

CCAS Force Deployment Instruction

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Intent/Outcome/Purpose

Intent/Purpose - Deploy and redeploy qualified personnel to support the DCMA Contingency CAS (CCAS) mission.

Process

1. Create CCAS Billet

1.1. The Combat Support Center (CSC) will receive validated CCAS deployment requirements from DCMA International (DCMAI) via a CCAS Manpower Authorization Document. These requirements represent a standing or periodic requirement in support of the CCAS mission, as prescribed by the cognizant CCAS commander, DCMAI.

1.2. The CSC will input validated CCAS deployment requirements into CCAS/CSC database.

1.3. The CSC will create unique position and billet information and input into CCAS/CSC Database. In order to build a valid billet to support personnel deployments against requirements, each billet will include the following information when established:

- Unique requirement number
- Duty description
- Skill set requirement (military and/or civilian specialty/series)
- Minimum or desired grade requirement
- DAWIA certification- specialty and level, as required
- Any specialized skills or training requirements
- Indication whether the requirement must be filled by a military member
- Location where the requirement effort will be performed
- Initial fill by date
- Length of assignment (in days)
- Required transition/overlap time to support personnel movement and turnover
- Expected duration of the requirement
- eJMAPS (Electronic Joint Manpower and Personnel System) Number

The CSC will participate in quarterly reviews of CCAS mission requirements with DCMAI. CCAS requirement changes shall be approved/coordinated by the cognizant CCAS commander, DCMAI and provided to the CSC via an Authorization Change Request (ACR) The ACR will document all approved changes to the CCAS Manpower Authorization Document.

2. Create Un-Filled Requirements Roster

2.1. The CSC will initiate sourcing actions, accomplished by a thorough review of established requirements, at least monthly. Sourcing action to CCAS requirements is needed to ensure personnel coverage is maintained in support of the CCAS mission. The sourcing action identifies periodic personnel deployment requirements due to turn-over or new validated positions.

2.2. The CSC will create the Un-Filled Requirements Roster, which will include the following information

- Unique requirement number
- Duty description
- Skill set requirement
- Date assignment will start (based upon expected end of assignment for the incumbent, considering required transition/overlap time)

2.3. The CSC will provide the Un-Filled Requirements Roster to CCAS Commander's staff and CSC staff via email for review. The CSC will perform subsequent sourcing action, and thus forms the basis for the deployment assignment process.

3. Identification of potential candidates for CCAS assignment

3.1. The CSC will assign qualified candidates from the asset pool identified by the Force Generation process to fill CCAS deployment requirements. These candidates will have been vetted and qualifications verified to support CCAS deployment. The prioritized listing represents the available resources for deployment.

3.2 The CSC will source candidates for deployment from the following categories:

- DCMA military personnel (active and reserve)

- DCMA civilian Emergency Essential (EE) personnel
- DCMA civilian volunteers
- Non-DCMA civilian and military volunteers
- [Individual Augmentees \(IA\) \(1\)](#)- Service members identified on a Joint Manning Document (JMD) to augment operations during a contingency. (These personnel are provided to fill specific requirements within the JMD and are pre-vetted by the providing Service. Validation of qualifications is still performed to ensure requirements are appropriately filled.)

3.3 If applicable, the CSC will further expand categories by skill set to include:

- Contracting (ACO/ CA)
- Quality Assurance Representative (QAR)
- Property Administrators and Specialists
- Management Analyst
- Information Technology
- Operations Officers
- Others, as deemed necessary

3.4 The CSC will ensure candidates for CCAS deployments are provided in a prioritized list by category and skill set to correspond with the CCAS deployment requirements for which they are to be considered. Per the Force Generation process, candidates approaching planned retirement, separation or transfer will be excluded from the list if a deployment cannot be completed prior to departure

3.5 The CSC will ensure prioritization within the listings is based upon an eligibility date established as part of the Force Generation process reflecting arrival at DCMA, date of last CCAS deployment, and/or date volunteered, as applicable. The list will include the following information:

- Full name
- Rank/grade
- Number of CCAS deployments completed previously
- Organization to which assigned
- Medical Exam Date
- Dwell time of candidate
- DAWIA level

4. Create Filled Manning Roster

4.1. The CSC will source eligible personnel to Un-Filled Requirements Roster with candidates from the Prioritized Listing. Sourcing the Un-Filled Requirements Roster considers requirement changes, extensions, waivers, etc. which may impact the requirements and candidates availability.

4.2. The CSC will match candidate qualification requirements with billet qualification requirements.

4.3. The CSC will select candidates based upon their eligibility date. Some requirements require special skills/qualifications/experience that can only be filled by a smaller number of personnel, and those personnel may be selected ahead of those higher up on the prioritized list in order to meet mission requirements.

- [Emergency Essential \(EE\) personnel](#) are hired specifically to support the CCAS mission and are considered for assignment ahead of civilian volunteers and military personnel.
- Civilian volunteers are considered ahead of military personnel for requirements that do not require a military fill.
- DCMA military personnel selections will be coordinated with DCMA Human Capital – Military Personnel Division. Sourcing is accomplished three to six months before deployment date. DCMA military members are placed against CCAS billets which require a military fill.
- During surge requirements, DCMA military members are considered ahead of civilian volunteers.
- Military personnel identified to support the CCAS mission through the JMD will be sourced to the requirement for which they were selected by their Service
- Previous CCAS deployment experience and location(s) is considered when placing candidates in a follow on assignment.
- Senior leadership requirements will be filled through a coordinated effort with deployed commanders. Candidates for these positions are identified and CCAS commanders have an opportunity to review the candidates' resumes, performance input, and previous CCAS assignment history for consideration.
- Requirements arising from unexpected circumstances (such as early termination of assignment due to medical or family issues, emergency leave, or inability for a candidate to deploy as scheduled) may require the solicitation of personnel to deploy on short notice to mitigate the unexpected loss and impact to the CCAS mission. In these cases, availability becomes a primary criteria for selection.
- Contracting professionals (those personnel possessing a DAWIA certification in contracting or in pursuing a contracting certification) will not normally be assigned to non-contracting positions, even if they happen to be qualified for those positions.

5. Distribute CCAS Deployment Roster

5.1. The CSC will input personnel identified on the Filled Manning Roster into the CCAS/CSC Database for creation of an automated CCAS Deployment Roster.

5.2. **The CSC will issue the CCAS Deployment Roster, at least monthly, or as otherwise necessary to support mission and process requirements, and will identify personnel selected for CCAS deployment.**

5.3. The CSC will prepare the CCAS Deployment Roster, expanding it to three time periods and including the following information for personnel selected.

5.3.1. **CCAS Deployment Roster (30 Day)** - CCAS Deployment travel begins within 30 days of issuance:

- Name

- Rank
- Organization to which assigned (CMO or other DCMA or non-DCMA organization)
- Deployment start date (usually the date individual will travel to the mobilization site)
- Country to which assigned in theater
- Specific billet number
- Skill set and qualification requirement for that assignment

5.3.2. **CCAS Deployment Roster (30 Day +)** - CCAS Deployment travel begins greater than 30 days, but less than 60 days of issuance:

- Name
- Rank
- Organization to which assigned (CMO or other DCMA or non-DCMA organization)
- Deployment start date (usually the date individual will travel to the mobilization site)

5.3.3. **CCAS Deployment Roster (60 day +)** - CCAS Deployment travel begins greater than 60 days but less than 90 day of issuance:

- Name
- Rank
- Organization to which assigned (CMO or other DCMA or non-DCMA organization)
- Deployment month and year

5.3.4. The CSC will identify and source requirements at these time intervals to permit CONUS and OCONUS Organizations and deployees an opportunity to plan for the upcoming CCAS deployment, including personal plans, organization mission impact planning, and completion of pre-deployment training requirements.

5.4. The CSC will provide the CCAS Deployment Roster via email to all DCMA Commanders, Deputy Commanders, Center Directors, CCAS Commanders, Military Personnel Division, and the CSC team (which includes all CSC team staff involved in CCAS deployment processing) CCAS staff officers and DCMA International CCAS program personnel, and it shall be used to notify personnel of their CCAS deployment.

5.5. Commanders/Deputies and Directors shall notify their personnel of CCAS deployment within three (3) business days of the CCAS Deployment Roster issuance date.

5.6. The CSC will provide notification through e-mail or other means when unplanned requirements arise that must be filled between CCAS Deployment Roster issuances. Distribution in these cases is the same, but targeted only to the candidate's Commander, Deputy or Director, and CCAS commander to whom he/she will be assigned.

5.7. The CSC shall prepare a CCAS Alpha Roster and Whiteboard Roster, which identifies personnel who are already deployed to the CCAS location, as well as those selected for a deployment. Roster data is created to support personnel deployment processes.

5.7.1. The CSC will ensure the CCAS Alpha roster and Whiteboard Roster are structured to align with the CCAS organization, which includes a unique billet number for each of the CCAS requirements. The Rosters include:

- Organization/command header
- Duty description
- Billet number
- Name, rank, service
- Deployment start date, redeploy date
- Relief deployment start date
- Tour length for each person assigned to the billet

5.7.2. The CSC will provide the CCAS Alpha Roster and Whiteboard Roster via email to the CSC team and CCAS command staff in conjunction with each CCAS Deployment Roster issuance. Due to the sensitivity of these two rosters, they are not provided to outside sources.

6. Process Waiver requests

6.1. The deployee and permanent duty station supervisor shall determine the need for waiver when personal, professional, medical and/or mission requirements conflict with CCAS deployment. The identified deployee or supervisor may request a waiver to seek temporary or permanent relief from deployment or involuntary extension in theater.

- DCMA military personnel and EE civilians are not exempt from involuntary extension while in a CCAS deployment. Involuntary extensions are considered if mission requirements absolutely necessitate and only after coordination by DCMAI, CSC, and appropriate military personnel offices. An individual's future retirement, separation, transfer, or EE contract completion date, as applicable, must be considered for any involuntary extension.

6.2. If an employee or their chain of command requests a waiver, it should be initiated within seven (7) business days after a CCAS deployment has been identified. It is critical that any waiver submission be processed in a timely manner to ensure that, if an individual is removed from a CCAS deployment, sufficient time remains to identify, train and mobilize a replacement.

6.3. Deployees/Supervisors may submit waivers for initial deployment or an involuntary extension of deployment for the following reasons:

- Medical/family emergencies
- Significant personal hardship
- End of tour impacts
- Mission impact to organization

6.4. Deployees/Supervisors shall ensure the waiver content and distribution are as follows:

- 6.4.1. Employees will submit their waiver request to their chain of command for endorsement.
 - 6.4.2. The employees chain of command must provide a Waiver Fact Sheet to the DCMA Regional Director or HQ Executive Director upon receipt of a CCAS deployment waiver from an employee.
 - 6.4.3. If the chain of command is submitting the waiver request due to mission impact, a Fact Sheet must be provided to the DCMA Regional Director or HQ Executive Director.
 - 6.4.4. The Region/Center Director or or HQ Executive Director will review the Fact Sheet and provide a recommendation to approve or disapprove the waiver request for CCAS deployment.
 - 6.4.5. If the Region Director/HQ Executive Director recommends approval, the waiver will be forwarded to the CSC for completion of an impact statement, coordination with DCMAI, and subsequent submission to the DCMA HQ Chief of Staff.
 - 6.4.6. The HQ DCMA Chief of Staff is delegated the authority to approve or disapprove deployment waivers.
 - 6.4.7. If the waiver request is disapproved, the deployee's chain of command or designee must notify the selected deployee to satisfy the CCAS deployment requirements and meet the scheduled deployment date.
 - 6.4.8. Deployees/Supervisors must provide an alternate available deployment date if a forwarded waiver is for a delay in deployment date.
 - 6.4.9. Deployees/Supervisors will ensure if a forwarded waiver is based on a medical condition, a copy of the physician's report and recommendation must accompany the Fact Sheet. (Military-Profile/ Civilian OF178) If the medical condition is temporary, provide a proposed date when the member will be "cleared" and available for future deployments. If needed, the Combat Support Center Medical Readiness POC will coordinate with employee/military member on any additional medical follow-up information. The CSC will ensure medical records are protected from unauthorized disclosure, in accordance with the Privacy Act. If the military member is located at a remote facility, the organization will provide time (and TDY, if needed) for the member to obtain the necessary profile paperwork.
- 6.5. Personnel with an approved temporary or permanent waiver shall be excluded from CCAS deployment consideration for the period of their waiver. Similarly, personnel already identified for a CCAS deployment, shall be removed from that assignment upon waiver approval.

7. Validate deployment records

- 7.1. The CSC will validate the records for each identified deployee upon distribution of the CCAS Deployment roster. The CSC will ensure the CCAS [Deployment Checklist Items](#) are completed.
- 7.2. Within seven (7) business days, the CSC shall contact the deployee and provide a listing of necessary actions to complete prior to deployment.
- 7.3. The deployee will complete all necessary predeployment requirements and return any required readiness paperwork to the designated POC.

8 . Issue deployment travel orders

- 8.1. The CSC will prepare deployment TDY travel orders for all DCMA and non-DCMA personnel, except those deploying as an Individual Augmentee/Joint Manning Document (JMD), who will be issued orders by their parent Service. Travel orders processing is accomplished in accordance with the [Travel \(Official\) - TDY and Local Instruction](#).

9. CCAS Specific Deployment Training

- 9.1. Deployees shall complete CCAS specific training prior to deployment. This training is managed per the Contingency Competency Management Training process.
- 9.2. All DCMA personnel selected for a CCAS deployment in the U.S. Central Command (CENTCOM) Area of Responsibility (AOR) will process through a deployment training center ([CONUS Replacement Center](#)) before they can travel into that AOR for a period of time in excess of 17 consecutive days per the [Department of Army Personnel Policy Guidance \(Nov11\) \(2\)](#). Deployment requirements into AORs other than CENTCOM will be subject to the policies and processes associated with those Unified Combatant Commanders.
- 9.3. Military personnel assigned to support DCMA through the IA/JMD process shall complete deployment training through a service specific deployment center, which is managed by the parent military service.

10 . CCAS Deployment

- 10.1. Military members in Command Select Leadership (CSL) Positions will deploy for 365 days, the majority of remaining individuals will deploy for either 179 days (six months) or 270 days (nine months) or other timeframe, based on mission needs, unless otherwise annotated on travel orders. The deployment begins on the date the individual arrives at the CRC, except for Individual Augmentees/JMD selectees, whose deployment begins upon their Ready Deploy Date (RDD).
- 10.2. Deployed CCAS personnel are placed under the Operational control (OPCON) of the forward-deployed CCAS Commander, who in turn reports to the Commander, DCMAI.
 - 10.2.1 DCMAI shall establish personnel accountability procedures, i.e., names, number, locations, status, etc. for all CCAS deployed employees in theaters of operations in accordance with [DoDI 1400.32 \(3\)](#), which assigns personnel accountability responsibility to each DoD Component. Personnel accountability reports, to include arrival/departure notices, will be prepared by CCAS command staff and provided to DCMAI and CSC daily.
 - 10.2.2. The CCAS Supervisor will established the work schedules of civilian employees at the deployed location in accordance with the [Hours of Duty, Work Schedules and Compensation Policy](#).
 - 10.2.3. CCAS Commanders will consider military members for an appropriate level award covering their deployment in accordance with the [Awards and Decorations Instruction](#). A recommendation and proposed citation will be prepared by the deployee's in-theater commander and forwarded through channels to Military Personnel for processing by the appropriate service support team.
 - 10.2.4. CCAS Commanders will prepare an evaluation reports for military members on a CCAS deployment in accordance with the provisions of the [Evaluation Reports Instruction](#).
 - 10.2.5. OCONUS Commanders will ensure Performance Management functions of civilians on a CCAS

deployment are completed and in accordance with the provisions of the [Performance Management Instruction](#).

10.2.5.1. CCAS Commanders shall provide performance feedback for the time period covering deployment. The feedback will be provided to the employee, permanent supervisor, and CSC.

10.2.6. CCAS commanders and DCMAl will administer civilian awards and recognition in accordance with the [Recognition and Awards Program Instruction](#). The on-site CCAS chain of command and DCMAl are responsible for preparation of awards recommendations.

10.2.6.1. CCAS Commanders may prepare a recommendation for the Global War On Terrorism (GWOT) Medal for eligible deployed civilians. Guidance for award eligibility is in accordance with [OUSD \(P&R\) Guidance. \(4\)](#)

10.2.7. CCAS Commanders will ensure civilian employees are subject to normal federal civil service administrative disciplinary procedures for work related misconduct, such as reprimands, oral admonishments, suspensions and removals from federal service in accordance with the [Maintaining Discipline Policy](#).

10.2.7.1. CCAS Commanders will ensure civilians adhere to the provisions of the Uniformed Code of Military Justice (UCMJ), which was extended to include persons serving with or accompanying U.S. armed forces in the field in times of declared war or a contingency operation [\(5\)](#). Civilians are subject to military jurisdiction under Article 2(a)(10) of the UCMJ.

10.2.8. Deployed civilians retain collective bargaining rights, in accordance with the Agency [Collective Bargaining Agreement \(CBA\)](#).

10.2.9. CCAS Commanders will manage the process for serious injury or death of a military member or civilian employee

10.2.9.1. CCAS Commanders will handle the serious injury or death of a civilian while in a duty status in accordance with the [Serious Illness, Injury or Death of a Civilian Employees Instruction](#).

10.2.9.2. CCAS Commanders will ensure in the event of an injury or death of a military member, the reporting will be in accordance with the [Casualty Reporting: Death, Very Seriously Injured and Seriously Injured \(Hospitalization and Illness\) Instruction](#).

10.2.9.3. CCAS Commanders will ensure that incidents which meet Bellringer criteria will also be reported in accordance with [Bellringer Reporting](#).

10.2.9.4 Work-related Fatality/Catastrophe, mishaps, injuries, and illnesses involving DCMA personnel or damage to Government Property shall be reported IAW [DCMA SOH Mishap Reporting Process](#). 29 CFR 1904.39 requires work related deaths or the in-patient hospitalization of three or more employees to OSHA within 8 hours. Contact DCMA-HCO Safety and Occupational Health as soon as possible. Report other mishaps IAW DCMA SOH Mishap Reporting Process

10.2.10. CCAS Commanders will ensure that Military members or civilian employees who are authorized to depart the deployed location in an Emergency Leave status are in accordance with the [DoDI 1327.06, Leave and Liberty Policy and Procedures. \(6\)](#)

10.2.10.1. Military members may be authorized emergency leave up to 30 days for emergency situations within the [immediate family](#) or person "in loco parentis"

10.2.10.2. Civilians may be away from the deployed location for 15 days, and must be covered by authorized leave, (either annual or sick) for serious illness or injury of an immediate family member or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

10.2.10.3. CCAS Commanders or their designee may authorize emergency leave for the following reasons:

- Due to the death of a qualifying family member
- When the military members/civilians presence will contribute to the welfare of the terminally ill member of the immediate family when the expected date of death is within one month.
- When a serious situation involving accident, illness or because of major surgery of a qualifying member that cannot be postponed due to the urgency of the medical condition. (The situation must result in a serious family problem that imposes important responsibilities on the military member/civilian that must be met immediately and cannot be accomplished from his/her duty station or by any other individual or by any other means).
- When severe or unusual hardship would be encountered if the military member/civilian failed to return home because of a personal disaster (i.e. hurricane, tornado, or flood).

10.2.10.4. Commanders or their designee shall process Emergency Leave in accordance with the following procedures:

10.2.10.4.1. Military member/civilians should request emergency leave with their chain of command and initiate a service specific form for leave request.

10.2.10.4.2. The CCAS commander, or their designee, has the discretion to approve/disapprove the leave request based on the information regarding the Emergency. As per [DoDI 1327.06, Leave and Liberty Policy and Procedures. \(6\)](#). When the commander granting leave has reason to doubt the validity of an emergency situation, assistance in determining its validity and of the need for the Service member's presence should be requested from the American Red Cross or Military Service personnel nearest the location of the emergency. However, if immediate departure is necessary, emergency leave may proceed without a Red Cross message. "

10.2.10.4.3. The CCAS Commander, or their designee, will prepare a [Emergency Leave Authorization Memorandum](#), as well as an [Emergency Leave Fact Sheet](#).

10.2.10.4.4. The CCAS Commander will notify DCMAl, CSC, and the individuals permanent duty station, by forwarding the 1) individual leave notification, 2) Emergency Leave Authorization Memorandum, and 3) Emergency Leave Fact Sheet.

10.1.10.4.5. The CCAS Commander, or representative, will assist military member /civilian in acquiring travel

in accordance with the [DoD Travel Regulations \(7\)](#) and local procedures. Emergency leave travel is authorized and transportation expenses are chargeable to the appropriated funds that support the temporary duty (TDY) travel of the individuals assigned unit.

10.2.10.5. The CSC will recalculate redeployment date of civilian employees to account for 'lost time' while on Emergency Leave.

10.2.11. Commanders or their designee shall process a request for curtailment when tours are shortened more than seven (7) days, for the following reasons:

- Performance
- Conduct
- Change in mission requirements
- Medical reasons that do not fall into the emergency leave category (i.e., broken leg)

10.2.11.1. DCMAI will have final decision for all curtailments based on performance and conduct. The CCAS Commander, or designee, will approve all other curtailment requests. The CCAS Commander's staff shall notify the individuals permanent duty station supervisor and the CSC of all approved curtailments to ensure proper coordination has been established.

10.2.12. If applicable, the CCAS Commander will administer the Rest and Recuperation (R&R) Leave Program in accordance with [USARCENT R&R Policy \(8\)](#). USARCENT is the Executive Agent for the R&R Leave Program in the USCENCOM AOR and is responsible for the coordination, implementation, and execution of the program. R&R is a privilege, not an entitlement. Participation is determined by the CCAS Commander, subject to operational and mission constraints.

10.3. Administrative Control (ADCON) for CCAS personnel transfers to the CSC at the beginning of the pay period the employee is scheduled to report to the CONUS Replacement Center.

10.3.1 The CSC will ensure procedures for Time and Attendance of civilian employees on a CCAS deployment are covered by the provisions of the [Automated Time Attendance and Production System \(ATAAPS\) - \(Graphical User Interface \(GUI\)\) Instruction](#)

10.3.1.1 The deployed civilian will annotate Time and Attendance (T&A) via the [Agency Performance Labor Accounting System \(PLAS\)](#). Employee certified time, PLAS print out, will be provided to supervisor for certification.

10.3.1.2. After certification, the temporary supervisor will provide T&A documentation to CSC Staff for input and certification in ATAAPS.

10.3.2. The CSC will ensure civilian employees deployed to an overseas theater of operation shall be administratively accounted for in the Defense Civilian Personnel Data System (DCPDS) in accordance with DoD Instruction (DoDI) [1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures](#) and DoDI 1040.10 [DoD Civilian Expeditionary Workforce \(Jan 2009\) \(9\)](#).

10.3.2.1. The CSC will ensure civilian volunteers are temporarily reassigned via a Request for Personnel Action (RPA) from their permanent organization to a CCAS specific organization code for the duration of their deployment. Upon completion of deployment, another reassignment RPA will be processed to return the employee to their permanent organization. The RPA will be input into DCPDS no earlier than 30 days no later than 10 prior to EOD.

10.3.2.2 TThe CSC will ensure civilian EE employees are temporarily reassigned via a Request for Personnel Action (RPA) from their permanent position to a temporary CCAS position, or temporarily promoted if applicable. Upon completion of deployment, another RPA will be processed to end the temporary reassignment/promotion, and return the employee to their permanent position, and grade if applicable. The effective date will be the day following departure from CONUS Replacement Center. The RPA will be input into DCPDS no earlier than 30 days no later than 10 prior to EOD.

10.3.3. The permanent duty supervisor will administer all Family Support activities for DCMA military (active duty and reserves) and civilian employees prior to and during deployment in accordance with the [Family Support Instruction](#).

11. Process CCAS deployment extensions

11.1. Deployees may submit a Voluntary extension requests after they have been at their CCAS deployment location for at least 60 days.

11.2. Deployees shall ensure their extension requests include an [Extension Fact Sheet](#) and request letter submitted by the requesting person to their cognizant CCAS commander for review/concurrence.

11.3. The CCAS Commander will determine if a valid mission requirement would necessitate the deployee being extended. If the CCAS commander concurs with the request, an Endorsement Letter is prepared and sent with the extension request to the CSC for further processing.

11.4. Upon receipt of an endorsed assignment extension request, the CSC will take the following actions:

- Verify sufficient time remains under the individual's current medical screening per established medical standards. If not, the extension request can still be processed, however a new medical screening must be successfully completed in order to execute the entire period of the extension.
- Verify clearance and other administrative requirements
- Assess impact to current sourcing efforts
- Provide a recommendation (concur/non-concur) and forward to CMO Commander/Director for approval.

11.5. The CMO Commander/ Director will review the extension request and provide approval/disapproval. If approved, the extension request will be forwarded to the CSC for processing. If the extension is disapproved, it will be

forwarded to the Agency Chief of Staff for approval/disapproval, via the Regional Commander and Chief Operations Officer or HQ Directorate Director, as applicable.

11.6. The CSC team will be informed of the final approval/disapproval and will in turn notify the permanent duty station and CCAS Command staff. The CCAS Command staff will notify the employee of the final approval/disapproval decision.

11.7. If an extension request is approved, the CSC will adjust the individual's end of deployment date/redeploy on the CCAS Alpha Roster.

- Voluntary extensions do not impact the standard 179 day dwell time frame. Individuals are not granted additional dwell time to correspond with voluntarily lengthening of a deployment.

12. Redeployment Processing

12.1. After completion of CCAS deployment, personnel shall process back through the deployment center they went through prior to their arrival at the CCAS deployment location in accordance with the CONUS Replacement Center Instruction (To be published).

- The CCAS deployment is considered complete when the individual has arrived back at their home station.

13. Post Deployment Actions

13.1. After deployment, military members and civilians will complete a Post Deployment Health Assessment (PDHA) and a Post Deployment Health Re-Assessment (PDHRA) in accordance with the [DoD Deployment Health Instruction \(10\)](#).

13.1.1. Military members/DoD civilians must be scheduled for a face to face health assessment with a trained health care provider within 30 days after redeployment.

- This assessment must include a discussion of mental health or psychosocial issues commonly associated with deployments. Further, such employees are required to have reassessment within 90 to 180 days after return to home station.

13.1.2. The CSC medical POC will e-mail the PDHA/PDHRA Process instruction to redeploying CCAS personnel and supervisor within 72hrs of departure notification.

13.1.2.1. The CSC will ensure the process instructions highlight PDHA/PDHRA requirement, request that military member/civilian make an appointment for PDHA and provide CSC medical POC with appointment date within two weeks.

13.1.2.2. The CSC will ensure the process instructions include local Military Treatment Facility (MTF) address, contact numbers, where to locate the DD 2796 (PDHA Form) and other pertinent PDHA information.

13.1.2.3. After appointment is made, CSC Medical POC will follow up in the medical system (MEDPROS) and/or with the MTF to verify that PDHA was completed.

13.1.2.4. The CSC Medical POC will initiate the PDHRA via an email follow-up.

13.2 In accordance with the [Travel \(Official\) - TDY and Local Instruction](#), the deployee has primary responsibility of filing a travel voucher within five (5) working days after completion of the trip to include the final settlement for an extended TDY with a scheduled partial payments (SPP).

13.3. Deployees shall complete an After Action Report (AAR) following redeployment in accordance with the After Action Report (AAR) Instruction (to be published). Military personnel assigned to support DCMA through the IA/JMD process will complete an AAR in accordance with their parent service.

13.4. DCMA military members are responsible for forwarding a copy of their final travel voucher to Human Capital/ Military Personnel Division . The voucher is used to update personnel data systems for deployment credit and any applicable campaign medals. Military personnel assigned to support DCMA through the IA/JMD process will follow their parent service guidelines regarding deployment credit and campaign medal processing.

13.5 After completion of a deployment, civilians become eligible for a future CCAS Deployments after 179 days dwell time, or as mission requirements dictate.

13.5.1. Civilians may request a shorter dwell interval at home station by coordinating with permanent duty supervisor and contacting the CSC.

13.6. Military personnel will receive Post-Deployment Respite Absence in accordance with the [Military Leave and Liberty Instruction](#).

13.7. Civilians, who have completed a successful 179 day deployment (determined by CSC consideration of the actual tour length and evaluation of the DCMA Theater Commander's performance feedback), will be given a redeployment Time Off Award, not to exceed 40 hours for each 179 day deployment.

13.8. Civilian volunteers, who have completed a successful 179 day deployment (determined by CSC consideration of the actual tour length and evaluation of the DCMA Theater Commander's performance feedback), may be given an incentive payment (amount will be in accordance with the current Agency approved payment for deployees- Emergency Essential and Volunteer Personnel). If a volunteer extends their deployment for another 179 days, an additional incentive payment may be given at the end of the subsequent 179 day deployment extension; tour extensions less than 179 days are not eligible for an incentive payment.

Competencies/Certifications

- No specific competencies or certifications are required at this time beyond those the participating individuals possessed when hired to their current position.

Training Matrix

Readiness Reporting Training Matrix

What TASKS are required to accomplish this process?	Methods of training						Administrative Task (The task is wholly enabled by the contents of the instruction and requires no training intervention)
	On-the-Job Training (OJT)	Computer Based Training (CBT)	Course (Commercial, College/Vocational)	Contractor Sponsored Training	Guidebooks	DCMA Developed	
Task 1 - Receive CCAS Deployment Billet requirements from DCMA International							X
Task 2 -Create un-Filled requirements roster							X
Task 3 -Identification of potential candidates for CCAS assignment							X
Task 4 - Create Filled Manning Roster							X
Task 5 - Distribute CCAS Deployment Roster							X
Task 6 - Process Waiver requests							X
Task 7 - Validate deployment records							X
Task 8 - issue deployment travel orders							
Task 9 - CCAS Specific Deployment Training			X			X	
Task 10 - CCAS Deployment							X
Task 11 - Process CCAS deployment extensions							X
Task 12 - Redeployment Processing							X
Task 13 - Post Deployment Actions							X

Higher Level Regulatory Documents

- 1- [CJCSI 1301.01C \(Jan04\). Individual Augmentation Procedures](#)
- 2- [Department of Army Personnel Policy Guidance \(Jul 09\)](#)
- 3- [DoDD 1400.32 DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures \(April 1995\)](#)
- 4- [Secretary of Defense Medal for the Global War on Terrorism, USD\(P&R\) Memo, Aug 9, 2007](#)
- 4- [Secretary of Defense Medal for the Global War on Terrorism Change-1, OUSD\(P&R\) Memo April 7, 2008 \(updated criteria\)](#)
- 4- [OSD\(P&R\) Memorandum: Documentation of Department of Defense \(DoD\) Civilian Employees Officially Assigned to Military Contingency Operations Overseas](#)
- 5- [DoDI 5525.11, Criminal Jurisdiction Over Civilians Employed By or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members](#)
- 5- [Secretary of Defense Memorandum, "UCMJ Jurisdiction Over DoD Civilian Employees, DoD Contractor Personnel, and Other Persons Serving With or Accompanying the Armed Forces Overseas During Declared War and in Contingency Operations." \(March 2008\)](#)
- 5- [Directive-Type Memorandum \(DTM\) 09-015 - Policy and Procedures Applicable to DoD and United States Coast Guard \(USCG\) Civilian Personnel Subject to Uniform Code of Military Justice \(UCMJ\) Jurisdiction in Time of Declared War or a Contingency Operation](#)

- 6- [DODI 1327.06. Leave and Liberty Policy and Procedures \(Jun 2009\)](#)
- 7- [7- DoD Travel Regulations- Joint Federal Travel Regulation, Vol 1, Joint Travel Regulation, Vol 2](#)
- 8- [USARCENT Rest and Recuperation \(R&R\) Policy and Procedures \(Mar09\)](#)
- 8- [OUSD \(P&R\) Memorandum of August 27, 2008: Clarification to Policy Memorandum, "Benefits, Allowances and Gratuities for Department of Defense \(DoD\) Civilian Employees Under PL 109-234, Emergency Supplemental Appropriates Act for Defense, the Global War on Terror, and Hurricane Recovery, June 2006", Dated May 4, 2007.](#)
- 9- [DoDI 1404.10 DoD Civilian Expeditionary Workforce \(Jan 2009\)](#)
- 10- [Building Increased Civilian Deployment Capacity, OUSD\(P&R\) Memo February 12, 2008](#)
- 10- [DoDI 6490.03. Deployment Health](#)

Performance Standards

- Process Indicator/s: TBD
- Workload Indicator/s: TBD
- Resource Indicator/s: TBD
- Supplier Indicator/s: N/A

PLAS

- PLAS Process code:
 - 014- Contingency Contract Administration Services
 - 014A- Operational Contingency Contract Admin Services
- PLAS Program codes:

Tools & Additional Guidance

- [Waiver Fact Sheet](#)
- [Extension Fact Sheet Template](#)
- [Emergency Leave Fact Sheet](#)
- [Emergency Leave Authorization Sample Memorandum](#)
- [OF 178, Certificate of Medical Examination](#)
- [CCAS Deployment Checklist- Civilians - Ft Benning Checklist](#)
- [CCAS Deployment Checklist- Military - Ft Benning Checklist](#)
- CCAS/ CSC Database- FOUO Access Restricted
- Definitions:
 - ADCON- Administrative Control - Direction or exercise of authority over CCAS Deployes in respect to administration and support, resources, equipment, personnel management, readiness, mobilization, demobilization, and other matters not included in the operational mission.
 - CONUS. The contiguous 48 States and the District of Columbia.
 - Deployment - Either temporary reassignment or the requirement to stay in place to support contingency operations.
 - GWOT Medal - Medal awarded to DoD civilian employees who participate abroad in a GWOT operation in a location approved for award of the military GWOT Expeditionary Medal or similar operation for which a separate military GWOT campaign medal was awarded. DoD civilian employees must be engaged in direct support for 30 consecutive days in an area of eligibility in a military operation (or the full period when the operation is of less than 30 days duration), for 60 non-consecutive days in an area of eligibility provided this support involves the employee entering the area of eligibility, or, regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support to the operation.
 - Immediate family. An individuals parents, persons who have stood in loco parentis, siblings, children, only living blood relative, and the spouse's parents and siblings.
 - In loco parentis. A person who stood in place of a parent for the Service member 24 hours a day for a period of at least 5 years before the Service member became 21 years old or entered military service. The person must have provided home, food, clothing, medical care, and other necessities, as well as furnished moral and disciplinary guidance and affection. A grandparent or other person normally is not considered to have stood in place of a parent when the parent also lived at the same residence. Neither is a person considered in loco parentis for performing babysitting or providing day care service.
 - OCONUS- Outside the contiguous 48 States and the District of Columbia
 - OPCON- Operation Control- Transferable command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control may be delegated and is the authority to perform those function of command over CCAS Deployees by assigning tasks, designating objectives, and

giving authoritative direction necessary to accomplish the mission.

- o Permanent Supervisor- The permanent duty location supervisor
- o R&R leave. Leave granted in circumstances where operational military considerations prevent the full use of ordinary annual leave. R&R programs are established in areas designated for hostile fire or imminent danger pay. Leave granted in connection with authorized R&R programs is chargeable to the individual's leave account.
- o Temporary Supervisor- The deployed location supervisor
- o CCAS Rosters
 - CCAS Deployment Roster- Includes names of personnel selected for deployment
 - CCAS Whiteboard Roster- Roster compiled for CSC internal use
 - CCAS Alpha Roster- Roster compiled for CSC internal use

Successful Practices

- None at this time

Portal/Community of Practice

- Combat Support Center Community Combat Support Center Web Page

Points of Contact

DCMA Instruction Point of Contact information is not available to the general public.

DCMA employees please click here for the process [POC's](#)