



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

USNSE-A CDR

MAR 17 2019

MEMORANDUM FOR United States Forces-Afghanistan Units and Personnel

SUBJECT: Policy Memo - Initial Job Offers, Curtailments and Reassignments/Remissions for Department of Defense (DoD) Expeditionary Civilians (EC) and Ministry of Defense Advisors (MoDA)

1. References:

a. 5 U.S.C. § 7106, Management Rights.

b. Directive Type Memorandum 17-004, Department of Defense Expeditionary Civilian Workforce, 2 January 2019.

c. Memorandum For Record – Subject: Assignment and Responsibilities: Deputy Commanding General – Operations, United States Forces – Afghanistan (DCG-O); Commander, United States National Support Element – Afghanistan (USNSE-A); and Chief of Staff, United States Forces-Afghanistan, 26 June 2018.

2. Purpose. To provide policy, background, requirements, and procedures for processing DoD-EC and MoDA civilian personnel initial job offers, curtailments and reassignments.

3. Applicability. This policy applies to DoD-EC and MoDA civilian personnel who are within the Combined Joint Operations Area-Afghanistan (CJOA-A).

4. Policy. It is DoD policy¹ to ensure employees have the necessary competencies, skills, abilities, medical, and psychological fitness to be successful in an operational environment. It is imperative for DoD Civilians to have the ability to work as part of an integrated team consisting of military, contractor, federal civilian, and foreign national personnel; a record of successful job performance to deliver results; and the highest professional and ethical behavior characterized by good order, discipline, and conduct. Initial job offers, curtailments and reassignments are used to uphold this policy.

5. Initial Job Offers.

a. DoD-EC and MoDA civilians volunteered and were approved by the Force Provider (FP) (i.e., Army, Air Force, Navy, Washington Headquarters Services, Defense Logistics Agency, Defense Contract Management Agency, etc.) to perform specific job duties.

¹ The DoD has the same policy, which is outlined in paragraph 7.e. of Attachment 3, Directive-Type Memorandum-17-004 – Department of Defense Expeditionary Civilian Workforce (2 January 2019).

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b. The employee will perform the duties specified and outlined in the initial job offer based on the duty description requirement(s) received from the FP and will not be moved into another position within theater without the FP approval.

6. Curtailments.

a. Curtailments release the individual back to home station; they are not an adverse personnel action. The employee may be subject to repayment to the Government a sum of money equivalent to the allowances and/or benefits received as a result of their deployment in theater.

b. DoD-EC and MoDA civilians volunteered and were approved by the FP to perform a specific job duty description in a deployed area of operations. As such, a curtailment is an exception to policy, requiring supporting written documentation to justify the release of a civilian from theater. There are two types of curtailment: Voluntary and Involuntary.

c. Voluntary Curtailments (Employee-Initiated): Employees, as volunteers, can initiate their own curtailment at any time. These curtailments are typically for job promotions, medical, family or safety reasons. The employee will notify their Commander/Directorate O-6/GS-15 civilian equivalent in their chain of command in writing of their decision to curtail, as per Enclosure 1.

(1) Employee-initiated curtailments do not require a legal review.

(2) Employee-initiated curtailments will be staffed to the USFOR-A J1 Civilian Human Resources for processing using the Letter of Release (LOR) Template in Enclosure 4.

(3) The employee will remain at the unit until the curtailment has been approved by the O-6/GS-15 civilian equivalent, reviewed by USFOR-A J1, and Unit Line Number is built. It is the unit's responsibility to account for the employee on the Daily Strength Report and for all Indirect Fire (IDF) attacks until the employee departs Afghanistan.

(4) Weapons will be handled in IAW with the USFOR-A Policy Memo Arming Authorization and Procedures for DoD-EC and MoDA civilians in the CJOA-A.

d. Involuntary Curtailments (Command-Initiated): Commander/Directorate O-6/GS-15 civilian equivalent may initiate an involuntary curtailment. Some examples for an involuntary curtailment include but are not limited to: poor performance (inability to perform the basic functions of the position), disqualifying medical condition, loss of security clearance, misconduct, end of mission or elimination of the position. Curtailments require the completion of Enclosures 2 and 3.

(1) The Commander/Directorate will complete these documents and notify the employee of the proposed action, which includes providing the employee with an opportunity

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to respond to the action. The employee will have five days to respond after being notified of the pending curtailment.

(2) The requestor will also complete the DoD Civilian Request Form and Memorandum Involuntary Curtailment Request to the approving authority, which will include a concise narrative explaining the circumstances surrounding the request (Enclosures 2 and 3). While there is no requirement to complete a command-directed investigation before requesting the curtailment, often times that is an appropriate action, as the home station supervisor will need a sufficient amount of information to determine what, if any, adverse personnel action is appropriate for the situation. The requester will attach to the memorandum any relevant documents in support of the request, to include command-directed inquiries or investigations, sworn statements, memorandum for records, emails, etc.

(3) The curtailment packet will be forwarded through the USFOR-A staff, which will include J1 and Staff Judge Advocate. The USFOR-A J1 will ensure that all required memorandums are provided and, if not, return to the requester for any missing documents. After the legal review has been completed, USFOR-A J1 will provide the completed packet for decision to the approving authority. The Chief of Staff, USNSE-A, is the approval authority for this type of action.

(4) After approval of the curtailment, the USFOR-A J1 will notify the requestor of the decision. The requester will populate the data contained within the Letter of Release (LOR) (Enclosure 4), and route the LOR to the USFOR-A J1, website address at: https://usfora.afghan.swa.army.mil/sites/J1/LETTER_OF_RELEASE/Forms/InProgress.aspx. USFOR-A J1 will also coordinate with the Force Provider and higher echelons as appropriate concerning each curtailment action.

(5) Upon approval by the Chief of Staff, USNSE-A, of an involuntary curtailment, the O-6/GS-15 civilian equivalent directorate who initiated the action will coordinate with the DoD Civilian's home station immediate supervisor. He/she shall forward to that supervisor any documents collected in support of the curtailment, to include the command-directed investigation (if any) and the packet that supported the approving authority's decision.

(6) The employee will remain at their assigned duty location until the curtailment has been approved and the Unit Line Number is built. It is the unit's responsibility to account for the employee on the Daily Strength Report and for IDF attacks until the employee departs Afghanistan.

(7) If not already stationed there, at no time, subject to approval by the approval authority, is the employee to be sent to Bagram (BAF) or Kandahar (KAF) Airfield before the curtailment is approved. Employees will arrive at BAF or KAF no sooner than 48-hours before their scheduled flight.

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(8) Weapons will be handled IAW with the Policy Memo Arming Authorization and Procedures for DoD-EC and MoDA civilian personnel who are within the CJOA-A.

7. Reassignments/Remissions.

a. DoD Civilians volunteered and were approved by the FP to perform a specific job duty description. As such, a request for a reassignment/remission can be initiated by the in-theater supervisor/manager to support the USFOR-A mission and requires sufficient justification to support the transfer. If the reassignment/remission occurs within two different FPs, CENTCOM will coordinate the reassignment/remission to obtain the respective FP approval. An organization is defined as a brigade-sized or equivalent unit, led by an O-6/GS-15 civilian equivalent.

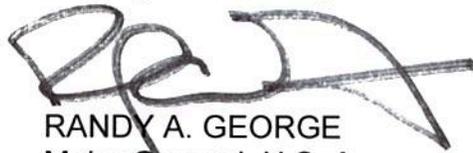
b. Requests for reassignments/remissions are primarily done to support USFOR-A mission, to ensure appropriate personnel are available to accomplish the mission within their own or another's organization. Reassignments may also occur for a variety of reasons, including a mismatch in skill set or position aptitude, position elimination, or strained office relations.

c. The process and standard for a reassignment/remission is required use of Enclosure 5. The employee will remain at their current assigned duty location until the reassignment/remission has been approved. It is the unit's responsibility to account for the employee on the Daily Strength Report and for IDF attacks until the employee reports to their gaining unit. At no time is the employee to be sent to their gaining unit before the reassignment/remission is approved, unless authorized by the approval authority.

8. The point of contact for this policy is USFOR-A J1, Civilian Human Resources, at DSN: 318-481-3072 or organizational email address CENTCOM Bagram USFOR-A J1 Civilian Human Resources Group Email box at: centcom.bagram.usfor-a-j1.mbx.civ-hr-a1@mail.mil.

5 Encls

1. Voluntary Request Memo
2. Curtailment Request Form
3. Involuntary Curtailment Request Memo
4. Letter of Release Memo
5. Reassignment/Remission Request Memo



RANDY A. GEORGE
Major General, U.S. Army
Commander

U.S. National Support Element-Afghanistan



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UNITED STATES FORCES-AFGHANISTAN
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OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Voluntary Curtailment – Employee Name

1. I am hereby submitting a request for voluntary curtailment from my current position, (Position Name), position number XXXXXXXX. The purpose of this request is due to my acceptance of a new job offer with (Department of XXXX). I have attached a copy of the new job offer to support this request.
2. I am requesting a release date of Date/Month/Year from (Unit) United States Forces-Afghanistan.
3. The point of contact for this request is the undersigned at 318-481-XXXX or email at john.doe.civ@mail.mil.

Encl

Employee Name
Title
Signature

APPROVED BY:

O-6/GS-15 _____ / _____
Signature Date

REVIEWED BY:

USFOR-A J1 Civilian HR _____ / _____
Signature Date

**US Forces-Afghanistan
DoD Civilian Curtailment Request**

1.	Employee's Name: (Last, First, MI)
2.	DoD-EC or MoDA Position Duty Title:
3.	Original Tour End Date:
4.	Requested Departure Date from Assignment:
5.	Circle Reason Code (command-directed or voluntary). Please use one of the following codes for the Reason for Release: Medical – employee's medical status has changed necessitating early departure. Performance/Conduct – employee's work or personal behavior is not to standard (includes loss of security clearance). End of Mission – the position is no longer needed and will be inactivated upon departure. Voluntary Employee Request – the employee requested to depart theater early.
6.	(For employee) I have been informed that my supervisor is requesting my curtailment from theater. I understand that my signature only constitutes my knowledge of this request, but is not signaling my agreement or disagreement with the action. I understand that a curtailment is not an adverse personnel action. I acknowledge that I may be subject to repay to the Government a sum of money equivalent to related allowances and/or benefits received as a result of deployment in theater. I understand that I have the opportunity to provide my input at this time, in the provided space below (attach additional documents if needed):

Employee's Name: _____

Employee's Signature: _____

Date Signed: _____

Requestor's Name: _____

Requestor's Signature: _____

Date Signed: _____

Chief of Staff, USNSE-A: _____

APPROVED/DISAPPROVED (Please Circle)

Date

Enclosure #3



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MEMORANDUM FOR Deputy Commander, USNSE-A United States Forces-Afghanistan,
Bagram, Afghanistan, APO AE 09354

SUBJECT: Memorandum for Record – Involuntary Curtailment Request (Employee
Name)

1. I request the immediate curtailment/reassignment of employee's name for BLUF reason.
2. Theater supervisor/commander input. Provide a narrative explaining in detail the reason(s) for the involuntary curtailment. If the curtailment is for conduct, explain the incident(s). If a command-directed investigation was completed, provide the details of that investigation, to include the approved findings and recommendations. (While there is no requirement to complete a command-directed investigation before requesting the curtailment, often times that is an appropriate action, as the home station supervisor will desire a sufficient amount of evidence IOT determine what, if any, adverse personnel action is appropriate for the employee.) If the curtailment is for poor performance, explain the background, to include the period of time involved, a description of the issues observed, explanation as to whether the supervisor notified the employee of the deficiencies, and provide whether the employee was given the opportunity to rehabilitate or improve in their performance. Provide any supporting documentation or counseling on the matter.
3. The point of contact for this memorandum is Supervisor's Name, Title, Phone Number, and Email Address.

Name
Rank/Branch of Service (O-6/GS-15)
Title

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SUBJECT: Memorandum for Record – Involuntary Curtailment Request (Employee Name)

REVIEWED BY:

USFOR-A J1 Civilian HR _____
Signature

Date

REVIEWED BY:

USNSE-A Staff Judge Advocate _____
Signature

Date

APPROVED BY:

USNSE-A Chief of Staff _____
Signature

Date



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MEMORANDUM FOR RECORD

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

1. I approve the release of the following individual from United States Forces–
Afghanistan.

- 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 code):
- 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- N/A for Air Force)
- j. Re-Deployment Site (Camp Atterbury – **N/A for Air Force**):
ng.in.inarnng.list.cajmtc-cew-moda@mail.mil
(Contact Camp Atterbury Redployment personnel with your flight schedule)
- k. Home Agency:
- l. Home Station Supervisor Name:
- m. Home Station Supervisor Email Address:

2. (Employee Name) 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. (Employee Name) is not to return the Afghanistan in association with this assignment.

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

4. Please contact the POC: XXXXXX at DSN 318-481-XXXX or email at
john.doe.civ@mail.mil if you have any questions.

Name
Rank/Branch of Service (O-6/GS-15)
Title

REVIEWED BY:

USFOR-A J1 Civilian HR

Signature

Date



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MEMORANDUM FOR RECORD

SUBJECT: Requested Reassignment or Remission Extension for (Name of Employee)

1. Due to critical mission requirements, it has been determined a reassignment is required in order to fill a critical vacancy (or other stated reason provided here).

	Line Number:	Position Title:	Location:
Current	00123184	Civilian Admin Spec	Bagram
Proposed	00012345	Management Analyst	Kandahar

- a. Arrival Date: Date/Month/Year:
- b. Planned Rotation Date: Date/Month/Year:
- c. Employee's Home Station Agency (e.g., Army, Navy, Air Force, etc.):
- d. Expiration Date of Official Passport:
- e. Date of Last Medical Screening (if more than 12 months have elapsed, a CONUS medical reset will be required to update medical):

2. Justification for extension:

3. The point of contact for this action is the undersigned at, DSN 318-481-XXXX, or email at john.doe.civ.mail.mil.

Name
 Rank/Branch of Service (O-6/GS-15)
 Title

