



**DEPARTMENT OF DEFENSE**  
**DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE**  
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**MAR 13 2017**

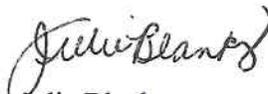
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Civilian Personnel Database System (DCPDS) Codes for the Department of Defense Expeditionary Civilian (DoD-EC) Workforce

Directive-type Memorandum (DTM) 17-004, DoD-EC Workforce, issued on January 25, 2017, establishes procedures to ensure DoD civilians are included in the DoD Global Force Management (GFM) process. To facilitate these procedures, a more specific level of coding has been defined in the DCPDS to document the expeditionary status of positions and personnel.

The attached Department of Defense Expeditionary Civilian (DOD-EC) Codes in DCPDS Instruction Guide provides instruction for updating DCPDS records associated with the DoD-EC program. Addressees should review the coding information provided therein, update DCPDS records and position descriptions as appropriate, and notify employees and their exclusive representatives of any changes requiring such notification. Your assistance is requested in ensuring completion of these coding updates no later than July 31, 2017. Beginning in August 2017, this data will be used in recurring reports that are provided to Joint Staff and other stakeholders to inform the GFM sourcing process. The accuracy of these codes will be important as they will reflect the expeditionary status and availability of the DoD workforce.

My points of contact for this matter are Ms. Dianne Hibbs, who may be reached at [dianne.s.hibbs.civ@mail.mil](mailto:dianne.s.hibbs.civ@mail.mil) or (571) 243-1619 or Jan Spears, who may be reached at [janice.a.spears2.civ@mail.mil](mailto:janice.a.spears2.civ@mail.mil) or (571) 372-2105.

  
Julie Blanks  
Director

Attachment:  
As stated

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DEPARTMENT OF DEFENSE  
**DCPAS**  
Defense Civilian Personnel Advisory Service



# Defense Civilian Personnel Advisory Service

## DEPARTMENT OF DEFENSE EXPEDITIONARY CIVILIAN (DOD-EC) CODES IN DCPDS

Instruction Guide  
March 2017

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## 1.0 PURPOSE

To provide instruction and procedures for coding expeditionary status of employees and positions in Defense Civilian Personnel Data System (DCPDS).

## 2.0 TERMS DEFINED

### 1. Emergency-Essential (E-E):

a. In accordance with section 1580 of title 10, United States Code, E-E is a position-based designation where: (1) it is the duty of the employee to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces; (2) it is necessary for the employee to perform that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone; and (3) it is impracticable to convert the employee's position to a position authorized to be filled by a member of the armed forces because of a necessity for that duty to be performed without interruption.

b. Employees assigned to E-E positions must sign DD Form 2365 stating as a condition of employment that they understand the conditions described above, and the requirement to maintain certain levels of medical, security, performance, conduct, and overall fitness that make them suitable for assignment to an austere and stressful combat environment.

c. E-E employees could be assigned to any location worldwide. They are specifically intended to provide civilian support to combat operations but could also deploy to non-combat locations in response to contingencies, disaster relief, or other emergency operations.

d. The E-E codes in DCPDS include new sub-codes to support the procedures of DTM 17-004 by identifying the status of certain E-E employees and their availability for deployment. The E-E sub-codes are:

A = An E-E employee who is assigned to a Combat Support Agency (CSA) or other deployable unit. The intent of this sub-code is to identify those employees who have pre-determined conditions of employment requiring deployment. Because of this designation, they are typically not available for individual deployment assignments apart from their primary unit, unless there is specific approval from their unit allowing them to deploy separately.

B = An E-E employee who is deployed (currently deployed or on deployment orders).

C = An E-E employee who is temporarily not available (for deployment) because of training, a temporary medical issue, or other temporary situation. This sub-code is intended to document a temporary situation that would not make the person permanently ineligible for their E-E status, but would temporarily limit their availability for deployment.

## 2. Non-Combat Essential (NCE):

A position-based designation to support expeditionary requirements in other than combat or combat support situations. An NCE employee could be deployed to support emergency operations, humanitarian missions, disaster relief, or other expeditionary missions in the continental United States or overseas, that are not considered “combat” locations. DD Form 2365 includes an option to designate NCE status of employees. The key difference between E-E and NCE designations is that E-E includes all types of contingency missions even those in support of combat operations and NCE includes everything other than combat operations.

## 3. Capability-Based Volunteer (CBV):

a. An employee who has volunteered and been approved by their employing organization to fill an E-E or NCE requirement.

b. A CBV employee is not assigned to a position designated as E-E or NCE, but rather is part of a pool of volunteers of the employing organization who are willing to serve in E-E or NCE positions, if needed. DD Form 2365-1 will be used to document an employee’s CBV status.

## 4. Key Position/Employee.

As defined in DoD Directive (DoDD) 1200.7, “Screening the Ready Reserve,” a key position is a Federal position that shall not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal Agency or office to function effectively. Key position designations are not prescribed by DTM 17-004, but are included in this instruction to clarify coding distinctions in relation to expeditionary status. In DCPDS, positions and employees designated as E-E and NCE are also considered “key”, as they are subject to the provisions of DoDD 1200.7.

## 5. Mission Essential Position:

a. A position may also be designated as mission essential, consistent with the criteria described in DoD Instruction (DoDI) 3020.42, “Defense Continuity Plan Development,” dated February 17, 2006, certified as current as of April 27, 2011, and any other component-unique policies or definitions.

b. Mission essential positions are those that are needed to ensure the continued operation of mission essential functions of an activity, as defined in DoDI 3020.42. Mission Essential designations are not prescribed by DTM 17-004, but are mentioned in this document to clarify the distinction between E-E, NCE, and mission essential.

c. The determination of which functions are “essential” is typically a local or command decision. This decision is based on the type of work and supporting activities necessary to ensure organization or facility continuity of operations and/or completion of tasks that are considered essential to the mission. A designated mission essential position could also be coded as E-E, NCE, or Key, or may just be mission essential (and not E-E, NCE, or Key).

## 3.0 POINTS OF CONTACT

International/Expeditionary Program Office, DCPAS. 571-243-1619 or 571-372-2105

## DCPDS: DATA TABLES

Field Type	Field Name	Values	Definition	Notes
Position	Key/Emergency Essential	N	Position is not E-E, NCE, or Key	N is the default value of this field
		2	Position Designated Key	Positions that meet the definition of "key" that are NOT also Emergency-Essential or Non-Combat Essential
		C	Emergency-Essential Position (E-E)	Position meets the definition of E-E to perform expeditionary assignments up to and including those in combat situations.
		X	Non-Combat Essential Position (NCE)	Position has been identified as NCE, to perform expeditionary assignments in emergency, disaster relief, or similar missions, in <u>other than</u> combat zones
		L	Local National Position Contingency-Essential	LN position that is "contingency essential", as defined by the overseas command
		Y	LN Position Not Contingency-Essential	LN position that is NOT designated as contingency-essential
Position	Mission Essential	N	Not a Mission Essential Position	Default value of field is "N"
		Y	Yes, Position is Mission Essential	Position is required to ensure continued performance of mission essential functions of an organization and meets the definition of Mission Essential as prescribed in DoDI 3020.42 and any other Component policy.
Person	Key/E-E/NCE Employee	0	Not assigned to E-E, NCE or Key Position	Default value is "0"
		1	Emergency-Essential Employee, Agreement Signed	E-E employee who has signed DD Form 2365, documenting acceptance of the conditions of employment
		2	Emergency-Essential Employee, Agreement Not Signed	E-E employee who has not yet signed DD Form 2365
		5	Key Employee	An employee occupying a Key position, who is NOT also an E-E or NCE employee.
		N	Non-Combat Essential Employee, Agreement Signed	NCE employee who has signed DD Form 2365-1 documenting the conditions of employment.
		X	Non-Combat Essential Employee, Agreement Not Signed	NCE employee who has not signed DD Form 2365-1 documenting the conditions of employment
		V	Capability-Based Volunteer Employee	An employee who has volunteered and been approved by the employing organization to serve in an expeditionary position (either E-E or NCE)

		A	LN Assigned to Contingency-Essential Position/Agreement signed	Local National employee assigned to a Contingency-Essential position with agreement signed
		B	LN Assigned to Contingency-Essential Position/Agreement Not Signed	Local National employee assigned to a Contingency-Essential position who has not signed agreement to these terms
		C	LN Employee Not Assigned to Contingency-Essential Position	Local National employee who is not assigned to a Contingency-Essential position
<b>Person</b>	Key E-E Employee Sub-Code	A	Employee is E-E and is assigned to a Combat Support Agency (CSA) or other deployable unit	Designates the E-E employee's status with a pre-determined deployment obligation with a CSA or deployable unit
		B	Employee is E-E and is Deployed	Designates an employee's current status as already deployed or on orders for deployment. Note that all civilians become E-E at the time of deployment, regardless of whether their position was identified as such prior to deployment.
		C	Employee is E-E but is temporarily unavailable for deployment  Null entry (blank)	An E-E employee who is temporarily unavailable for deployment, for reasons such as a temporary medical condition, long-term training, etc.  Not every E-E employee will have a sub-code.
<b>Person</b>	Mission Essential	N	Not a Mission Essential assignee	Employee is not assigned to a mission essential position as defined in DoDI 3020.42 or other Component policy.
		Y	Yes, employee assigned to Mission Essential position	Employee is assigned to a mission essential Position as defined in DoDI 3020.42 or other Component policy.