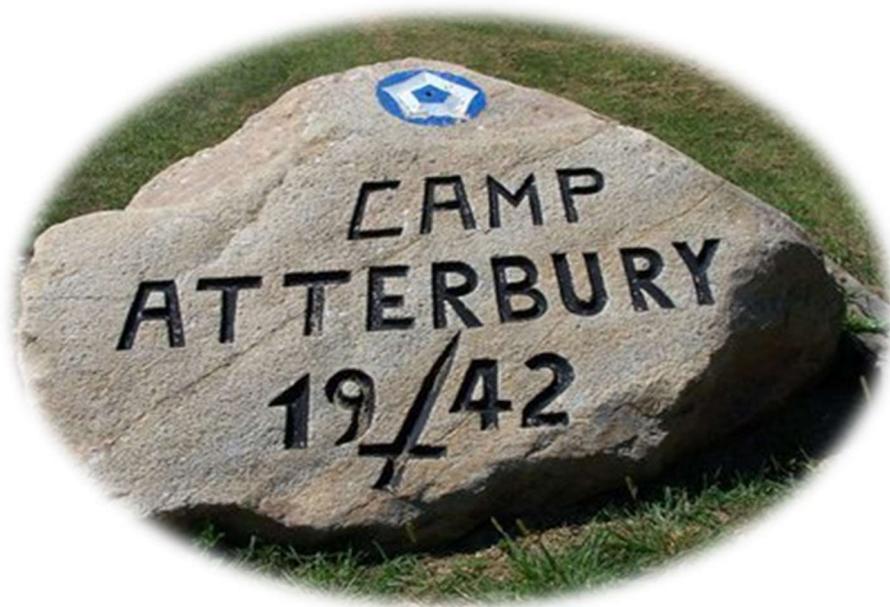


# Camp Atterbury DoD Expeditionary Civilians (DoD-EC)

## Re-Deployment Guide

(Version – 5)  
December 2018



# ***DoD-EC ReDeployment Guide*** ***(December 2018)***

## **PURPOSE**

The purpose of this document is to provide basic guidelines for the Redeployment Process at Camp Atterbury, Indiana for all Department of Defense Expeditionary Civilians (DoD-EC) who are returning from their Outside the Continental United States (OCONUS) tours.

## **INTRODUCTION**

The DoD deployment experience allows for civilians to use their capabilities, experience, and knowledge as a crucial component of helping the DoD accomplish its mission abroad. Individuals interested in applying their skills and experience in a unique environment can volunteer for open positions supporting the US Military in foreign theaters. Deployable civilians are needed to serve as qualified volunteers to fill critical functions in Afghanistan and other locations across the globe. Volunteering to deploy gives you an extraordinary opportunity to exercise your skills and expertise while directly support operations of National interest.

## **SCOPE**

This guide applies to all DoD civilians deployed to Central Command's (CENTCOM) Area of Responsibility (AOR), through the DoD civilian mobilization programs.

## **PROCEDURES**

### **LEAVING THEATER**

#### **30 DAYS PRIOR TO END DATE OF ORDERS:**

(1) Notify your Continental United States (CONUS) supervisor of your expected return to work date and coordinate any requested leave with your home station.

(2) Notify your CONUS Human Resources/Civilian Personnel Office of your projected return to CONUS date so the required personnel actions can be initiated to end your deployment and end any overseas pay entitlements.

(3) **Notify the Camp Atterbury Redeployment TEAM of your projected arrival for post-deployment processing at: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil)**

(4) Verify your fund citation (block #19 of DD 1610) is for the current fiscal year – if uncertain; contact your home station or order issuing authority to verify;

(5) Ensure your Government Travel Charge Card (GTCC) is active – if uncertain; contact your home station GTCC official to verify. You will need your government travel card to purchase airline tickets from Baltimore Washington International Airport (BWI) to Indianapolis

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International Airport (IND) and to from IND to your final destination. *See Appendix A Redeployment Checklist*

(6) Obtain Letter of Release (LOR): An LOR must be signed by the commander/director in your chain of command who is at the O-6 or GS-15 level or above and submitted to the USFOR-A/J1 Civilian HR Office: [centcom.bagram.usfora-j1.mbx.civ-hr-a1@mail.mil](mailto:centcom.bagram.usfora-j1.mbx.civ-hr-a1@mail.mil). The Letter of Release must also be signed by a USFOR-A/J1 Civilian HR Staff member and returned to you. The LOR should clearly state that the traveler is released from Afghanistan on a certain date. The traveler will be allowed to depart theater on-or-after the date provided in the LOR. Note that this LOR is the traveler's authorization to leave country through the military gateways. *Appendix B Sample Letter of Release*

### **ALL DoD REDEPLOYING PERSONNEL:**

#### **10-30 DAYS PRIOR TO END DATE OF YOUR ORDERS:**

(7) Ensure you complete your Post Deployment Health Assessment (PDHA) on-line at the AKO site: <https://rc.mods.army.mil/MHA>. This action is critical to your post-deployment processing at Camp Atterbury before returning to your CONUS home station. There is also a requirement for a Post Deployment Health Reassessment (PDHRA), to be completed by each redeployer between 90-180 days of their return from deployment (the PDHRA can be accessed via the same link as above).

**\*\*\*\*IF AIR FORCE OR NAVY PERSONNEL CANNOT ACCESS THE ARMY PDHA ON-LINE PLEASE BRING A HARD COPY OF YOUR PDHA VIA; ASIMS (USAF) OR EDHA (NAVY), TO ENSURE A MORE EFFICIENT REDEPLOYMENT PROCESS\*\*\*\***

(a) Visit the USFOR-A redeployment website at: <http://usfora.afghan.swa.army.mil/sites/j3site/ULN/default.aspx> to begin the process of establishing a ULN for redeployment. A ULN is not a by name assignment, but rather is based upon the number of seats. For example, ULN TFERXXX can contain 5 seats, i.e., TFER222 (5 PAX). In short, a ULN is not the sole possession of a single individual and often pertains to several passengers. It is imperative to begin the ULN process at least ten (10) days prior to the expected travel date and is recommended 30 days in advance of your desired travel. Points of origin (pickup or starting location for travelers) have been reduced to major hubs, i.e., BAF and KAF. The traveler will have several points of origin to choose from, as well as several destinations during the ULN process. The ULN basically reserves or secures government travel from origin-to-destination.

(b) The rotator flight to CONUS leaves from Kuwait International Airport every Tuesday morning, between 0300 – 0400, and arrives at BWI on Tuesday afternoon or evening. Typically, all redeploying personnel will travel to Baltimore-Washington International Airport (BWI). Follow-on travel from BWI is typically secured by the traveler through commercial tickets obtained from the Commercial Ticket Office (CTO).

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*(c) NOTE: Freedom Flight travel to Camp Atterbury after 24 January 2015 is no longer be available. Redeployment travel to Camp Atterbury will be via the MILAIR Rotator to BWI then COMAIR to Indianapolis (Camp Atterbury).*

(d) Again, be sure to visit the redeployment website and begin your ULN process ten (10) days prior to your planned departure date in order to ensure you have a flight. **To catch the Rotator flight on Tuesday morning, your ULN must be scheduled to leave Bagram or Kandahar on the preceding Friday or earlier.**

(8) After requesting your ULN, travelers should book their ticketed travel on commercial air from BWI to IND. If your deployment orders are accessible in the Defense Travel System (DTS) you can book the BWI to IND ticket through DTS. If you are unable to book the BWI to IND ticket through DTS, you can book it through the CTO Office using your Government Travel Card (GTC). Another option is to request that your home station purchase the ticket for you. MODA travelers should coordinate their BWI to IND travel with the MODA Program Office; (Michelle Munnikhuysen [michelle.n.munnikhuysen.ctr@mail.mil](mailto:michelle.n.munnikhuysen.ctr@mail.mil) (703) 697-9932). The flight from BWI to IND should be scheduled for Tuesday night, on the same day you depart Kuwait (on a Tuesday) and should be scheduled **1800 or later**. If no flights are available from BWI to IND that night, you will need to stay overnight in Baltimore and schedule the next available early morning flight departing BWI for IND that Wednesday. See Appendix D Recommended Hotels.

(9) After receiving your ULN and travel schedule, send a copy of all documents to the Camp Atterbury Redeployment TEAM at: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil)

### **Arriving in Kuwait**

Be sure to attend all required show times and pre-flight briefings at every juncture of travel, especially required briefings conducted at Ali Al Salem prior to departure to BWI.

If you miss your scheduled flight from your Theater location to Ali Al Salem, immediately return to the respective passenger terminal location and sign-up for Space-R. Signing for Space-R is good for ten days and in some cases, there are secondary flights departing several hours later. Contact your travel coordinator (e.g. PM, administration travel coordinator, section representative) and inform them of the missed flight. In some instances they may be able to coordinate with USFOR-A redeployers to determine if there are any open (unfilled) ULNs. The issuance of a new ULN will usually involve establishing a travel request for the next rotation cycle (the following week).

If your travel from BWI to IND needs to be rescheduled because of delays prior to arrival in Kuwait, the CTO office in Kuwait can assist.

#### **Redeploying with Weapons:**

Contact Camp Atterbury at least ten (10) days prior to arriving if you are returning with a weapon. Weapons must be accounted for at the completion of every baggage check. Only GOV

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transportation is allowed if you are transporting a weapon. **Rental cars, POVs, and taxis are not authorized modes of transportation.**

Weapons must remain in same “lock box” provided prior to deployment travel. When at BWI, standard weapons carrying procedures, as directed by the airline, must be followed. Typically, that means notifying the travel agent that you are carrying a locked weapon. DoD requirements for traveling with weapons must be adhered to at all times.

When you arrive at BWI you will process through customs and collect your baggage as instructed. Inform the check in agent for your next flight, you have a weapon; TSA will open the lock, inspect the weapon, and then allow the check in agent to check your baggage through to IND.

If travel delays occur, weapons must be in the individual’s possession at all times. If a person must leave his/her weapon, it must be stored IAW AR 190-11, DTR 4500.9-R, and all applicable state and federal laws.

Prior to your arrival at IND, contact **Jason Reed 317. 741-5320 / Anthony Miller 317.741-5284** by phone, text, or email: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil) and include your name, and if you have a weapon. The Camp Atterbury Redeployment TEAM will coordinate pick-up of individuals carrying weapons from IND during non-duty hours.

### **Arriving at BWI**

When you arrive at BWI you will process through customs and collect your baggage as instructed. Civilians who are transporting a weapon should review the instructions below. Inform Camp Atterbury Redeployment TEAM of your progress, flight updates and scheduled arrival into IND: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil)

### **Arriving at Indianapolis**

If you **(previously coordinated)** your travel schedule and flight in to IND with the Camp Atterbury Redeployment TEAM, someone will be at the Indianapolis International Airport to pick you up (staging area is always at Baggage Claim-6). If not, call the Camp Atterbury POC for additional guidance:

- Jason Reed 317. 741-5320 / Anthony Miller 317.741-5284
- Staging is located at Baggage Claim-6.
- Email: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil)

When you arrive at Camp Atterbury you will be issued a room for the evening. All of your Central Issuing Facility (CIF) gear will remain in your possession until the following morning when you begin the redeployment process. If you have a weapon it will be secured by the Camp Atterbury Staff and stored in the authorized weapons vault until the next morning.

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## **Out-Processing at Camp Atterbury**

**Arrival:** At the designated time (normally 0800), please clear your room and turn in your room key to the Redeployment TEAM. Follow on travel arrangements from IND to your Home Station can be made with the assistance of the Redeployment TEAM if you have not already made arrangements. If you are unable to get a flight that evening, a new room will be provided for the night.

1. **Medical** - All DoD civilian personnel are given the opportunity to out-process through the CAJMTC Medical Clinic. If you have not completed your Post Deployment Health Assessment (PDHA) within the last 30 days you will be asked to complete it at this time. All redeploying personnel have up to 30 days to complete their required medical out-processing at Home Station should they choose not to complete this process at CAJMTC.  
**\*\*\* (ALL MODA, DCMA AND NAVY PERSONNEL ARE REQUIRED TO OUT PROCESS WITH THE MEDICAL TEAM AT CAJMTC AND "DO NOT" HAVE THE OPTION TO DEFER TO A LATER DATE) \*\*\***
2. **Central Issuing Facility (CIF)** - All issued gear will be collected at this time. If any gear is missing you will be issued a statement of charges. You have 30 days in order to purchase a money order and mail it to the address you will be provided, or locate the missing items. If you are not missing any gear, you will be provided with a cleared hand receipt.
3. **WEAPONS** – Your weapon will be retrieved by the CAJMTC Redeployment TEAM, and your weapons serial number will be verified and accounted for. You will receive a final hand receipt relieving you of your responsibilities for that weapon once the process is complete.
4. **Common Access Card (CAC)** – If you are required to be issued a new CONUS-CAC in place of your current OCONUS-CAC, you will be provided the opportunity to do that at CAJMTC as well.

Travel Home – In most cases (there are exceptions that arise), by late afternoon the same day that you have completed your Redeployment process, you will be transported back to the IND airport for follow on travel to your Home Station. Earlier in the day, the Camp Atterbury staff will assist with scheduling this final leg of your trip if you have not already done so prior to your departure from KWI. Options for airline ticket purchase are DTS, GTCC or through your Home Station SATO reps. If you choose to make your own travel arrangements from IND to your Home Station, please ensure your departing flight time is scheduled for No Early Then (NET) 1600 from the IND airport.

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**ARRIVING AT HOME STATION:**

After arrival at your home station, be sure to submit an updated SF-1190 and Addendum to the appropriate personnel POC to terminate your Danger Pay and Post Differential. The Remarks of the SF-1190 should be annotated to show the date you left Afghanistan. The SF-1190 Addendum should be annotated to show the time and date you left Afghanistan and the time and date you left Kuwait.

**TRAVEL COMP TIME:**

Time spent in a travel status during redeployment may be counted as Travel Comp hours earned.

For more information, please review the fact sheet at the following link:

<http://usfora.afghan.swa.army.mil/sites/J1/DoDCiv/Shared%20Documents/Forms/Timekeeping.aspx>

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**APPENDIX A – Redeployment Checklist**

<b>REDEPLOYMENT CHECKLIST</b>		
<b>30 DAYS PRIOR TO END DATE OF ORDERS</b>		
<input type="checkbox"/>	Contact CONUS Supervisor to advise of projected return and leave coordination.	
<input type="checkbox"/>	Notify your CONUS Human Resources/Civilian Personnel Office of your projected return to CONUS.	
<input type="checkbox"/>	Notify Camp Atterbury of your projected arrival for post-deployment processing at <a href="mailto:ng.in.inarng.list.cajmtc-cew-moda@mail.mil">ng.in.inarng.list.cajmtc-cew-moda@mail.mil</a>	
<input type="checkbox"/>	Verify Fund Citation Correct on Travel Orders	
<input type="checkbox"/>	Verify Government Travel Card Active	
<input type="checkbox"/>	Obtain Letter of Release (LOR) signed by O-6 or GS-15	
<input type="checkbox"/>	Obtain Letter of Release signed by USFOR-A/J1Civ HR	
<b>10-30 DAYS PRIOR TO END DATE OF YOUR ORDERS</b>		
<input type="checkbox"/>	Complete your Post Deployment Health Assessment (PDHA) for Camp Atterbury Post-Deployment processing <a href="https://rc.mods.army.mil/MHA">https://rc.mods.army.mil/MHA</a>	
<input type="checkbox"/>	Obtain ULN to schedule MILAIR travel	
<input type="checkbox"/>	Book Flight from BWI to IND through DTS, CTO	
<input type="checkbox"/>	Contact Camp Atterbury Post Deployment Processing with copies of LORs and travel itinerary to <a href="mailto:ng.in.inarng.list.cajmtc-cew-moda@mail.mil">ng.in.inarng.list.cajmtc-cew-moda@mail.mil</a>	
<input type="checkbox"/>	Confirm with Camp Atterbury if travelling with a weapon	
<input type="checkbox"/>	Mail Personal Items to your home (personal expense)	
<input type="checkbox"/>	Clear Housing	
<input type="checkbox"/>	Complete any other items on unit out-processing checklist	
<input type="checkbox"/>	Obtain final SF1190 and/or Addendum to show the time and date you leaving Afghanistan and the time and date you leaving Kuwait; turn in to your CONUS Human Resources/Civilian Personnel Office upon return to home station.	
<input type="checkbox"/>	Turn in Any Badges Issued at OCONUS Location	
<input type="checkbox"/>	Travel to CONUS for Post Deployment Processing at Camp Atterbury	
<input type="checkbox"/>	Travel to home station for return in-processing	

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HEADQUARTERS  
UNITED STATES FORCES-AFGHANISTAN  
BAGRAM, AFGHANISTAN  
APO AE 09354

Office Symbol

DATE

MEMORANDUM FOR RECORD

SUBJECT: Letter of Release from the Combined Joint Operations Area - Afghanistan (CJOA-A)

1. I approve the release of the following individual from U.S. Forces - Afghanistan (USFOR-A) effective **(date)**:

- a. Employee Name:
- b. Employee Grade:
- c. Employee SSN (last four):
- d. Gender:
- e. JMD/Position Number:
- f. End Date of TDY Orders:
- g. Departure Date from Work Location: **(should be 10-14 days before end date of TDY orders)**
- h. Reason for Release (if curtailing deployment provide explanation):
- i. Date of Rotator Flight from Kuwait to BWI):  
**(Rotator flight to CONUS leaves from Kuwait International Airport every Tuesday travel from BAF to Kuwait should be NLT the preceding Friday)**
- j. Re-Deployment Site (Camp Atterbury):  
(Contact Camp Atterbury Redeployment: [nq.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:nq.in.inarnq.list.cajmtc-cew-moda@mail.mil) with your flight schedule)
- k. Home Agency:
- l. Home Station Supervisor Name:
- m. Home Station Supervisor Email Address:

2. **(He / She / They)** is aware that prohibited items may not be transported, to include non-issued weapons, war trophies, alcohol, pornography, animals, insects, soil, and plant life.

3. **(He / She / They)** will not return to Afghanistan.

4. Please contact the POC: **XXXXXX** at DSN 318-**XXX-XXXX** if you have any questions.

O-6 OR GS-15 //SIGNATURE//

REVIEWED BY:

USFOR-A/J1 Civilian HR \_\_\_\_\_ / \_\_\_\_\_  
*Signature* *Date*

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***Please use one of the following codes for the Reason for Release***

End of Tour - defined as the member's tour has ended as scheduled

End of Mission - defined as the position is no longer need and will be inactivated upon departure

Employee Request - defined as the employee requested to depart Theater early (i.e. family issues, inability to adapt)

Medical - defined as the employee's medical status has change necessitating early departure

Performance/Conduct - defined as the employee's work or personal behavior was not to standard.

**Distribution for LOR: CEW Employee  
USFOR-A  
CEW CENTCOM  
Home Station HR/Civilian Personnel Office  
Home Station Supervisor**

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### **APPENDIX C – Frequently Asked Questions**

Q1. How long is the flight from Kuwait International Airport (KIA) to BWI?

A1. Flight time from KIA to BWI is approximately 14 hours

Q2. Is there a layover between KIA and BWI?

A2. Most flights from KIA to BWI have a layover in Germany, Turkey and/or Ireland

Q3. How long is the layover?

A3. Layover times vary between 1-4 hours

Q4. Can I turn in my CRC issued equipment at my OCONUS/CONUS location?

A4. IAW USFOR-A FRAGO 13-225, contractors and civilians will turn-in Organizational Clothing and Individual Equipment (OCIE) at their CONUS Replacement Center (CRC) or CIF of origin. Gear Turn-In at the Bagram CIF are only authorized if there are extenuating circumstances (MEDEVAC do to an injury, Family Emergency Leave, etc). Exceptions to Policy requests must be signed by an O-6/GS-15 commander/director and submitted to the CIF for approval. All requests for turn-in at Bagram must be submitted to the USFOR-A J4 for review and decision.

Q5. Do I have to return to Camp Atterbury to complete Post Deployment Health Assessment (PDHA)?

A5. The Post-Deployment Health Assessment (PDHA) can be completed on-line up to 30 days in advance of redeployment at: <https://rc.mods.army.mil/MHA>.

However, you need to return to Camp Atterbury to complete the post-deployment processing.

If you have any follow-on issues that need further examination, you may complete those at your home station. Any such issues would be coordinated through the Camp Atterbury medical staff.

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**APPENDIX D – Hotels Near Baltimore-Washington International Airport (BWI)**

- Hotel options near Baltimore/Washington Airport (BWI)
- Most provide free shuttle service to and from the airport
- Information is provided if overnight stay at Baltimore is required

*Holiday Inn Express – BWI (888 253-1628)*



*Hampton Inn – BWI (410-850-0600)*



*BWI Airport Marriott (410-859-8300)*



Baltimore-Washington International Airport Hotels:

<http://www.bwi-hotels.com/map.html>

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**APPENDIX E – Hotels near the Indianapolis (IND) Airport**

- Hotel options near the Indianapolis (IND) Airport
- Most provide free shuttle service to and from the airport
- All Redeployers that arrive after hours and stay in IND the night they arrive will need to take the shuttle back over to the airport the next morning to meet up with Camp Atterbury transportation NLT 0900.

**Hampton Inn – IND 317.856.1000**



**Hilton Garden Inn – IND 317.856.9100**



**Crowne Plaza – IND 317.244.6861**



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**Appendix F - Additional Resources and Information:**

**Redeployment POCs:**

**USFOR-A, J-1:** Mrs. Eartha Henry, *USFOR-A J1 Chief, CIV HR: 318.481.3072*

USFOR-A, J-1 Organizational Mailbox: [centcom.bagram.usfora-j1.mbx.civ-hr-a1@mail.mil](mailto:centcom.bagram.usfora-j1.mbx.civ-hr-a1@mail.mil)

**Camp Atterbury Redeployment TEAM:** Jason Reed 317. 741-5320 / Anthony Miller 317.741-5284/ E-Mail: [ng.in.inarnq.list.cajmtc-cew-moda@mail.mil](mailto:ng.in.inarnq.list.cajmtc-cew-moda@mail.mil). Please ensure that you stay in contact with the Camp Atterbury Redeployment TEAM with your arrival date/time in to Indianapolis International Airport.

**Contact Numbers:**

**CWT/SATO Number:** Toll Free 866.661.5844 (Normal duty hours), 866.576.4635 (24 hr. emergency)

**Camp Atterbury Local Taxi/UBER Service:** A Fast Break Taxi/Courier Service: 812.374.9279 or via the UBER App.