations, laws, and customs. HN restrictions usually will be addressed in pre-deployment briefings. Compliance is mandatory.

### CLOTHING, EQUIPMENT, AND WEAPONS

To cope with living and working conditions in a deployment area, personnel often require special clothing and equipment.

USAMC personnel deploying to overseas locations will carry items of clothing and equipment as specified by the theater CINC or LSE commander. In most cases, USAMC personnel will wear BDUs when deployed, desert or forest pattern as directed. Standards of wear and appearance will be in accordance with AR 670-1 and strictly enforced. A list of common military OCIE items and CDE is at Tab 1 to Annex I to Appendix D. The gaining CINC further specify theater-unique items such as mosquito netting, goggles, arctic gear, etc. CPC will issue required OCIE and CDE to USAMC deploying personnel except for LAP personnel and others who receive these items at home station or at other processing locations.

Civilian personnel should also bring sufficient quantities of civilian clothing and equipment which their particular jobs require. Procuring items of personal clothing and supplies is an individual responsibility. Home stations and CPC will not provide them. Recommended items of clothing and equipment, along with personal demand items which can make living in a field environment more tolerable, are also at Tab 1 to Annex I to Appendix D.

The carrying of firearms may be necessary, as the CINC specifies. However, acceptance of firearms is voluntary for civilian personnel. The CINC/LSE commander authorizes the issue of weapons only to individuals trained in the safe use, operation, and care of firearms. LSE personnel will only use government-issued ammunition. USAMC and the CINC will determine locations of weapons, ammunition, and procedures for issue.

**Tab 1 to Annex I to Appendix D  
Clothing and Individual Equipment  
Chemical Defense Equipment, Personal Clothing, and Supplies**

**GENERAL**

The purpose of this Annex is to provide typical requirements for OCIE, CDE, personal clothing, and supplies for deploying personnel. Specific types and quantities of OCIE an CDE will be IAW Clothing Table Allowance 50-900 or specified by the ASCC or LSE commander based on METT-T and climatic conditions.

**NOMENCLATURE**

QUANTITY AUTHORIZED	OCIE
1 each	Bag, Barracks
1 each	Bag, Duffel, Nylon Duck
1 each	Bag, Waterproof
1 each	Belt, Individual Equipment
1 each	Canteen, Water, Plastic
1 each	Case, First Aid Dressing
1 each	Coat, Camouflage Pattern
1 each	Cover, Canteen Water
1 each	Cover, Helmet Camouflage
1 each	Cup, Water Canteen
1 each	Helmet
1 each	Liner, Cold Weather Coat
1 each	Mattress, Pneumatic (or equal)
1 each	Overshoe, Green Vinyl/Black Rubber 5 buckle
* 1 each	Poncho, Wet Weather
1 each	Sleeping Bag, Cold Weather
1 each	Suspenders, Individual Equipment
1 each	Suspenders, Trousers
**1 each	Sweater, OD-3721
1 each	Vest, Ground Troop, Fragmentation

\*Wet weather suit may be issued in lieu of poncho

\*\*Shirt, wool OG-108 may be issued in lieu of sweater OD-3721

**Chemical Defense Equipment**

3 per Indiv	Antidote Mark I Kit
1 per Mask	Bag Waterproof, Combat Mask M 1
1 per Mask	Carrier, Protective Mask M15A2
2 per Indiv	Decontaminating Kit, Skin M258A/M291
3 sets per Mask	Filters, Elements M13A2
1 pair	Footwear Chem Protective (Training Set)
*1 pair	Footwear Covers, Chemical Protective D-I-1-1

1 per Mask	Harness, Head, Combat
2 per Mask	Hood, Combat Mask Field M6A2
1 per Individ	Mask, Combat, Field M17/M40 Series
1 Per Mask	Outserts, Eye Lens
* 1 each	Suit, Chemical Protective
1 each	Suit, Chemical Protective (Training Set)
1 each	Suspenders, Field, Load Bearing Equipment
1 per Individ	Convulsant Antidote for Nerve Agent

\* One set issued only for training purposes.

### Personnel Clothing

1 each	Bag, Duffel (Clothing)
1 each	Belt, Trousers
2 pair	Boots, Combat
1 each	Buckle, Belt Trousers
3 each	Coat Combat, Camouflage
1 each	Coat, Cold Weather
6 each	Drawers, Colored
2 pair	Gloves, Insert
2 pair	Gloves, Shell
6 pair	Socks, Cushion Sole
3 each	Trousers, Combat, Camouflage
6 each	Undershirt, Colored

### Other Optional Equipment

1 kit	Cleaning Kit 9mm
1 kit	Holster, 9mm
1 each	Knife, General Purpose
1 each	Lanyard
1 each per uniform	Patch, US Flag

### Hot Weather Plus Up

<u>LIN</u>	
C96399	Canteen, Water, Collapsible, 2 Qt.
F30117	Cover Water Canteen Collapsible
J61584	Sunglasses: Man's Spectacles
J71304	Goggles, Sun/Wind/Dust
K20163	Hat, Sun: OG107 w/Chin Strap
K85092	Insect, Bar Field
L70789	Liner, Wet Weather Poncho Camouflage
C07440	Boots, Hot Weather
K85122	Insect, Net Hat
C43484	Coat, Camouflage, Desert Pattern
F28747	Cover Helmet Camouflage Desert
T35238	Trousers, Day, Camouflage
T34401	Trousers, Camouflage: Desert Night Pattern

P69449	Parka, Camouflage: Desert Night Pattern
G29255	Hat, Camouflage: Desert Pattern
L70080	Liner, Camouflage: Desert Night Pattern
M95975	Neckerchief, Cotton Knit

### Cold Weather Plus Up

<u>LIN</u>	
C07743	Boots, Flyers, Insulated
C08119	Boots, Cold Weather
C96810	Canteen Water Cold Weather
D01857	Cap, Cold Weather
F28747	Cover, Helmet Camouflage
F30391	Cover, Canteen Water
F31439	Coveralls, Cold Weather, Mech
F54817	Cup, Water Canteen
G49350	Drawer, Cold Weather
K46058	Hood, Extreme Cold Weather
L70172	Liner, Cold Weather Coat
L70720	Liner, Parka, Extreme Cold Weather
L72022	Liner, Cold Weather Trousers
M17632	Mattress, Pneumatic, Insulated
M52555	Mitten Inserts
M5324	Mitten Shells
N37752	Trousers, Wet Weather
N39848	Overshoes, Vinyl
N69904	Parka, Extreme Cold Weather
N70040	Parka, Extreme Cold Weather
N70110	Parka, Wet Weather
S52982	Scarf, Wool
S75621	Sweater, Wool
T71706	Sleeping Bag, Extreme Cold, Type 2
U73597	Suspenders, Trousers
X36109	Trousers, Extreme Cold Weather
X36137	Trousers, Extreme Cold Weather
X37180	Trousers, Cold Weather, Wool
X86839	Undershirt, Cold Weather
None	Mask, Extreme Cold Weather (NSN 8415-01-006-3468)

### Recommended Personal Items

Unless otherwise stipulated, bring 60-90 day supply of expendable items.

Telephone Calling Card  
 Government Issued Credit Card  
 Travelers/blank checks--banking services usually minimal  
 Medications, including over the counter, 90 day supply  
 Extra pairs of glasses (contacts are discouraged)  
 Shaving kit and supplies, to include small mirror

Toiletries (soap, toothpaste, deodorant, hairbrush, etc.)  
Feminine hygiene (if applicable)  
Zip lock bags of various sizes  
Powdered beverage packets (Kool aid, lemonade, etc)  
Towels (various sizes) and wash cloths  
Radio, battery powered  
Flashlight (recommend one with belt hook)  
Travel alarm clock, stem-wound or battery powered  
Wrist watch (recommend replace battery before deploying)  
Sewing kit  
Sun glasses  
Eye drops  
Chapstick  
Sun screen  
Nail care products (if applicable)  
Insect repellent  
Foot powder  
Clothes pins and safety pins  
Stationery, pens, stamps, and address book  
\*Reading materials, games, decks of cards  
Extra batteries for clock/radio/flashlight/hearing aid/etc.  
Civilian clothing, 5 sets (2 casual, 3 for work)  
Socks for boots and assorted shoes  
Safety shoes, if required  
Underwear (bras, if applicable) - 2 week supply  
Handkerchiefs  
Swimsuit  
Shower shoes  
Athletic/jogging clothes and running shoes  
Personal first aid kit (band aids, tweezers, ointments, etc. )  
Small padlocks, 2-3 (to secure duffel bags and other personal storage containers which may become available. )

\*ENSURE READING MATERIALS ARE NOT OFFENSIVE TO OR PROHIBITED BY HOST NATION.

## Annex J to Appendix D Pay and Leave

### PAY

#### Pay Deposit

In order to ensure continuation of pay while in support of military operations, USAMC policy requires all military and civilian members of the LSE to join a DD/EFT program at their home installation before deployment. Once under DD/EFT the employee must remain in the program. USAMC requires all Emergency Essential employees to join a DD/EFT program as a condition of employment.

If not already required by their Service, all military personnel should join the DD/EFT system to ensure continuation of pay.

The Defense Finance and Accounting Service Center will reimburse LSE members for any errors by the Government resulting in charges by a financial institution. It will send letters of explanation to recipients of any dishonored checks explaining that the dishonored check was the result of Government error, not an error on the part of the individual.

#### Salaries

Salaries are not tax free while on deployment. Likewise, salary deductions do not change while on deployment.

If an LSE member is in a "missing" status, his/her pay and allowances continue. The definition of "missing" includes: missing in action, interned in a foreign country, captured, beleaguered or besieged by a hostile force, or detained in a foreign country against their will. LSE members (both military and civilian) continue to receive the same pay and allowances entitled at the time when declared missing, and which they would become

entitled thereafter (i.e., cost of living allowance increase, time in service raise, etc).

#### Maximum Salary Limitations (Pay Cap)

During crisis operations, OPM may waive the maximum salary on premium wages that would limit an eligible GS/GM employee's pay for the period (basic pay + premium pay) to the maximum biweekly rate for a GS-15. However, the employee will still be subject to the maximum annual rate for a GS-15. The OPM decision to waive the pay cap is a temporary provision applying to a specific contingency. Danger pay is not subject to the premium pay cap but cannot exceed 25 percent of the employee's basic pay. The pay cap does not apply to wage grade employees.

#### Danger Pay Allowance

##### Civilian Personnel

Civilian employees will receive a danger pay allowance (DPA) when serving at or assigned to foreign areas designated for danger pay by the Secretary of State. Situations which can trigger danger pay include: civil insurrection, civil war, terrorism, and wartime conditions which threaten physical harm or imminent danger to the health or well being of a majority of employees stationed or detailed to that area.

The allowance will be a percentage of the employee's basic compensation at the rate of 15, 20, or 25 percent as determined by the Secretary of State. This allowance is in addition to any foreign post differential prescribed for the area but in lieu of any special incentive differential authorized the post prior to its designation as a danger pay area. The foreign post differential shrinks by any part attributable to political violence.

The combined danger pay and post differential must be at least 5 percent above the previous combined post differential and special incentive differential at the post, if any, in effect at the post prior to its designation as a danger pay area.

The DPA commences for employees already in the area on the date of the area's designation for danger. For employees assigned or detailed to the area, DPA commences upon arrival in the area. For employees returning to the post after a temporary absence, it commences on the date of return. DPA will terminate with the close of business on the day the employee leaves the post for any reason for an area not designated for the DPA. DPA is not subject to the pay cap.

DPA is not part of the basic compensation for computation of within-grade step increases. However, for wage grade employees it is part of the employee's basic rate of pay for the computation of overtime, holiday, Sunday premium pay, retirement, FEGLI, Federal income tax, Federal Insurance Compensation Act or MEDICARE, state and city, or local tax deductions.

### **Military Personnel**

The DPA paid to Federal civilian employees is not synonymous with the Imminent Danger Pay (IDP) paid to the military. Military personnel will receive IDP when their individual Service determines that wartime conditions threaten harm or danger. Refer to individual Service regulations.

### **Foreign Post Differential**

Civilian personnel working in foreign areas where environmental conditions differ substantially from CONUS conditions, warrant added compensations as a recruiting and retention incentive. They are eligible for Foreign Post Differential (FPD) after being stationed in the area in excess of 41 days. FPD is exempt from the pay cap. It is paid as

a percentage of the basic pay rate, not to exceed 25 percent of the basic pay. The Secretary of State determines the length of time the rate is in effect. Different areas in the same country can have different rates.

### **Overtime**

GS employees whose basic rate of pay does not exceed that of a GS-10, Step 1, will receive pay at a rate of one and one-half times their basic hourly pay rate for each hour of work authorized and approved over the normal 8-hour day or 40-hour week. Employees whose rate exceeds that of a GS-10, Step 1, will be paid at a rate of one and one-half times of a GS-10, Step 1. Since it may not be possible to approve exact overtime hours in advance, the employee's travel orders should have this statement in the remarks column: "Overtime authorized at TDY site as required by the LSE Commander." The field commander should then submit a DA Form 5172-R or local authorization form (with a copy of the travel orders) documenting the actual premium hours worked for each employee, each day of the pay period as soon as possible after the premium hours are worked.

GS/GM employees who are exempt from the Fair Labor Standards Act (FLSA) (designated by an "E" in the FLSA code block on their Leave and Earning Statement) may receive compensatory time in lieu of overtime. Wage grade employees cannot earn compensatory time because they receive overtime at the rate of one and one-half times the employee's basic hourly rate.

**Reminder.** Total overtime plus base pay cannot exceed existing pay caps.

### **LEAVE ACCUMULATION**

#### **Civilian Personnel**

At the end of a leave year, civilian personnel forfeit any annual leave in excess of the maximum permissible carry-over. Annual

leave forfeited during a combat or crisis situation which proper authorities consider an exigency of the public business may be temporarily restored. Normally, civilian personnel will request excess leave carry-over and have up to two years to use restored annual leave.

### **Military Personnel**

All military personnel will accumulate leave at the rate of two and one-half days per month, as normal.

Recalled reserve military personnel have the option of receiving payment for such leave, taking pre-separation leave, or a combination thereof. In accordance with Title 37 USC Section 501, Subparagraph (B) (5), sellback of such leave may be made without regard to the career 60 day sellback limitation otherwise imposed by law.

### **DD-214 PREPARATION**

The remarks section of the DD-214 document, for those Reserve members who

are retained on active duty in excess of 180 days in conjunction with an LSE deployment, will reflect that period of 180 days for which the member was recalled involuntarily. It will also include those dates beyond 180 days for which the member was retained voluntarily, even if that extension was only for the purpose of executing accrued leave.

### **TACTICAL FINANCE SUPPORT**

In addition to their support of procurement and other activities, tactical finance elements support military and (possibly) civilian pay, travel, travel claims, and pay for local labor. This provides check cashing and currency exchange support to civilian employees, contractors and contractor employees. Soldier and civilians should deploy with supplies of blanks checks and ATM and credit cards (including government cards) to avail themselves of available and needed finance services.

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**Annex K to Appendix D  
Geneva Convention, Prisoner of War Status,  
Combatant/Non-Combatant Status**

The 1907 Hague Convention and the 1949 Geneva Convention developed international rules to govern the law of warfare. These agreements evolved into principles that are now part of international law.

Under both the Hague and Geneva Conventions, combatants and non-combatants should receive protection as POWs if captured. These protections pertain to those POWs who accompany the armed forces without actually being members thereof, provided they have received authorization from the armed forces which they accompany. They must carry an identity card, most notably the Geneva Convention Card (DD Form 489).

Since the issuance of an identity card is significant, all civilians accompanying the armed forces must carry a Geneva Convention Card.

The treatment accorded to POWs depends on each POW's particular status or

rank. The higher the status or rank, the greater the benefits should be.

The enemy may regard civilians who take part in hostilities as combatants and subject to attack and/or injury incidental to an attack on military objectives. Taking part in hostilities is not clearly defined in the law of war, but generally is not regarded as limited to civilians who engage in actual fighting. Since civilians augment the Army in areas in which technical expertise is not available or is in short supply, they, in effect, become substitutes for military personnel who are combatants.

It is not a violation of the law of war for an EE employee to wear a uniform or to carry a weapon for personal self-defense while accompanying a military force. Wearing a uniform or carrying a weapon does not deprive a civilian employee accompanying a military force of any Geneva Convention protections.

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## Annex L to Appendix D Discipline

### STATUS OF FORCES AGREEMENTS

SOFAs are relationships negotiated between two countries wherein the host nation accords certain rights and responsibilities to members of US Forces and accompanying civilians. Many violations of host nation laws are also violations of US law. However, SOFAs provide that punitive or other actions can be taken under appropriate US military/civilian law, rule, or regulation rather than the host nation law.

The US Government will negotiate a Foreign Criminal Jurisdiction arrangement if the host nation will not agree to grant US personnel some form of immunity. An agreement of this nature provides jurisdictional protections and procedural safeguards for US personnel. However, the host nation may still retain the right to prosecute US personnel for offenses that are either exclusive violations of host nation law or those over which the host nation has primary concurrent jurisdiction.

### UNIFORM CODE OF MILITARY JUSTICE

The UCMJ defines military criminal law. Military criminal law is similar to civilian criminal law in the United States. For example, most offenses which are crimes

under civilian law are also crimes under military law. On the other hand, some offenses are peculiar to military law (i. e., absence without leave or violation of a lawful order). There are also some similarities in the procedural rights of the accused under military law and civilian law.

Those individuals who come under the jurisdiction of the UCMJ are limited by the status of the individual at the time the military crime was committed. Therefore, active duty soldiers are subject to the UCMJ at all times, on and off post. Reserve Component soldiers are subject to military law when in Federal service. Civilians may be subject to military law when serving with or accompanying an armed force "in time of war." The US Supreme Court ruled "in time of war" to mean a congressionally declared war, not contingency operations such as in Southwest Asia or Somalia.

### ADMINISTRATIVE

Civilian employees are subject to the chain of command and to normal administrative disciplinary procedures. Disciplinary procedures are the responsibility of the on-site supervisor. In cases requiring suspension or dismissal, the disciplinary procedures may occur at the home station.