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	<p>Family Readiness</p> <p>DEPLOYMENT CYCLE FOR FAMILIES: REQUIREMENTS TO ASSIST FAMILY MEMBERS DURING THE DEPLOYMENT OF U.S. ARMY CORPS OF ENGINEERS SOLDIERS OR CIVILIAN EMPLOYEES</p>	
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CEHR-Z

Regulation
No. 600-1-54

17 May 2010

Family Readiness

DEPLOYMENT CYCLE FOR FAMILIES: REQUIREMENTS TO ASSIST FAMILY
MEMBERS DURING THE DEPLOYMENT OF U.S. ARMY CORPS OF ENGINEERS
SOLDIERS OR CIVILIAN EMPLOYEES

1. Purpose. The purpose of this regulation is to assign responsibilities and establish policies and procedures to assist USACE Soldiers, Department of the Army (DA) Civilian employees, and Family members during deployments in support of an overseas contingency operation or disaster response.
2. Applicability. This policy applies to Soldiers, Civilian employees, and Families supporting USACE.
3. Distribution Statement. Approved for public release; distribution is unlimited.
4. References.
 - a. AR 27-3, The Army Legal Assistance Program, 21 Feb 96
 - b. AR 608-1, Army Community Service Center, 19 Sep 07
 - c. DA Pam 690-47, DA Civilian Employee Deployment Guide, 1 Nov 95
 - d. Memorandum, HQDA, 26 Mar 07, subject: Deployment Cycle Support (DCS) Directive
 - e. Memorandum, HQUSACE, CEHR-E, 10 Aug 09, subject: OCO Policy Memorandum 09-002 (Rev): Reintegration of Civilian Employees Upon Completion of an Overseas Contingency Assignment
 - f. Memorandum, HQUSACE, CEHR-Z, 10 Aug 09, subject: USACE Support of Civilian Volunteers Who Deploy to Overseas Contingency Operations (OCO) Missions
 - g. Memorandum, HQUSACE, CECC-ZA, 24 Jun 09, subject: Legal Assistance Services for Deploying U.S. Army Corps of Engineers' Civilian Employees

h. For additional related references and websites see Appendix F.

5. Policy.

a. Research and recent experiences have shown Army readiness is enhanced when Soldiers and Civilian employees ensure their Families are prepared to meet diverse situations. Today, a partnership exists between the Army and Army Families. As Soldiers and Civilians better prepare their Families to function independently in peace and war, they become more confident and train faster, perform better, and are ready and able to give full attention to the mission. Army research indicates spouses and Families who are satisfied with the Army way of life play a more significant role in the development and performance of quality employees in the Army.

b. USACE leadership will support Soldiers and Civilian employees and their Families before, during, and after extended deployment assignments in support of overseas contingency operations and disaster response operations. Families cannot be required to accept such support. If Soldiers or Civilian employees do not wish for their Family member(s) to be contacted or if the Family members themselves decline any support, USACE leadership will honor their wishes. For this regulation, Family and Family members normally refer to the primary next of kin and immediate family. However, other Family members may be included at the discretion of the commander depending upon the circumstances. Employee refers to any category of employee hired by USACE.

c. IAW DA policy, extended deployments are those assignments of 90 days or more consecutively away from home station. Requirements outlined in this policy memorandum will be completed for deployments 90 days or longer. Commanders may extend assistance to families during deployments of shorter duration, as is often the case in disaster response missions, if deemed appropriate.

d. The seven phases of the military deployment cycle do not apply in many disaster response missions. For example, employees usually deploy directly from their home station and the home stations assume many of the functions normally done at a deployment center. In addition, many disaster response missions are civil missions, controlled by the Federal Emergency Management Agency. As a result, some resources and assistance available to Families of employees serving in overseas military contingency operations are not available to Families of employees serving in disaster response missions. Those differences in available Family assistance are noted throughout this policy.

e. The Deployment Cycle Support (DCS) is a comprehensive process that ensures Soldiers, DA Civilians, and their Families are better prepared and sustained throughout the deployment cycle. It provides a means to identify Soldiers, DA Civilians, and Families who may need assistance with the challenges inherent to extended deployments. There are seven phases to the DCS.

(1) The first phase is the train-up/preparation stage. During this stage, personnel are identified for deployment and conduct pre-deployment preparation activities at their home station.

(2) The second phase is the mobilization stage. This phase is conducted at the USACE Deployment Center (UDC), Winchester, Virginia or a CONUS Replacement Center (CRC) depending on mission requirements.

(3) The third stage is the deployment stage. During this stage, personnel deploy to their designated theater of operations and complete the reception, staging, onward movement, and integration process.

(4) The fourth stage is the employment stage. At this time, personnel perform their assigned missions in their theater of operations.

(5) The fifth stage is the redeployment stage. During this phase, individuals prepare to leave the theater of operation and complete the transfer of responsibility.

(6) The sixth stage of the DCS is the post-deployment stage. This stage is completed at the UDC or a CRC.

(7) The seventh and final stage is the reconstitution stage. During this stage, personnel reintegrate into their Families, communities, and jobs and participate in the post-deployment health reassessment program.

6. Responsibilities.

a. USACE Human Resources Directorate (CEHR).

(1) Establish administrative policy and procedures for Soldiers, Civilians, and Family member assistance before, during, and after a sponsor's deployment.

(2) Review with Director, Resource Management, by 31 August of each year, the Program Objective Memorandum (POM) implications for manpower and funding of the family readiness program and those portions of the deployment program for which CEHR is responsible.

b. USACE Chaplain.

(1) Provide information and assistance to Soldiers, Civilians, and Family members who would like to participate in a Strong Bonds conference. (www.strongbonds.org)

(2) Provide support through the seven DCS phases.

c. USACE Divisions.

(1) Develop a Family Readiness Plan to provide support and assistance to deploying Soldiers and Civilian employees. The plan may go beyond, but not include less than, the baseline provisions of this policy.

(2) Provide a monthly report to HQUSACE, Family Readiness Office, NLT the 10th of each month, detailing the number of personnel deployed, the number of Families authorized to be contacted, the number of Families contacted during the month, services provided (briefings, referrals, follow-ups, etc), services most requested, and any issues. (Appendix A)

(3) Ensure that direct hire (“Schedule A”) employees and employees hired by USACE from other agencies, deployed to an overseas contingency operation or disaster response mission and whose Families reside in the division’s geographic boundaries, are incorporated into the family readiness plan.

(4) Ensure all deployed USACE personnel from any centers or field operating activities (FOA) within the division’s geographic boundaries are incorporated into the family readiness plan. There are two exceptions to this requirement. One, this will not include any centers or FOAs that have their own assigned or contracted family readiness personnel. Two, HQUSACE will assume family readiness responsibility for the following organizations within the National Capital Region: Humphreys Engineer Center Support Activity, Institute of Water Resources, and the Washington Aqueduct.

(5) Ensure that any USACE military personnel deployed to a USACE organization in support of an overseas contingency or emergency response mission and whose Family resides in the division’s geographic boundaries are incorporated into the family readiness plan. These individuals are directly assigned to an overseas contingency or emergency response mission, often immediately following a school assignment, and are not on temporary duty or temporary change of station orders from another USACE organization. Included in this category are individual mobilization augmentee personnel.

(6) Upon return from deployment, solicit feedback from Soldiers, Civilian employees, and Family members on satisfaction with level of support during the deployment (Appendix B). Consolidate the results of the survey quarterly and provide feedback to the HQUSACE Family Readiness office.

d. Transatlantic Division (TAD). Mobilization Stage.

(1) Check to ensure all personnel deploying through the UDC have completed the USACE Family Readiness Information Form (ENG Form 6037-E).

(2) Notify division commanders of any deploying, non-division employee’s Family residing in the divisions’ geographical boundaries.

e. Home station commanders.

(1) Develop a Family Readiness Plan to provide support and assistance to deploying Soldiers, Civilian employees, and Families. The plan can go beyond, but not include less than the baseline provisions of this policy.

(2) Consider establishing Family Readiness Groups (FRG) to enhance the flow of information, increase the resiliency of Soldiers, employees, and their Families, provide practical tools for adjusting to deployments and separations, and enhance the well-being and morale within the organization. FRGs can take the form of traditional FRGs centered on the organization's headquarters, virtual FRGs (www.armyfrg.org), or partnering with other military and/or governmental organizations to create FRGs based on geographic proximity. Additionally, IAW Reference b, Appendix J-11, individuals may establish a private organization that shares the same family readiness goals and objectives as FRGs. Private organizations have greater authority to conduct fundraising, but they are not authorized to use appropriated funds. Commanders may not direct the establishment or the activities of a private organization.

(3) Train-up/Preparation Stage.

(a) Provide information to personnel scheduled to deploy about creating or updating wills and powers of attorney (POA) as their Family's situation permits. See Appendix C for considerations in preparing a POA. Family members may consider granting a POA to a trusted local person in the event they need to depart suddenly for the bedside of an injured/ill Soldier or employee. Family members should retain possession of the POA until they need to depart the area.

(b) Ensure all personnel scheduled to deploy complete the USACE Family Readiness Information Form (ENG Form 6037-E).

(c) Ensure employees and Family members know the MSC's process for personnel accountability and the how to update information. The Army Disaster Personnel Accountability and Assessment System (ADPAAS) may be used to update their location or to request assistance following a natural or man-made disaster. ADPAAS is an official Army tool for personnel accountability of all Soldiers, including Army Reserve and Army National Guard, DA Civilians, and their Family members in the event of a disaster. The web-based tool allows Family members to update information online or through a toll-free phone number. (<https://adpaas.army.mil>) See Appendix D for information on ADPAAS.

(d) Identify a support individual for each deployee and his/her Family. This individual becomes the point of contact the Family member can contact if they need assistance. This individual can be an employee, a supervisor, another Family member, or a volunteer.

(e) Provide initial briefing to Soldiers and employees detailing what the Family members can expect through the deployment cycle and what resources are available to them. Encourage Family member participation in the briefing. Consider Operation

READY Pre-Deployment Battlemind Training for Spouses
(<http://www.armyg1.army.mil/dcs/training.asp>).

(f) Provide Family members with information and points of contact that may assist them in planning for deployment and obtaining the support needed during and after deployment. Information should include such items as deployment handbooks, check lists, and web sites to prepare and assist them through all phases of deployment. Points of contact may include the support individual, district and division family readiness personnel, supervisor, 24-hour emergency number, and others deemed appropriate. (See Appendix E for helpful web sites.)

(g) Identify Families with significant problems requiring special assistance and support during deployment. Assess the availability of support for the Families.

(h) Provide Family members with information on activities conducted in theater (e.g., provide web site addresses for theater districts).

(4) Employment Stage.

(a) Provide support and assistance to Families IAW the organization's family readiness plan.

(b) Maintain regular contact with Family members of deployed personnel, provided the employee has given permission to contact the family. If a condition exists where the Family member(s) is in a situation requiring frequent attention, such as a pregnancy, temporary or permanent injury, or having young children, then contact should be tailored to the specific situation.

(c) Provide the means to keep channels of communications open between the deployed Soldier, Civilian, and Family members (e.g., video-teleconference, Army Knowledge Online video and instant messenger, TroopTube, other social networking sites as appropriate).

(d) Recognize Soldiers' and employees' absences through tangible expressions of support for deployed personnel (e.g., wallboard identifying Soldiers and employees who are deployed, yellow ribbons on cubicles, activities such as care package campaigns, special occasion cards, etc).

(5) Redeployment Stage.

(a) Identify potential Family issues for returning Soldiers/employees. Assess the availability of support for the Soldiers/employees/Families.

(b) Provide educational briefings to Family members prior to the return of Soldiers/employees to assist the Family members in the reunion and reintegration process. Consider Operation READY Reunion and Reintegration Training to Families

for Redeploying Soldiers and DA Civilians
(<http://www.armyg1.army.mil/dcs/redeployment.asp>).

(c) Offer post-traumatic stress disorder (PTSD) and mild traumatic brain injury (MTBI) awareness and identification training for Family members. Consider the online video file from the Army's PTSD and MTBI chain-teaching program (<http://www.army.mil/-news/2007/07/18/4066-the-armys-post-traumatic-stress-disorder-and-mild-traumatic-brain-injury-ptsdmtbi-chain-teaching-program/index.html>).

(d) Offer the marital assessment instrument to Family members of married Soldiers and Civilian employees. The assessment is a short questionnaire. The score from the questionnaire is designed to help the participant evaluate the strength of his or her marriage. (http://www.armyg1.army.mil/dcs/docs/Marital_Assessment_Instrument.doc).

(e) Family members are an untapped source of influence on the Soldier/employee. Offer Family members safety, suicide prevention, and PTSD/MTBI briefings so they are familiar with the behaviors and signs.

(6) Reconstitution Stage.

(a) Provide welcoming events for returning Soldiers and employees. This is also an ideal time for recognizing the people who stayed behind at home station during the deployee's absence. This would include those personnel who picked up the work load in the office during the deployee's absence and, as appropriate, the deployee's Family for bearing the home responsibilities during the separation. Welcome home events could be a town hall meeting or informal social gathering where the returning Soldier or Civilian employee is recognized publically. Public recognition could be the presentation of a framed note or certificate from the commander, the bestowing of any award earned for service during the deployment, or the awarding of a commander's coin. Long-term recognition could be a plaque displayed prominently that lists the names of all employees who have deployed.

(b) At the commander's discretion, offer returning Civilians the opportunity to brief or present to their co-workers non-classified information and experiences regarding their deployment. Sharing such information can show the value of the deployment to the individual, the USACE mission, and the Nation and may encourage other members of the organization to volunteer for deployment.

(c) Upon return from deployment, solicit feedback from Soldiers, employees, and Family members on satisfaction with level of support during the deployment (Appendix B). This is best accomplished by discussing the importance of the survey form with the employees and, if possible, Family members. Consolidate the results of the survey and provide feedback through the chain of command to HQUSACE Family Readiness Office quarterly.

(d) Some deployment-related problems will not manifest themselves until after the deployee returns home; therefore, upon return of the deployee, continue contact with Family members at 30-, 60-, 90-, 180-, and 360-day intervals. If at any time the Family member(s) expresses that contact is no longer necessary, no further contact will be made.

(e) Refer Soldiers to the nearest TRICARE facility or Military OneSource and Civilian employees to Military OneSource or the Employee Assistance Program (EAP) coordinator, if necessary.

f. Supported Commander.

(1) Deployment Stage.

(a) Check to ensure all incoming personnel have completed an USACE Family Readiness Information Form (ENG Form 6037-E). The vast majority of incoming personnel will have had the opportunity to complete the form either at their home station or at the UDC. However, some military personnel from non-USACE organizations may deploy through sites other than the UDC without USACE knowledge of the family situation.

(b) Send completed forms to Family Readiness, TAD.

(2) Redeployment Stage. Provide Soldiers and Civilian employees information to assist in the reunion and reintegration process. Consider Operation READY Reunion and Reintegration Training for Redeploying Soldiers and DA Civilians (<http://www.armyg1.army.mil/dcs/redeployment.asp>).

7. Resources.

a. Legal assistance. IAW References a and f, USACE Civilian employees who are preparing to deploy to **a combat zone or on a military contingency operation** are eligible to receive legal assistance from staff judge advocates on matters related to their imminent or actual deployment. This assistance is also available for the employees' Family members for deployment related matters, but only while the employee is deployed. Legal assistance is also authorized for employees and Family members for a reasonable period after the employee returns from deployment to close out ongoing legal assistance matters related to deployment that arose before or during deployment.

b. Military OneSource. All DA Civilian employees are eligible for Military OneSource (MOS) level one services. Level one services include MOS online information, call center and consultation services, document translation, and telephonic translation. DA Civilians and Family members are eligible for level one and level two MOS services **during the period of deployment and up to 180 days after returning to home station from an overseas military contingency operation.** Level two services include all level one plus in-person counseling, short-term telephonic consultation, online consultation, health coaching sessions, and tax assistance. DA Civilian employees and

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Family members are authorized Military OneSource level two services only when deployed to an overseas military contingency operation or combat zone. Military OneSource provides free help and information by phone with professionally trained consultants or online on a wide range of issues that affect deployed personnel and their Families. (www.militaryonesource.com)

c. Defense Center of Excellence (DCoE) Outreach Center. The Outreach Center is staffed continuously by health resources consultants with the latest information on psychological health and MTBI issues. The consultants can assist personnel with information, emotional support, and problem solving. The DCOE Outreach Center can be contacted at 1-866-966-1020. (www.dcoe.health.mil)

d. USACE commanders have arranged for Employee Assistance Program (EAP) providers to assist USACE employees with a variety of issues. EAP providers are trained to assess issues and can refer personnel to professionals in a variety of disciplines (financial, spiritual, medical, psychological, legal, and family concerns) in the local area. Anyone who lives in the household of a Civilian employee is authorized EAP services, including children who reside elsewhere while attending school. USACE does not have a single EAP provider. EAP services and provider contact information is usually posted on official bulletin boards. Each command appoints an EAP coordinator (most often located in the CPAC or in the Safety and Occupational Health Office) who can also provide contact information for the EAP provider.

e. Army Community Service. IAW Reference b, family assistance and support services will be provided to Families of Soldiers and DA Civilians who **are deployed in support of military operations**.

FOR THE COMMANDER:

6 Appendices

APP A - Monthly Report

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Websites


STEPHEN L. HILL

Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

Monthly Report

Division- (enter division here)		
Month-		
Number of Deployees	Number of Families with Authorization to Contact	Number of Families Contacted this Month
0	0	0
Services Provided to Deployees and Families		
Services Most Requested		
Issues		

APPENDIX B

Family Readiness Survey

The Family Readiness Survey is a crucial part of the USACE family readiness assessment plan that allows the family readiness staff to improve services to our employees and Families. Please take time to fill this out and submit to your home station Family Readiness POC.

Family Readiness Survey

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	N/A
Information received prior to deployment						
Deployment Handbook						
USACE Family Readiness Web Page						
Reunion Handbook						
Other resources*						
Re-union to home life						
Re-union to work life						
Overall deployment experience						

* Please list:

What was the most important resource I used to help me cope with my sponsor's absence?

What do I know now that I wished I had known prior to the deployment?

What areas of family readiness could be improved?

APPENDIX C

Considerations When Preparing a Power Of Attorney (POA)

1. Only obtain a POA when it is necessary. Even if you are deploying, you may not need a POA.
2. Consider other alternatives, such as online banking, handling bills online, or creating a joint bank account with your spouse to handle financial matters.
3. Any third party (business, bank, etc.) has the right to refuse to accept a POA. Many financial institutions and businesses have their own POAs which they prefer to be used to conduct business.
4. A POA should be given for only a limited time period (such as six months during a deployment). A third party is more likely to accept a POA with a recent date than one which is many months or years old.
5. Never give a general POA when a special POA will accomplish the intended purpose. There is less opportunity for abuse when only limited powers are given.
6. A special POA should be as specific as possible. For example, if you are authorizing an attorney-in-fact to sell a vehicle on your behalf, specify the vehicle, license number, vehicle identification number, the make/model/year of the vehicle, and any specific terms you will require.
7. A general POA does not include access to the medical records of the principal. In order to grant someone access to your medical records, you must complete a medical records special POA.
8. A POA becomes void upon the death of the principal or the agent, when it is revoked, or upon the expiration date.
9. A POA normally is void if the principal becomes mentally incapacitated. However, appropriate durability language may be added to ensure the POA remains valid during any period of incapacity.
10. You may revoke a POA before its expiration date by executing a revocation of the POA; however, this is extremely difficult and should only be used as a last resort. Notice of the revocation must be delivered to the agent, as well as to all third parties who you know relied on the POA. If possible, recover from the attorney-in-fact and destroy the original and all copies of the POA. Even though the POA has been revoked, you may be responsible to any third party who did not receive notice of the revocation.

APPENDIX D

Army Disaster Personnel Accountability and Assessment System (ADPAAS)

After an emergency, all Army-affiliated personnel (Soldiers, Civilian employees, and Family members) are to report their status to their command at the first available opportunity. If you have access to the Internet, you may report your status online through the Army Disaster Personnel Accountability and Assessment System (ADPAAS). ADPAAS provides a way for Army personnel and their Families in a disaster-affected area to report their status and how they are affected by the event. It also provides commanders a means to assess the impact of the disaster on Army personnel and their Families and to provide assistance where needed. You may also report your situation through your chain of command or by using the Army Information Hotline telephone number listed below. In any case, follow your command's emergency reporting procedures.

Web address: <https://adpaas.army.mil>

Frequently Asked Questions

Q: Do you have to install software to use ADPAAS?

A: No. ADPAAS is a web-based system and does not require any software installation. Soldiers, DA Civilians, and Family members can use the secure website to update and view personal records. It can be accessed from work or home from any Internet browser without a CAC-reader.

Q: Can anyone access ADPAAS?

A: Soldiers, DA Civilians, and Family members can access ADPAAS to view their information or self-account.

Q: How do I get a username and password for ADPAAS?

A: Login using your (sponsor's) SSN and DOB.

Q: If communications or power is down, how do I use ADPAAS?

A: At the earliest available opportunity, call your unit or organization to account for yourself and your family. You may also call the Army Information Hotline (1-800-833-6622) or use ADPAAS once Internet access becomes available.

Q: What is an Army Family Member?

A: "Army Family Member" includes family members of all active duty, USAR, ARNG, and DA Civilian employees. All Army sponsors and Family members should be listed in DEERS.

Q. How do I use ADPAAS?

A: 1. Go to <https://adpaas.army.mil> and select the Army Family member button.

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A: 2. Select login method. To log in with your sponsor's SSN and date of birth (YYYYMMDD format), select Personal Information. You will be logged into ADPAAS and taken to the Assessment tab.

A: 3. If Army records indicate that you and your Family members are **not** currently affected by an event, the web page will indicate that you are unaffected and no further action is required.

A: 4. If Army records indicate that you and your Family members are **not** currently affected by an event, but you believe you **are** directly affected by a current event, call the Army Information Hotline at 1-800-833-6622.

A: 5. If Army records indicate that you or one of your Family members are currently affected by an event and required to account for that event, you will be presented with the Account for Event pop-up window and prompted to account for yourself and your Family members.

A: 6. Click the drop-down arrow to pull down the Accounting Status menu for the sponsor and Family members and select an accounting status for each one. Selecting Same as Sponsor will attribute the sponsor's accounting status to that Family member.

A: 7. Click the save button to submit the selected accounting statuses. The pop-up window will close and you will be prompted to update your location and contact information.

A: 8. Proceed with updating your location and contact information.

A: 9. After updating your information, you are done. You can logoff or go to the other tabs such as Home, My Info, Help, or the Reference Library.

APPENDIX E

Helpful Websites for Family Readiness Information

US Army Corps of Engineers	http://www.usace.army.mil
Army OneSource	http://www.myarmyonesource.com
Military One Source	http://www.militaryonesource.com
Military Homefront	http://www.militaryhomefront.dod.mil
Virtual Family Readiness Group	http://www.armyfrg.org
AUSA Family	http://www.ausa.org/family/update-403
National Military Family Association	http://www.nmfa.org
Operation Military Kids	http://www.operationmilitarykids.org
National Association of Child Care Resource and Referral Agencies	http://www.naccrra.org
US Army Morale, Welfare & Recreation	http://www.armymwr.com
American Red Cross	http://www.redcross.org
United States Organization	http://www.uso.org
Defense Finance/Pay	http://www.dfas.mil
AKO	http://www.us.army.mil
Army Homepage	http://www.army.mil
Battlemind Modules	www.battlemind.army.mil
DOD Deployment Health and Family Readiness Library	http://deploymenthealthlibrary.fhp.osd.mil
Defense and Veterans Brain Injury Center	http://www.dvbic.org
Wellness resources for the military Community	http://afterdeployment.org
Real Warriors Campaign	http://www.realwarriors.net

For the USACE Family Readiness web page, go to the USACE home page (www.usace.army.mil). Click on “Careers,” USACE’s human resources web page. Click on “Family Readiness.”

APPENDIX F

Additional Related References and Websites

Fair Labor Standard Act

Department of State Standardized Regulations (DSSR)

<http://www.state.gov/m/a/als/index.cfm?id=1843>

Uniform Code of Military Justice

<http://www.au.af.mil/au/awc/awcgate/ucmj.htm>

Joint Travel Regulation

<http://www.dtic.mil/perdiem/trvlregs.html>

DOD Directive 1327.5, Leave and Liberty

DOD Directive 1400.6, DOD Civilian Employees in Overseas Areas

DOD Directive 1400.24, Civilian Mobility Program

DOD Directive 1400.31, DOD Civilian Work Force Contingency and
Emergency Planning and Execution

DOD Directive 1404.10, Emergency-Essential (EE) DOD U.S. Citizen Civilian
Employees

DOD Instruction 1400.32, DOD Civilian Work Force Contingency and Emergency
Planning Guidelines and Procedures

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-3, Medical, Dental and Veterinary Care

AR 40-501, Standards of Medical Fitness

AR 165-1, Chaplain Activities in the United States Army

AR 500-5, Army Mobilization

AR 672-20 with AE Supplement 1, Incentives Awards

AR 690-11, Use and Management of Civilian Personnel in Support of Military
Contingency Operations

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for
Continuation of Pay/Compensation

<http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf>

Form CA-2, Notice of Occupational Disease and Claim for Compensation

<http://www.dol.gov/library/forms/index.asp>

Form CA-16, Authorization for Examination and for Treatment

SF 78, United States Civil Service Commission Certificate of Medical
Examination

SF 1034, Public Vouchers for Purchases and Services Other Than Personal

SF 1152, Designation of Beneficiary - Unpaid Compensation of Deceased
Civilian Employee

SF 1190, Foreign Allowance Application, Grant, and Report

SF 2808, Designation of Beneficiary - Civil Service Retirement System

SF 2823, Designation of Beneficiary

SF 3102, Designation of Beneficiary (Federal Employees Retirement System)

OF 71, Request for Leave

DD Form 93, Record of Emergency Data

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

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DD Form 1614, Request/Authorization for DOD Civilian Permanent Duty or
Temporary Change of Station (TCS) Travel
DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential
Position Agreement
DD Form 2765, Department of Defense Uniformed Services Identification and
Privilege Card
DD Form 2807-1, Report of Medical History
DD Form 2808, Report of Medical Examination
DD Form 7425, Readiness and Deployment Checklist
DA Form 2028, Recommended Changes to Publications and Blank Forms
TSP Form 3, Thrift Savings Plan - Designation of Beneficiary
Civilian Human Resource Management Agency Contingency Guidance
<http://www.chra.army.mil>
Consolidated Personnel Policy Guidance for Operation Enduring Freedom
<http://www.armyg1.army.mil/default.asp>
GS Pay Limitations
<http://www.opm.gov/oca/pay/index.asp>
Emergency Contact Data
www.cpol.army.mil
Department of State Standardized Regulations Allowances and Differentials
<http://www.state.gov/m/a/als/920/>