



DCMA Manual 4201-05

Force Deployment Program

Office of Primary Responsibility	Talent Management Capability
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Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, Defense Contract Management Agency:

- Implements DCMA Instruction 4201
- Implements policy and assigns responsibility for the Force Deployment Program_
- Provides and defines procedures for the Contingency Response Force and execution of the agency deployment process

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA personnel involved in the deployment process.

1.2. POLICY. It is DCMA policy to:

a. Fulfill the role as a designated Combat Support Agency (CSA), serve as an Operational Contract Support (OCS) force provider, establish and resource sufficient positions to support Chairman of the Joint Chiefs of Staff (CJCS) and Combatant Commands (CCMDs) deployment requirements into a theater of operations and ensures personnel are properly prepared and trained.

b. Establish and maintain a Contingency Response Force (CRF) Emergency Essential (EE) Program to support the recruitment, development, and deployment of individuals supporting the Agency's Combat Support role in accordance with (IAW) DoD Directive (DoDD) 3000.06, "Combat Support Agencies (CSAs)." Identification of this dedicated cadre of personnel provides predictability and stability of personnel resources required for contingency operations.

c. Ensure members of the CRF shall be organized, trained, cleared, equipped and ready to deploy in support of: combat operations by the military; contingencies; emergency operations; humanitarian missions; disaster relief; restoration of order; drug interdiction and stability operations of the DoD IAW DoDD 3000.05, "Stability Operations."

d. Ensure DCMA civilian employees who are part of the agency deployment program shall be held in high regard as an indication of respect for those who serve expeditionary requirements. Their service and experience shall be valued, respected, and recognized as career-enhancing.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA will:

- a. Execute responsibilities applicable to DCMA's designation as a CSA, pursuant to Section 193 of Title 10, United States Code (U.S.C.), and DoDD 3000.06.
- b. Participate fully in adaptive planning and execution across the spectrum of military operations and in the Global Force Management (GFM) process to apportion and allocate resources in support of the CCMDs adaptive planning and execution activities including exercises and humanitarian relief efforts.
- c. Provide final decision-making authority directly or through a designee for all requests to review non-concurrences (reclamas).

2.2. DIRECTOR, CORPORATE OPERATIONS DIRECTORATE (DC). The Director, DC will serve as the final adjudicator on deployment waivers and non-endorsed extensions and non-endorsed external deployment requests.

2.3. DIRECTOR, COMBAT SUPPORT CENTER (DCT). The Director, Combat Support Center (CSC) will:

- a. Manage the agency's GFM process.
- b. Provide oversight and guidance for all deployments and the CRF Program
- c. Coordinate with Joint Staff (JS) and Support Activities (SA) to source and program for deployment requirements.
- d. Serve as the focal point for deployment requirements.
- e. Distribute the deployment notification roster.
- f. Coordinate pre-/post-deployment processing requirements with deployees and supervisors.
- g. Process and approve all time and attendance (T&A) documentation for deployees.
- h. Process deployment travel orders for deployees including preparing Air Force deployment orders and coordination for Army Temporary Change of Station (TCS) and Navy Fleet Command deployment orders.
- i. Process pay cap waiver memorandum for deployees and provide to Army Servicing Team (AST).
- j. Process incentives/awards for civilian deployees, as applicable.

k. Process deployment-related actions in Defense Civilian Personnel Data System (DCPDS) and the Fourth Estate Manpower Tracking System (FMTS).

l. Coordinate with the CCMDs to verify theater and/or specific operation deployment requirements such as medical and physical requirements, clothing and equipment, weapons-issue policy, deployed personnel tracking and reporting procedures, required warrant and appointments, and theater-unique cultural and environmental training/threat assessments.

2.4. DIRECTOR, SECURITY (DCS). The Director, Security will:

a. Provide background checks for personnel that will be going into an armed billet. Background checks are part of the Arming Package.

b. Provide a Theater Threat Briefing to deployees when applicable.

c. Verify applicable security clearance of deployees.

2.5. DIRECTOR, MILITARY PERSONNEL (DCM). The Director, Military Personnel will:

a. Process deployment credit for military members.

b. Process and oversee military awards and evaluations for deployees.

c. Process TCS orders for DCMA Army military personnel.

d. Ensure timely and accurate updates in applicable systems for all required personnel data, strength, and duty-status changes.

e. Process leave requests for DCMA military personnel.

f. Process requests for Military Personnel Appropriation (MPA) Orders for Air Force Reserve military personnel deploying.

g. Process requests for Contingency Operations Active Duty Orders (CO-ADO), Involuntary Mobilization Orders, in coordination with Army Reserve Element (ARE) and Army G-3 for all Army Reserve personnel.

h. Coordinate Planning, Programming, Budget and Execution (PPBE) for military reserve deployees.

2.6. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE (TD). The Executive Director, TD will:

a. Serve as the Federal Occupational Health (FOH) medical Point of Contact (POC) for pre-deployment physicals and waivers.

b. Oversee the Pre-Deployment Health Assessment (Pre-DHA) and Post Deployment Health Assessment (PDHA) and Post-Deployment Health Re-Assessment (PDHRA) Program and ensure deployee complete each assessment.

c. Ensure all force health-protection measures are followed. Establish a system of accountability or mechanism for oversight of the pre-DHA, PDHA and PDHRA health assessment requirements.

2.7. DIRECTOR, HUMAN CAPITAL (HC) DIRECTORATE. The Director, HC will:

a. Manage the Office of Workers Compensation Program (OWCP) and assist deployees and supervisors with filing procedures.

b. Manage the Post-Combat Case Coordinator (PCCC) Program.

2.8. DCMA REGIONAL CONTRACT MANAGEMENT OFFICE (CMO) COMMANDERS/EXECUTIVE DIRECTORS/BUSINESS OPERATIONS CENTER (BOC) DIRECTOR. DCMA Regional Commanders/Executive Directors/BOC Director will:

a. Establish CRF requirements within their regions/CMOs.

b. At least annually review designated billets.

c. Provide endorsement on volunteer applications, deployment waivers and extensions.

d. Provide military volunteers as requested.

2.9. DCMA CMO COMMANDERS/GROUP DIRECTORS. DCMA CMO Commanders/Group Directors will:

a. Hire and train assigned CRF civilian personnel.

b. Provide endorsement on volunteer applications, deployment waivers and extensions.

c. Notify employees of pending deployment.

d. Process actions to remove CRF deployees from designated billets as applicable.

e. Coordinate with downrange Commander on performance issues occurring during deployment.

f. Administer family support activities for DCMA military (active duty and reserves) and civilian employees prior to and during deployment.

2.10. DCMA SUPERVISORS/MANAGERS. DCMA Supervisors/Managers will:

- a. Allow deploying personnel adequate time to accomplish pre-deployment processing and ensure employees pre-deployment requirements are met.
- b. Request a waiver to seek temporary or permanent relief from deployment for assigned personnel, as applicable.
- c. Prepare deployee annual appraisals, and monetary appraisal awards, as applicable.
- d. Notify the CSC of any changes in assignment or issues impacting the ability of assigned CRF or military personnel to deploy.
- e. Ensure employees official records accurately reflect training and certifications.
- f. Ensure personnel are prepared to deploy.
- g. Continue to perform supervisory role for performance management and take appropriate action on downrange performance issues.
- h. Complete and sign Section C of DD Form 2365, "DoD Civilian Employee Overseas Emergency-Essential Positions and Non-Combat Essential Positions agreement."

2.11. DEPLOYING PERSONNEL. Deploying Personnel will:

- a. Sign both the DD Form 2365 and the Statement of Understanding (SOU) for CRF positions.
- b. Deploy as directed for the agency missions.
- c. Participate in deployment related exercises and training.
- d. Obtain required deployment certifications and complete pre-deployment training and processing.
- e. Be exempted from military recall status IAW DoDD 1200.7, "Screening the Ready Reserve."
- f. Maintain a secret security clearance or higher.
- g. Complete required medical and dental examinations when required. Remain medically qualified to encumber the position and successfully meet physical fitness requirements of the position annually or as often as necessary.
- h. Ensure Government Travel Charge Card (GOVCC) is activated and in good standing.

- i. Notify the home station supervisor of any issues impacting ability to deploy.
- j. Ensure a family care plan is in place.
- k. Submit waiver to supervisor if unable to fulfill deployment obligation.
- l. Adhere to the provisions of the Uniformed Code of Military Justice (UCMJ), as applicable.
- m. Annotate T&A via Defense Agency Initiative (DAI).
- n. Accomplish deployment mission until Relief in Place, Transfer of Authority (RIPTOA) is completed.
- o. Complete an After Action Report (AAR) prior to redeployment, as required.
- p. Submit travel voucher within five days after return from deployment.
- r. Complete PDHA/PDHRA following redeployment.

SECTION 3: DEPLOYMENT FORCE

3.1. CONTINGENCY RESPONSE FORCE (CRF).

a. The DCMA CRF is DCMA's third generation EE program to support the recruitment, development, and deployment of individuals supporting the agency's Combat Support role as a force provider.

b. CRF personnel support internal DCMA missions, and as required, external agency missions with the CCMDs as joint individual augmentation forces in support of combat operations by the military; contingencies; emergency operations; humanitarian missions; disaster relief; restoration of order; drug interdiction; and stability operations of the DoD.

c. AST will ensure CRF personnel complete and sign a SOU, DD Form 2365, DoD Expeditionary Civilian Agreement and Military Status Form and provide a "Request to be Removed from the Ready Reserve" letter (if required) before entry into the program.

d. CRF personnel are hired into permanent O&M-funded positions at CMOs or the BOC based on agency designated allocations. Designated CRF positions will be reviewed by the regions and adjusted as needed.

e. Program personnel are hired for a rotational four-year, competitive service position that has been designated as EE as a condition of employment. CRF personnel are assigned to a permanent duty station (PDS) which is the regular day-to-day work location when not deployed. CRF employees are expected to work at CMO/Center as a regular employee until notified of deployment.

(1) CRF Positions.

(a) CRF positions will be coded as EE, which is a position-based designation to support the success of combat operations or the availability of combat essential systems. These positions will be designated on the position descriptions (PDs).

(b) Applicants must sign the DD Form 2365 and SOU agreements as a condition of employment. Job Announcements and PDs for such positions must contain a statement that the position is designated as EE, that it are part of the CRF Workforce, and the signature on both the DD Form 2365 and SOU is a condition of employment.

(c) CRF personnel are required to deploy as needed by the Agency mission and failure to deploy as directed can result in separation for the efficiency of the Federal Service (Chapter 752 of Title 5, United States Code (USC)).

(d) At the end of the CRF commitment, the CMO Commander/BOC Director have the responsibility to place CRF personnel in a non-EE position.

(e) Commanders/BOC Director are required to submit a Reassignment Request for Personnel Action (RPA) and Manpower Request Form-Civilians (MRF-C) as appropriate.

(f) CSC will initiate RPAs and MRF-Cs to document deployment/redeployments.

(2) CRF Training Requirements.

(a) Employee and supervisor must actively pursue Defense Acquisition Workforce Improvement Act (DAWIA) certification and send certification documentation to the CSC once completed.

(b) CRF personnel may be required to complete other residential and on-line training for deployed positions.

(c) CRF personnel will be required to attend exercises.

(3) CRF Medical Requirements.

(a) Medical clearance/readiness is a condition of employment and failure to maintain may result in termination from employment.

(b) Medical evaluations are required prior to appointment into a CRF position and on a reoccurring basis as warranted based on expiration.

(c) Medical evaluations are required for deployment and are valid up to 15 months. Medical evaluations must cover the entire deployment and appointments are acquired via FOH.

(d) Not Medically Qualified (NMQ) personnel will not deploy until the NMQ issue is resolved. The Medical Readiness Team (MRT) will assist to resolve issues. NMQ notification will be sent to supervisor to track. Personnel may require a waiver with the COCOM Surgeon General as the final waiver approval authority. If the medical condition cannot be resolved within the 90 days, the MRT will make the notification to the CMO Commander/Group Director who will then make a determination on disposition of the employee. The CRF member can be placed into a non CRF position within the CMO/Group or terminated from agency employment.

(4) CRF Selection for Deployment.

(a) The CSC selects personnel based on employee's skills, competencies, and certifications that best match the duties of position.

(b) Permanent change of station (PCS) employees become eligible for deployment NET 90 days after entering a CRF position.

(c) All deployments are coordinated with the employee's Command. Normal notification is 120 days prior to deployment date. If notification is less than 120 days, an expedited deployment notice is sent to the Commanders/Directors/Group Directors.

3.2. DCMA CIVILIAN VOLUNTEERS.

- a. DCMA deployments are normally fulfilled by CRF employees, however, non-CRF DCMA civilians may be utilized as necessary.
- b. Volunteers interested in deploying will submit a deployment application, resume, DAWIA certificates and the most recent performance appraisal to the CSC inbox (deployment application/email address is located on 360 Resource Page).
- c. If a volunteer meets the requirements and is a good match for the position, based on employee's skills, competencies and certifications, the CSC will request endorsement from CMO Commander/Group Director and the Regional Commander/Executive Director.

3.3. DCMA MILITARY VOLUNTEERS.

- a. CSC will submit deployable active duty military position requirements to the Regional Commander to request support.
- b. Regional Commander shall provide military nominees to the CSC.
- c. If a volunteer meets the requirements and is a good match for the position, based on employee's skills, competencies and certifications, the CSC will request endorsement from Commanders/Directors/Group Directors and the Regional Commander/Executive Director.

SECTION 4: DEPLOYMENT PROCESS

4.1. SOURCING.

a. As part of the GFM process the CCMD develops requirements to fill rotational and emergent force requests. Those requirements are sent from the CCMD to the JS for additional validation and sourcing determination, which in turn tasks DCMA for support via Request For Forces (RFF) or Joint Individual Augmentation (JIA) requirement.

b. As the DCMA representative, the CSC receives the validated deployment request via the GFM process and provides a concur or reclama to the request.

c. Once a request is finalized by DCMA and the JS, it is staffed and approved by the Secretary of Defense (SECDEF) and added to the applicable Global Force Management and Allocation Plan (GFMAP) Annex. The GFMAP Annex is the Deployment Order (DEPOD) directing Force Providers to deploy forces at specified dates and levels.

d. The CSC will source positions to ensure the billet qualification requirements are matched with deployee qualifications. Selection for deployment is based on factors including DAWIA certification, medical readiness, specialized skills, bench strength and dwell time.

e. The CSC will prioritize the deployee pool by category and skill set and verify qualifications with Commanders/Directors. Requirements arising from unexpected circumstances, such as early return from deployment or inability to deploy as scheduled, may require solicitation of personnel to deploy on short notice to mitigate impact to the downrange mission. Availability to deploy may become a primary criterion for selection in short notice requirements.

f. The deployments duration (includes continental United States (CONUS) Replacement Center (CRC) time, deployment, turnover time, and redeployment) are based on downrange Commander's requirements and deployment location and will not exceed two years in length.

4.2. DEPLOYMENT ROSTER.

a. The deployment roster is the agency's official method of deployment notification and will be used by Commanders/Directors/Group Directors to notify personnel of a deployment, within 3 business days after the agency issues the roster. The deployment roster is issued monthly via email.

b. The deployment roster will include 4 time intervals prior to deployment (30, 60, 90, and 120 days). Requirements are sourced at these time intervals to permit organizations and deployees an opportunity to plan for the upcoming deployment, and complete pre-deployment training requirements.

c. After coordination with Commanders/Directors/Group Directors, the CSC shall provide notification through e-mail when unplanned requirements arise that must be filled between

deployment roster issuances. Distribution in these cases are the same, but targeted only to the deployee's CMO Commander/Group Director, Deputy, and supervisor.

4.3. DEPLOYMENT WAIVER REQUESTS.

a. If a CRF employee cannot deploy, the Commanders/Director/Group Director must request a waiver through their chain of command to seek relief from deployment.

b. A waiver must be initiated within seven business days after a deployment requirement has been identified. It is critical that any waiver submission be processed in a timely manner to ensure sufficient time remains to identify, train and mobilize a replacement if an individual is waived from deployment.

c. A waiver may be submitted based on the following conditions conflicting with a deployment:

- (1) Medical/family issues.
- (2) Significant personal hardship.
- (3) Mission impact to home organization.

d. The member's Commander/Director/Group Director will provide a Waiver Fact Sheet through their chain of command to the CSC.

e. A proposed date when the member will be available for future deployments must be provided.

f. CSC will make a recommendation including an impact statement, and subsequent submission to the Director, Corporate Operations for final adjudication.

g. If the waiver request is disapproved, the Commander/Director/Group Director will notify the selected deployee to satisfy the deployment requirements and meet the scheduled deployment date.

h. Personnel with an approved temporary or permanent waiver will be excluded from deployment consideration for the period of their waiver and those personnel identified for a deployment, shall be stood-down from current deployment.

4.4. PRE-DEPLOYMENT PROCESSING.

a. Within 3 business days after a deployment roster is published, the CSC will contact the deployee and deployee's supervisor, to provide a listing of necessary actions to complete prior to deployment.

- b. The deployee shall complete all necessary pre-deployment requirements and return any requisite readiness paperwork to the designated readiness POC. Deployees shall complete medical and dental examination and coordinate with DCMA's MRT, as required. Pre-deployment tasks are considered conditional to the deployment and are official duty.
- c. Prior to deployment, the CSC will submit deployee information to the security office to verify applicable clearance eligibility.
- d. Prior to deployment, the CSC will contact the deployee for passport and visa application process instructions.
- e. Deployment travel orders are prepared by the CSC or by the military deployee's parent Service. Deployee must coordinate with their home station to ensure their Defense Travel System (DTS) profile is updated and accurate.
- f. Deployees shall process through a CRC or equivalent, based on specific CCMD or parent Service requirements. All Theater Specific Individual Readiness Training (TSIRT) will be completed prior to arrival at the CRC, as required, based on the location, parent service and CCMD requirements.
- g. The downrange commander will determine the requirement for wearing of uniforms by civilians and is dependent on deployment location and supported unit. If a uniform is required, it will be issued at CRC. If not required, the uniform is business casual. Government issued DCMA logo shirts and hats are not authorized for wear while deployed as an individual augmentee (IA) with other agencies.
- h. The downrange commander will determine the requirement for arming. Acceptance of an armed deployment is voluntary. Training will be conducted at the CRC in the proper use and care of weapon prior to issue at the CRC. Armed civilians are required to carry a copy of their orders at all times with the weapons authorization clearly highlighted.

4.5. TIME & ATTENDANCE.

- a. Deployees continue to input T&A, leave requests and tour of duty in DAI while deployed. Deployees will use applicable DAI codes while at home station and while deployed. CSC will approve DAI submission while deployed with substantiating documentation.
- b. The deployee shall adhere to the deployed command work schedule and follow any local guidance and procedures, as required.
- c. Deployed employees may receive certain types of premium pay for a biweekly pay period only to the extent that the sum of basic pay and premium pay for the pay period does not exceed the greater of the biweekly rate pay at the GS-15, step 10 level for the deployee's locality. Based on yearly Congressional approval, when in support of emergency or contingency operation, employees are eligible to have the pay limitations waived to the established annual limit amount. The CSC shall process biweekly pay cap memorandums for civilian deployees and forward to the AST.

4.6. DISCIPLINARY ACTIONS.

a. While serving with or accompanying U.S. Armed Forces in the field in times of declared war or a contingency operation, civilians are subject to military jurisdiction. Deployees will adhere to the provisions of the UCMJ.

b. Civilian employees are subject to the downrange chain of command and applicable general orders, policies, and procedures. Informal disciplinary actions (oral and written counseling, letters of warning and/or instruction, oral admonishment letters), are the responsibility of the downrange commander and will be provided to the CSC and the home station command.

c. The CSC shall coordinate with downrange commands regarding formal disciplinary actions for deployed personnel.

d. The home station command will be responsible for any formal disciplinary actions.

4.7. INJURY OF DEPLOYEE.

a. Civilian employees are eligible for treatment at Military Treatment Facilities (MTF) for illness/injury while deployed. Continued treatment is authorized at home station for work related injuries incurred while deployed. Treatment for compensable work related illness/injuries is covered by OWCP. OWCP does not cover personal injuries/illness that occurred while in the Area of Responsibility (AOR), not associated with the performance of work duties.

b. Deployees injured while deployed shall promptly report any work-related injury to their deployed command, and if an injury requires medical attention, seek care as soon as possible. The downrange command will notify the CSC, who will in turn notify the home station supervisor and the DCMA MRT and OWCP coordinator.

4.8. EMERGENCY LEAVE.

a. Deployees shall request emergency leave with their downrange commander and initiate a leave request. Civilians can invoke the Family and Medical Leave Act (FMLA) of 1993 provisions, as applicable.

b. The downrange commander has the discretion to approve/disapprove the leave request based on the information regarding the emergency. The deployee's presence should be requested from the American Red Cross.

c. The CSC must be notified of any emergency leave prior to departure from theater.

4.9. DEPLOYMENT EXTENSIONS.

a. A downrange commander may submit an extension request to lengthen a deployment. An deployment extension request memo approved by the downrange commander must be sent to the CSC.

b. Upon receipt of an endorsed deployment extension request, the CSC shall take the following actions:

(1) Verify sufficient time remains under the individual's current medical screening per established medical standards.

(2) Validate security clearance status.

(3) Assess impact to current sourcing efforts.

c. If CSC concurs, the request is forwarded through the Commander/Director/Group Director who will review the extension request and provide approval/disapproval. The approved request will be forwarded to the CSC for processing. If disapproved by the CMO, the request will be forwarded to the Director, Corporate Operations for final adjudication.

d. Voluntary extensions do not impact the standard 179-day dwell timeframe. Individuals are not granted additional dwell time to correspond with deployment timeframe.

e. The total deployment shall not exceed 2 years in duration.

4.10. DEPLOYMENT CURTAILMENTS.

a. The downrange commander may request to curtail a deployment. A deployment curtailment request memo approved by the downrange commander must be sent to the CSC outlining the reason for curtailment:

(1) Performance.

(2) Conduct.

(3) Change in mission requirements.

(4) Medical reasons.

(5) Personal reasons.

b. CRF personnel curtailed may be subject to being removed from their CRF position and federal service for failure to complete the condition of employment.

c. The CSC will coordinate with the downrange command regarding curtailment requests for deployed personnel.

d. The deployee works at the will of the downrange commander who has the final authority on curtailments. In making the determination, the downrange command will take into consideration timing and availability of replacements.

e. The CSC shall notify the individual's PDS supervisor for all approved curtailments to ensure proper coordination has been established.

4.11. REST AND RECUPERATION (R&R) LEAVE.

a. Civilian members who are serving in an area specifically designated by DoD as an area authorized for imminent danger pay, hostile fire pay, and where dependents and regular leave programs are restricted, are eligible for R&R leave.

b. R&R leave is a privilege, and subject to mission requirements. Granting of an R&R trip is not guaranteed. Participation is determined by the downrange commander, subject to operational and mission constraints IAW the designated Executive Agent responsible for the coordination, implementation, and execution of R&R leave program in each CCMD AOR.

c. The CSC must be notified of R&R leave prior to departure from theater.

4.12. AWARDS AND DECORATIONS.

a. The downrange commander should consider military members for an appropriate level award covering their deployment.

b. The downrange commander should consider and as applicable, prepare honorary civilian awards and recognition.

4.13. EVALUATIONS/PERFORMANCE APPRAISAL.

a. Military evaluations are accomplished IAW DCMA military personnel policy based on service criteria.

b. The CSC will coordinate with the downrange command to obtain a Letter of Input to document the performance of DCMA deployed personnel and forward to the PDS supervisor.

c. The PDS supervisor is responsible for completion of requirements under either/both ACQDEMO and DPMAP, end of year performance appraisal and any performance award.

4.14. REDEPLOYMENT PROCESSING.

a. Upon completion of a deployment, members shall out-process through a CRC or as required by a military parent Service.

b. The deployment is considered complete when the individual has arrived at their home station.

c. The deployee shall file a travel voucher within 5 working days after completion of deployment.

4.15. POST DEPLOYMENT HEALTH ASSESSMENT.

a. All deployees shall complete a PDHA at the CRC.

b. A PDHRA will be completed within 90 to 180 days of redeployment.

c. The MRT will contact the deployees to ensure the PDHA and PDHRA are accomplished.

4.16. CIVILIAN INCENTIVES.

a. Civilians who have completed a successful deployment will be given a deployment Time-off Award, not to exceed 40 hours. Based on extenuating circumstances, awards may be prorated for other time period increments.

b. The CSC shall process deployment incentives for civilians IAW the current agency approved payment for deployees.

4.17. FUTURE DEPLOYMENTS.

a. After completion of a deployment, personnel are eligible for another deployment after 179 days dwell time.

b. Civilians may request a shorter dwell by coordinating with their chain of command.

GLOSSARY

G.1. DEFINITIONS.

Contingency Contract Administration Services (CCAS). Contract administration conducted during contingency operations.

CSA. A DoD agency so designated by Congress or the Secretary of Defense that supports military combat operations.

CCMD. A Commander of one of the unified or specified combatant commands established by the President of the United States.

CRC. Center established to validate processing for overseas replacement operations.

Deployment. The relocation of forces to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental U.S., inter- and intra-theater movement legs, staging, and holding areas. Either temporary reassignment or the requirement to stay in place to support contingency operations.

Deploying Personnel. Personnel selected for deployment.

Deployment Notification Rosters. Includes names of personnel selected for deployment.

Dwell Time. The amount of time spent at the home station between deployments.

EE. A position-based designation to support the success of combat operations or the availability of combat-essential systems IAW Section 1580 of Title 10, U.S.C.

Force Provider. Provide force sourcing solutions to CCMD force requirements.

FMTS. The Web-based database for the management of joint manpower and personnel.

GFM. A process to align force apportionment, assignment, and allocation methodologies in support of the National Defense Strategy (NDS) and joint force availability requirements; present comprehensive visibility of the global availability and operational readiness of joint conventional forces and provide senior decision a vehicle to accurately assess the impact of proposed apportionment, assignment, and allocation changes.

GFMAP. CJCS document approved by the SECDEF that authorizes force allocations and deployment of forces in support of CCMD rotational force requirements. It provides details on the type of force or capability allocated and number of units, passengers, or overall AOR presence for each CCMD. The GFMAP contains five annexes.

JIA. Temporary manpower requirement identified on a Joint Manning Document (JMD) to augment Joint Task Force (JTF) operations during contingencies.

JMD. A manning document that identifies all manning billets essential to the command and control of an organization with joint forces.

MRF-C. The means by which to create a new Unfunded Requirement (UFR) or request a change to a civilian manpower attribute.

Redeployment. The return of personnel, equipment, and materiel to the home and/or demobilization stations for reintegration and/or out-processing.

RFF. A request for U.S. combat or combat support capabilities not available from currently assigned or allocated forces.

Request for Support. A request for U.S. combat or combat support capabilities not available from currently assigned or allocated forces.

R&R Leave Program. 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.

Stood Down. Remove a person from a designated deployment obligation.

Support Activity. A military or other designated agency or organization that identifies, plans for, and receives support and resources during military operations. Supported activity can be internal to DCMA or external to CCMD.

TSIRT. Specific training required by each CCMD.

GLOSSARY

G.2. ACRONYM.

AOR	Area of Responsibility
AST	Army Servicing Team
CCMD	Combatant Commander
CJCS	Chairman of the Joint Chiefs of Staff
CMO	Contract Management Office
CRC	CONUS Replacement Center
CRF	Contingency Response Force
CSA	Combat Support Agency
CSC	Combat Support Center
DAI	Defense Agencies Initiative
DAWIA	Defense Acquisition Workforce Improvement Act
DCMA-INST	DCMA instruction
DD Form 2365	DoD Civilian Employee Overseas Emergency Essential Positions and Non-Combat Essential Positions
DHA	Deployment Health Assessment
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
EE	Emergency Essential
FMTS	Fourth Estate Manpower Tracking System
FOH	Federal Occupational Health
GFM	Global Force Management
GFMAP	Global Force Management and Allocation Plan
HC	Human Capital Directorate
IAW	In Accordance With
JIA	Joint Individual Augmentation/Augmentee
JMD	Joint Manning Document
JS	Joint Staff
MRF-C	Manpower Request Form – Civilian
MRT	Medical Readiness Team
NMQ	Not Medically Qualified
OCONUS	Outside the Continental United States

OWCP	Office of Workers Compensation Program
PD	Position Description
PDHRA	Post Deployment Health Re-Assessment
PDS	Permanent Duty Station
POC	Point of Contact
RFF	Request for Forces
RPA	Request for Personnel Action
R&R	Rest and Recuperation
SECDEF	Secretary of Defense
SOU	Statement of Understanding
TCS	Temporary Change of Station
TD	Technical Directorate
T&A	Time and Attendance
TSIRT	Theater Specific Individual Readiness Training
USC	United States Code

REFERENCES

DoD Directive 1200.7, "Screening the Ready Reserves," November 21, 2003
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
DoD Directive 3000.05 "Stability Operations," June 29, 2017
DoD Directive 3000.06 "Combat Support Agencies," July 8, 2016
United States Code, Title 5
United States Code, Title 10